Enterprise Applications Pre-Purchase Review Procedure
The University of North Carolina at Greensboro

Policy Reference: Enterprise Applications Pre-Purchase Review
Approved: July 2014
Document Maintainer: AVC Administrative Systems, Information Technology Services

Purpose
This procedure addresses the following section of the related policy:

Requirements
"Additionally:

I. The proposed enterprise application must be reviewed by the Administrative Information Security Committee (AISC) to ensure that University data is properly protected.
II. Student-facing enterprise administrative applications must comply with a University-approved method of authentication to provide students with the ability to sign onto multiple systems with a single set of credentials.
III. If any of these conditions, based on applicability, are not met, the purchase will not be approved. Exceptions to II may, however, be granted in cases where no suitable alternative exists."

This procedure directs the potential purchaser in how to obtain both AISC security and ITS authentication method reviews. It also describes the roles and processes used by the AISC, ITS and the Purchasing Office. Finally, it covers the appeals process.

Scope
The procedure applies to potential purchases of enterprise applications to be owned by the University, including all divisions, departments, and offices. This policy applies to purchases made with all funds held by or routed through the University.

Responsible Parties
- Potential purchasers (faculty and staff)
- The Administrative Information Systems Committee (AISC)
- The Purchasing Office
- Information Technology Services
Procedure

Obtaining AISC Review

The process to be used to obtain a security review from the Administrative Information Security Review may be found at http://its.unCG.edu/asc/Data_SOR/default.aspx

The Chair of the AISC will notify the potential purchaser, as well as the Purchasing Office, in writing when the security review has been satisfactory completed.

Obtaining ITS Authentication Method Review

This review can be done concurrently with, and is not dependent upon, the AISC review.

The potential purchaser should contact the service desk by creating a 6-TECH ticket requesting an authentication method review. A form, including documentation of alternative solutions that have been considered, should be attached to the 6-TECH ticket (please note that the section labelled “Technical Pre-Questionnaire” should be completed by the client with the assistance of the vendor as needed, and the vendor’s technical contact is free to contact the ITS authentication review team member as needed.) The form may be found at https://its.unCG.edu/software/forms/Request_for_ITS_Authentication_Review.pdf. The service desk will route the request to the ITS authentication review team in Identity and Access Management.

The ITS authentication review team will determine whether the proposed application complies with the University-approved method of authentication. If it does not, the ITS authentication review team will determine whether any of the alternative solutions considered would comply. The ITS authentication review team will notify the potential purchaser of the determination in writing. If the determination is for non-compliance of the desired product, the ITS authentication review team will also notify the ITS-AVC group in writing concurrent with potential purchaser notification. When the potential purchaser has been notified that both of these reviews have been completed with satisfactory results, s/he may enter the purchasing requisition, attaching both approvals to the requisition.

The Purchasing Agent will confirm that the approvals are attached to the requisition prior to accepting it, and that the following conditions are met: (1) the approval related to AISC review was obtained within one year; and (2) the approval related to authentication method was obtained within the past three years. Appeals Process

Should the potential purchaser receive a notification from ITS that the proposed application does not comply with the University-approved method of authentication, s/he has the right to appeal to Dr. James Clotfelter, CIO, and should contact him by email (jhclotfe@uncg.edu). Should Dr. Clotfelter grant an exception, he will notify the potential purchaser of his decision in writing.

If granted an exception, the potential purchaser should attach the notification of the exception to the purchase requisition.