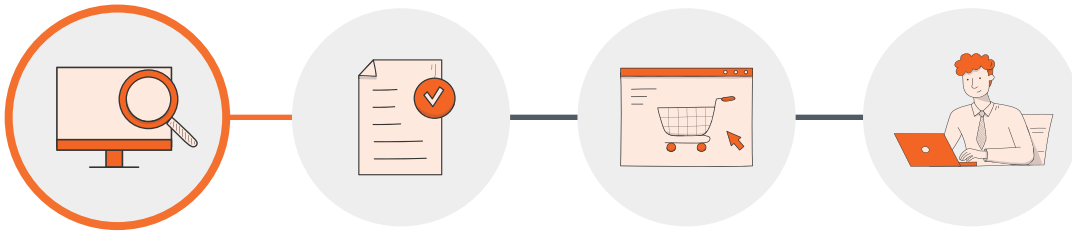




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Software Research Guide

IT reviews all software purchases to ensure software adheres to regulations, will work with existing technology, and coordinate support. Use this guide as a worksheet to collect information you need to complete our Technology Acquisition Request form.

This guide is optional. We will not ask for it during your acquisition.

Ask Your Vendor

Accessibility Conformance Report

All technology we purchase must meet applicable accessibility standards set forth by Section 508. This means individuals with temporary or permanent impairments, such as low vision or blindness, must be able to use the software. To do this, we need an Accessibility Conformance Report from your vendor.

An Accessibility Conformance Report or ACR is a representation of how a product meets accessibility standards. It contains pertinent product information such as the name of the product, product description, applicable standards, evaluation methods used, etc. The most common way to create an ACR is by using the Voluntary Product Accessibility Template or VPAT provided by Information Technology Industry Council (ITI). The completed VPAT is considered an Accessibility Conformance Report.

It is best to inform vendors of our requirement to comply with Section 508 and ask for this report at the beginning of your search. You do not need this report to start your technology acquisition request, but having it allows us to review your request faster and increases the chance of acceptance.

Vendors may learn more at <https://www.section508.gov/sell/>



Cloud Hosting

Cloud hosting makes applications and websites accessible using cloud resources. This means that all supporting technology is provided to you as a service by your vendor and accessed over the Internet, instead of sitting somewhere on the university's network.

Ask your vendor if the software is cloud hosted. If not, ask them if it requires you to provide servers.



Technical Contact Information

We love our sales representatives and reseller vendors, but they are often unable to answer technical questions that help us understand how their product conforms to standards and regulations.

Ask your software who we contact for technical questions. If you do not have a representative, find a support email or phone number.



Itemized Quote

An itemized quote, also known as a detailed quote or itemized estimate, outlines the breakdown of costs for a particular product. The quote must include make, model, description, quantity, and unit cost to provide a clear view of what you wish to acquire. Of course – if your product is free, you do not need an itemized quote.



Gather Details

Let's start with the basics!

Product Name

Version

Helps us track updates or changes made to the software. In general, a software version is a set of two to four numbers clubbed together and separated by periods or ".". Not all products have version numbers.

Cost

Product Website URL

A link to a webpage describing the product.

Estimated Number of Users

Users are individuals interacting with the software, not necessarily affected by it.

Is the software required to meet federal or state regulations?

Yes No

Then, write a purpose statement.

Describe Purpose of Software

Help us understand what the software does and why you need it. Include what problem it will solve or initiative it will satisfy.

Next, determine the sensitivity of data the software uses.

Will the software contain any of the following?

Confidential Data - sensitive information protected from unauthorized public release.

Credit Cards	Federal Tax Info	Medical Records
Donor Records	Financial Account	Student Records
Federal Research	Law Enforcement Records	Student Directory Info

Protected Data - sensitive information subject to release under the Texas Public Information Act.

Names	Date of Birth	Government-issued ID (i.e. SSN, DL)
Addresses	Financial Info	Personal Characteristics
Phone Numbers	Medical Info	Info Identifying Personally Owned Property

Non-Confidential or Public Data - information not protected from unauthorized disclosure or public release.

None of the Above

Lastly, who can we follow up with?

Software Contact Name

A representative from the software company that may be asked technical questions.

Software Contact Email

Software Contact Phone

Information Owner Name

Typically, SHSU employee responsible for deciding who can access the software.

Information Owner Username

Making Your Request

Once you know the information above, visit our website to submit your answer through an online form. When you click submit, your information will be imported into a ticket for review.

Visit <https://forms.office.com/r/eX0h35fhtu>