

# New Software Purchase or Acquisition Request

**PRINT VERSION - Note that the questions listed below may trigger additional questions. Please be prepared to provide additional information at the time of submission.**

**Please Note:** This form will take approximately 10 minutes to complete, on average. However, in order to fill out all fields efficiently, you may want to review the fields in advance to ensure you have all of the required information prepared prior. If you'd like help, you can request a [consultation here](#).

[Why is this approval needed?](#)

Depending on [circumstances](#) surrounding your software and the [criteria](#) provided, a [Project Request](#) may be required in order to complete the request. If you'd like to submit a Project Request instead, you may start that process using [this Project Management Service](#).

## General Questions

### Title of Technology Initiative \* ⓘ

A one-line name or brief description to use when referring to your request. This can be the title of the software or a project the software will be associated with at Mines. This will be the subject of the ticket created.

Note that a longer description field can be found below with additional space for in-depth comments, notes, or if you need to expand further upon this brief title field.

### Requestor \* ⓘ ⓘ

This is an individual that is listed as the person asking for service detailed within the ticket. If used as a filter in a report, the filter allows for a lookup search.

TJ Tremblay

Q X

### Department \* ⓘ

Requester's department.

Information & Technology Solutions

Q X

### The name of the software title and/or the vendor (if known) ⓘ

If you only know a portion of the name, you may list that but complete information may still be required at a later point.

### Description of Software and Your Use \* ⓘ

What does this software do? What will you be using this software to achieve.

### Link to vendor/software webpage (if known) ⓘ

Please provide a URL where more detailed information can be found regarding this specific software.

### Does this software (or similar technology) already exist on campus? \* ⓘ

Please indicate if the software is installed elsewhere at Mines (in the version you're requesting or another dept on campus). Note that if it does exist, this could significantly reduce the time to implement the software.

Start typing...

### Is this software replacing another software or similar technology on campus? \* ⓘ

Indicate if the application will replace the need for another program at Mines.

Start typing...

### Who is the end-user? \* ⓘ

Select all that apply. Include your own status if you are an end-user.

- ☐ Student
- ☐ Employee
- ☐ Other

### Approximately how many people will utilize or be impacted by this Software? ⓘ

Please estimate the general amount of people that this software might affect directly or indirectly.

### Is this product offered in the cloud, on-premise, or both? ⓘ

Is this product offered in the cloud, on-premise, or both?



Start typing...

**When is this software needed or when will the software start being used? \*** ⓘ

When Do You Need This By? No guarantee can be made to have software in place by this date.

## Cost

**What is the Total Cost for this Software over a 5 year period (Sum of all 5 years): \*** ⓘ

Please calculate the cost and choose one of the options provided. Procurement rules are applied using a 5-year period. Further questions will depend on this answer.

\*\*Donations may or may not have a monetary cost paid by someone other than Mines. More information will be required for this selection.

Start typing...

**Are there terms and conditions attached to this product/service/technology? \*** ⓘ

Any terms & conditions to be entered into by Mines must be reviewed by Procurement + signed by an authorized representative of Mines, with the authority delegated by the president. You do not have authority to sign on Mines behalf.

Start typing...

## Data

**What type of data will be stored within this product or with the vendor? \*** ⓘ

This includes data that is entered into the product or provided temporarily.

- ☐ Student (e.g., names, CWID, homework, Fin Aid, etc.)
- ☐ Employee (e.g., name, CWID, SSN, DOB, etc.)
- ☐ Financial (e.g., income, cash deposits, payments, etc.)
- ☐ Health (e.g., health records or info about person's health)
- ☐ Other (Please Specify)

**Will Mines be accepting credit/debit card payments through this software/product? \*** ⓘ

Vendors must be PCI compliant and able to integrate with CashNet (which will be verified through this process).

Start typing...

**What systems will this product integrate with? \*** ⓘ

List any existing applications or platforms that will be tied to this new software. If there aren't any, Please state "No Integration".

**Does this product or software require authentication? \*** ⓘ

If it requires authentication, then Mines username/password (ADIT, Multipass, single-sign on) are required (by ITS).

Start typing...

## Area Specific Questions

**Are there any local infrastructure requirements such as servers, network, firewall, remote connectivity? \*** ⓘ

Yes/No/Please list.

Start typing...

**Is there a license or end-user license agreement ("EULA") for this software? If Yes, please attach below. \*** ⓘ

E.U.L.A. = End User License Agreement

Start typing...

**Is this software related to research? \*** ⓘ

If the software is research related, Research Support may reach out in regards to hardware requirements and current resources available.

Start typing...

**Is this software related to an online course? \*** ⓘ

Is this related to a new or existing online course?

Start typing...



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**Where will the software be installed? \* ⓘ**

Choose all that apply. To choose multiple options, hold down the Ctrl key (PC) or CMD key (Mac) and click the options you wish to select.

*Start typing...*

**Will this software be needed in perpetuity or are there specific start/end dates where it is needed? \* ⓘ**

If yes, a date chooser option will appear below.

*Start typing...*

**Personal Contact Information for the Vendor ⓘ**

Please list individual contact information (phone, email) that will help expedite vendor communication regarding the New Software Purchase

**Please Upload Any Quotes, Requisition Information, EULA, or other relevant files here. ⓘ**

If you are not using a sole source vendor, be sure to upload 3 quotes.

NOTE: to select multiple files, please hold down the CTRL key (Windows) or CMD key (Mac) while selecting each file - Files will have to be located in the same folder on your computer in order for this to work properly.

Browse...

No file chosen

Request