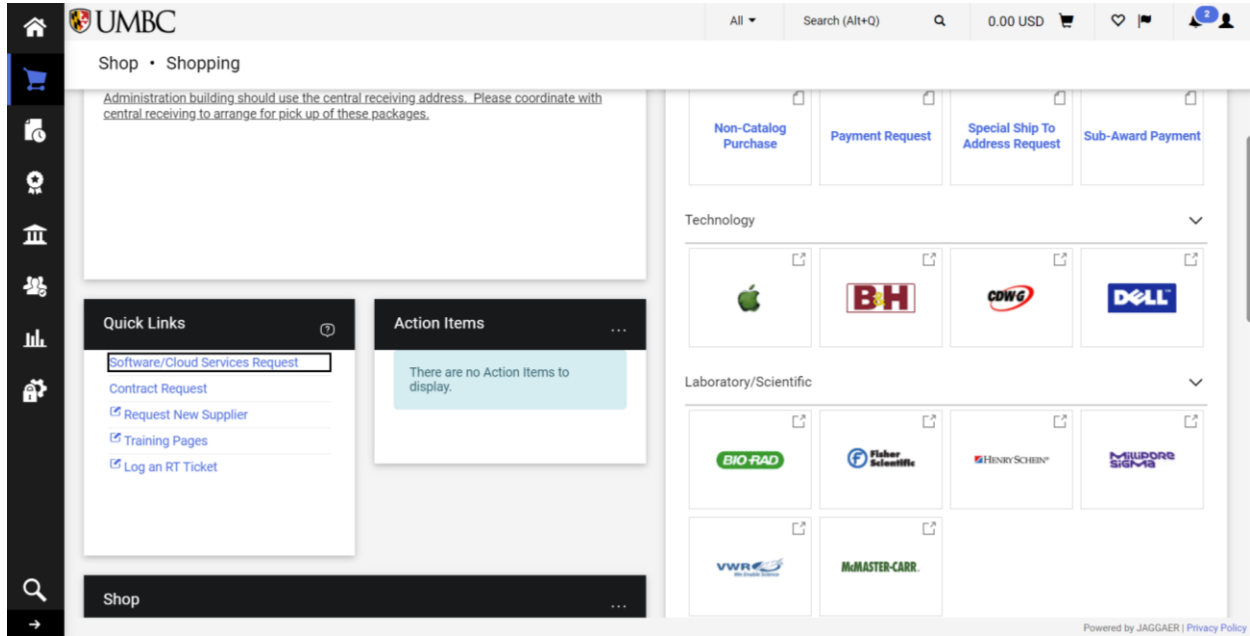
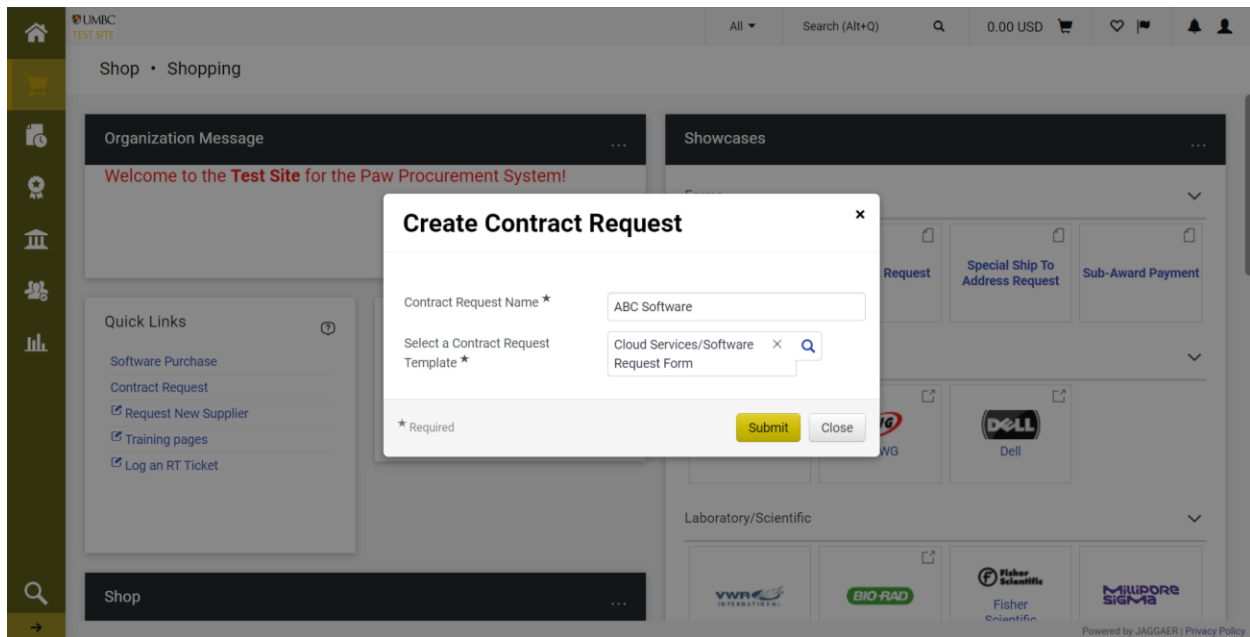


Software Request Guide



Enter the name of the software and if it is an ammendment to a contract, a cloud service/software request form, or a contract for service.



Please read the instructions and look at the FAQs for any other questions.

The screenshot shows the 'Instructions' page for a software request. The page is titled 'ABC Software' and includes the following details:

- Form Number: 10266741
- Request Status: Incomplete

The 'Instructions' section contains the following text:

The Cloud Services/Software Review process evaluates campus software purchases for compliance with Security, Technical, Procurement, and Legal policies. For more information, please visit the [Cloud Services/Software Review FAQ](#).

Use the attachments section to add the quote for software, terms and conditions, licensing agreements, security documentation, or any other documentation for this request. Please provide as much information as possible to streamline the review.

At the end of the review process, you will receive notification of approval. Please review the discussion section to ensure that the approval does not include any conditions. If conditional approval has been provided by procurement and legal, the request will move to the contract redlining phase and will require negotiation with the software firm. The process will be completed upon full execution of the contract document. If approval has been provided without any conditions, the transaction may proceed through the issuance of a purchase order or payment with a pcard.

The left sidebar shows a progress indicator for the 'Attachments' section, which is currently at 0. The 'Questions' section is marked as complete with a checkmark. The 'Review and Complete' section is also marked as complete with a checkmark. The 'Discussion' and 'Contract Request Workflow' sections are not yet completed.

At the bottom right of the main content area, there is a 'Next >' button. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

Use the attachments section to add the quote for software, terms and conditions, licensing agreements, security documentation, or any other documentation for this request. Please provide as much information as possible to streamline the review.

The screenshot shows the 'Attachments' page for the same software request. The page is titled 'ABC Software' and includes the following details:

- Form Number: 10266741
- Request Status: Incomplete

The 'Attachments' section contains the following text:

[Add Attachments](#)

The left sidebar shows a progress indicator for the 'Attachments' section, which is currently at 0. The 'Questions' section is marked as complete with a checkmark. The 'Review and Complete' section is also marked as complete with a checkmark. The 'Discussion' and 'Contract Request Workflow' sections are not yet completed.

At the bottom right of the main content area, there are '< Previous' and 'Next >' buttons. The footer of the page indicates 'Powered by JAGGAER | Privacy Policy'.

Answer all questions to the best of your ability.

The screenshot shows the 'Questions - Software Product Information' form in the UMBC system. The left sidebar contains a navigation menu with items: Home, ABC Software, Form Number: 10266741, Request Status: Incomplete, Instructions, Details, Attachments (0), Questions (checked), Software Product Inform... (checked), Use of Product (checked), Security Information (checked), Single Sign On Information (checked), Review and Complete, Discussion, and Contract Request Workflow. The main form area is titled 'Questions - Software Product Information' and includes a 'Print Request' and 'History' link. The 'General Information' section contains the following fields: 'Product Name' (ABC Software), 'What is the purpose of the software product' (for testing only, 1984 characters remaining), 'Start Date' (10/05/2023, with 'Update Start Date Upon Execution' checked), and 'End Date' (Expires On, No Expiration, or Term). A 'Required' star icon is present at the bottom of the form, along with 'Previous', 'Save Progress', and 'Next' buttons. The footer indicates 'Powered by JAGGAER | Privacy Policy'.

The screenshot shows the 'Contract Request Workflow' form in the UMBC system. The left sidebar contains a navigation menu with items: Home, Contract Request Workflow, End Date, Auto-Renew, Renewal Term, Renewals Remaining, and Contract Value. The main form area is titled 'Contract Request Workflow' and includes the following fields: 'End Date' (Expires On, No Expiration, or Term, with 10/05/2024 selected), 'Auto-Renew' (Yes, No), 'Renewal Term' (1 Years), 'Renewals Remaining' (2), and 'Contract Value' (50,000.00). A 'Required' star icon is present at the bottom of the form, along with 'Previous', 'Save Progress', and 'Next' buttons. The footer indicates 'Powered by JAGGAER | Privacy Policy'.

UMBC

Contracts > Requests > My Contract Requests

0.00 USD

Logout

Provide any additional clarifications for the value, such as per license or subscription length.

Subscription and users

1978 characters remaining

Chart String for the Contract

1111

1996 characters remaining

Purchase Type *

New

How will you be purchasing this software? *

Paw Procurement System

PCard

Paw Procurement System

Other

★ Required

If **Paw Procurement System** attachment on the previous page, please attach quote or screenshot of the software website.

Previous Save Progress Next

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UMBC

Contracts > Requests > My Contract Requests

0.00 USD

Logout

If you have not already provided an attachment on the previous page, please attach quote or screenshot of the software website.

No File Attached Upload

Category *

Other

I am submitting this request on behalf of someone. *

Yes No

Is there anyone else who should be included on communication relating to this software?

Joe Somebody

1988 characters remaining

Is this replacing software currently in use? *

Yes No

Provide additional information for your response

★ Required

Previous Save Progress Next

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UMBC

Contracts > Requests > My Contract Requests

0.00 USD

Logout

Provide additional information for your response

Software is for testing purposes
1968 characters remaining

Second Party [?]
Type to filter...

Additional Second Parties [?]
Type to filter...

Were you able to find your supplier in the second party field above? * [?]
 Yes No

Name of Software Firm *
ABC Firm

★ Required

< Previous Save Progress Next >

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UMBC

Contracts > Requests > My Contract Requests

0.00 USD

Logout

Contact Name for Supplier
Mark Somebody

Email for Supplier Contact
mark@abcfirm.com

Contact Phone Number for Supplier
86745309

Supplier Website
abcfirm.com

I acknowledge that if full contact information is not provided above, there may be a delay in the review as the information will need to be researched during the review process. *
 Acknowledged

★ Required

< Previous Save Progress Next >

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Save Progress and Move to next section

Answer all questions to the best of your ability.

UMBC

Contracts > Requests > My Contract Requests

ABC Software

Form Number: 10266741
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Software Product Informa... ✓

Use of Product ✓

Security Information ✓

Single Sign On Information ✓

Review and Complete

Discussion

Contract Request Workflow

Questions - Use of Product

Print Request | History ?

Anticipated Users of Product

To assist in the review of the product, please indicate the anticipated users for the software.

What Department will primarily be using this software?

Procurement

1989 characters remaining

Number of Faculty Users *

N/A

Number of Staff Users *

Up to 10 Users

Number of Student Users *

★ Required

Previous Save Progress Next

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UMBC

Contracts > Requests > My Contract Requests

Software Product Informa... ✓

Use of Product ✓

Security Information ✓

Single Sign On Information ✓

Review and Complete

Discussion

Contract Request Workflow

Number of Faculty Users *

N/A

Number of Staff Users *

Up to 10 Users

Number of Student Users *

N/A

Number of External to UMBC Users *

N/A

Does this software meet accessibility requirements? ⓘ

Yes No

★ Required

Previous Save Progress Next

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Save Progress and Move to Next section

Answer all questions to the best of your ability.

UMBC

Contracts > Requests > My Contract Requests

ABC Software

Form Number: 10266741
Request Status: Incomplete

Instructions

Details

Attachments 0

Questions ✓

Software Product Informa... ✓

Use of Product ✓

Security Information ✓

Single Sign On Information ✓

Review and Complete

Discussion

Contract Request Workflow

Questions - Security Information

Print Request History ?

Instructions

Please answer as many of these questions as possible to assist in the security review of the software.

Security

Have you attached any relevant security documents to this request?

Yes No

Provide the name and email address for the Software firm's security contact, if known.

unknown

1992 characters remaining

Is the application's data being stored on premise at UMBC or in the cloud?

Data is being stored on the cloud

1967 characters remaining

★ Required

Previous Save Progress Next

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UMBC

Contracts > Requests > My Contract Requests

What data fields will be sent from UMBC to the Software firm?

names of users

1985 characters remaining

What data files will be generated by the application once in use?

Test files

1990 characters remaining

Will UMBC staff have the ability to download UMBC data?

Yes No

How much notice must be provided before the download of data?

36 hours

1992 characters remaining

★ Required

Previous Save Progress Next

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UMBC

Contracts > Requests > My Contract Requests

Are there Federal regulations that may govern the data in this application? If so, list the regulations.

no
1998 characters remaining

Upon completion of the contract, what is the process for returning all UMBC data and verification of destruction of other copies of the data?

unknown
1993 characters remaining

Will there be video or audio of members of the UMBC community contained in the application or generated by the application?

no
1998 characters remaining

Personally Identifiable Information? ⓘ
 Yes No

★ Required

< Previous Save Progress Next >

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UMBC

Contracts > Requests > My Contract Requests

1998 characters remaining

Personally Identifiable Information? ⓘ
 Yes No

Security Level ⓘ

This field is for DoIT Security to use to assign a security level. All other users should leave this field blank.

DoIT Security Ticket Number ⓘ

Additional Comments from DoIT Security

2000 characters remaining

★ Required

< Previous Save Progress Next >

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https://solutions.sciquest.com/apps/Router/ContractRequestResponseQuestions?RequestId=10266741&PageId=363723&tmstamp=1696435222346#

Leave the last 3 questions blank as those are for DoIT

Save progress and Move to next section

Answer all questions to the best of your ability.

UMBC

Contracts > Requests > My Contract Requests

Request Status: Incomplete

Instructions

Details

Attachments 0

Questions

- Software Product Informa... ✓
- Use of Product ✓
- Security Information ✓
- Single Sign On Information ✓

Review and Complete

Discussion

Contract Request Workflow

▼ Instructions
If the product will be used by more than 10 users, Single Sign on authentication with the system might be necessary. Please provide as much information as possible to assist in the review if the software falls in this category.

▼ Single Sign On
Provide the name and email address for the Software firm's single sign on contact, if known.

unknown

1993 characters remaining

Does the product support Single Sign On via CAS?
 Yes No

Does the product support Single Sign On via SAML 2.0?
 Yes No

Provide any additional information that would be useful in the SSO review of this product.

★ Required

◀ Previous Save Progress Next ▶

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Review and complete request

UMBC

Contracts > Requests > My Contract Requests

ABC Software

Form Number: 10266741

Request Status: Incomplete

Instructions

Details

Attachments 0

Questions

- Software Product Informa... ✓
- Use of Product ✓
- Security Information ✓
- Single Sign On Information ✓

Review and Complete

Discussion

Contract Request Workflow

Review and Complete

Print Request History ?

✓ Required fields complete

Section	Progress
Instructions	✓ No Required fields
Details	✓ No Required fields
Attachments	✓ No Required fields
Questions	✓ Required fields complete
Software Product Information	✓ Required fields complete
Use of Product	✓ Required fields complete
Security Information	✓ Required fields complete
Single Sign On Information	✓ Required fields complete

★ Required

◀ Previous Complete Request

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