**Information Services (IS) Review Questionnaire for Technology Contracts and Purchases**

**Must be filled out and signed by the department ATO or senior IT staff member and submitted with all relevant purchasing documents to WSU Purchasing or Contracts Office. Purchasing/Contracts will return for signature any unsigned IS Review Questionnaire before processing purchasing documents.**

**IS will review the submitted questionnaire with a turnaround goal of five to seven business days, contacting the technical person for clarifications, questions, or if more information is required. Once IS has completed their review they will return all documentation to Purchasing with a risk assessment rating.**

***Please be as specific as possible. If answering yes to any of Section 1 questions, continue on to answer all of Section 2 questions. If answering no to all of Section 1 questions, then no answers for Section 2 questions are required.***

Dept. Submitting Request:

Contract or Requisition Number:

Dept. Purchasing Contact, Email, Phone:

Dept. Technical Contact, Email, Phone:

Dept. Technical Contact Signature:

Vendor:

Vendor Website:

Provide a summary of services, software, and/or items being purchased and primary function.

**Section 1**

1. Does this agreement provide an information security service? If so, describe.
2. Does this purchase involve an authentication service? If so, describe how authentication will be performed, what users are being authenticated, and what credentials users are completing this authentication with.
3. Is this a software application that stores or manipulates personal information of any kind? If so, what personal information is being stored or manipulated (names, social security numbers, grades, birthdates, etc.)?
4. Is there intent to integrate this purchase with central IS applications or infrastructure, such as zzusis? If so, describe.
5. Are vendor-hosted or cloud-based services being provided for storing, processing, or transmitting WSU data?  If so, describe. What data elements will be stored, processed, or transmitted off-site?
6. Does this purchase enable users to complete E-Commerce transactions?

**Section 2**

1. Is this a renewal of an existing software agreement? If so, describe original and all previous purchase information.
2. Is this purchase in support of instruction, research, or administration? If so, describe.
3. Did the vendor provide information regarding industry-based security standards including security programs, controls and privacy standards? If so, please attach. If not, why?
4. Did the vendor provide a copy of the vendor’s most recent SSAE 16 report or a copy of an equivalent information security assessment report from an independent 3rd party? If yes, please attach. If not, why?
5. If this is a software or application purchase, will it be hosted at WSU or within the vendor’s datacenter? If host at the vendor’s data center, what backup and other processes are in place to restore the service in the event of a catastrophic event in their datacenter?