

Software Acquisition Checklist

Mandatory Items				
Question	Resource(s)	Yes	No	Explanation (if applicable)
Does the campus have access to an existing license for this product?	Procurement 6-2234, ITS Service Desk 6-7000 http://its.calpoly.edu/~software			
Is projected Total Cost of Ownership (TCO) greater than \$50K? (includes: software, hardware, implementation, on-going support)				
Are both one time implementation funding and on-going support funding available?				
Has on-going staff support for the system been identified and agreed to by all affected groups?				
Is the software certified by the vendor to be ADA compliant?				
Is stored data and data communication encrypted (e.g. does software support SSL)?				
Is Social Security Number of Date of Birth used as a primary identifier/key or as part of such a key?				
Are there any legal or policy related issues (e.g. FERPA protection, SEVIS, etc.)				
Campus Standards				
Does software support an Oracle database?				
Can any Web components of the software be deployed through the university's Web portal (my.calpoly.edu)?				

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Can Web components integrate with university's Central Authentication System (CAS) for authentication in support of single-sign on?				
Will software run on Linux or Sun Solaris operating system based server?				
For any required directory access is software capable of using LDAP protocol to access university's enterprise directory?				
Does licensing model for software support a separate Development, Test, and Production environment model without additional costs for licenses for Development and Test environments?				
Does software integrate with other necessary campus systems (e.g. PeopleSoft, BlackBoard, etc.)				
Will any reporting requirements be handled through the university's central data warehouse?				
Other Suggested Guidelines				
Document Requirements – what problem is being solved or need is being filled				
Identify and evaluate alternate solutions				
Does a larger need for this software exist on campus? If so who else should be involved?				
What other groups on campus need to be involved to support the implementation?				
Define implementation schedule. Coordinate with other groups whose support will be required.				

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What are the training requirements for the system? How will this training be provided?				
Is the software vendor experienced, reliable and viable for the foreseeable future?				
What are the on-going support requirements/costs?				
What are the hidden costs (e.g. what are storage costs, costs to provide ADA compliance, etc.)?				
What will impact of new software be on existing IT infrastructure (e.g. network, servers, storage)?				
What is software/system refresh plan?				
Does vendor have clear escalation path / procedures for system support and problems?				
What is the vendor's upgrade cycle and process?				
Have appropriate campus computing committees been informed of new software (e.g. AACC, IACC, SC3, IRMPPC)?				