

## Information Needed for Procurement Request Process

### For all Non-Catalog, Contracts, and Software/Cloud Services:

- Quote, order form, or other document that lists the item(s) you want to purchase with prices for each line item.
- If the cost is between \$25,000 and \$200,000:
  - at least three quotes for the same service/goods; or
  - a completed [Sole Source Justification Form](#).
- Shipping address
- Chartstring information

### For Contracts:

- Whether it is an amendment
  - If so, the number of the contract to be amended
- Contract start date
- How long the contract will be in effect:
  - If a set term, what is that term length (ex. 1 year, 5 years, etc.)
  - If a specific date, the date the contract will end
- Are there any renewal terms?
  - If so, what is the term of the renewal (ex. 1 year, 2 years, etc.)
  - If so, how many renewal terms?
- Web links for terms and conditions, if any

### For Software/Cloud Services:

- Product Name
- Contact Name for Supplier (enter N/A if not available)
- Email for Supplier Contact (enter N/A if not available)
- Supplier website
- An explanation of what the software/cloud service will do
- Whether it is replacing a software/cloud service currently in use
- Whether the software/cloud service purchase is “new” or a “renewal”
- How the software will be paid: P-card, Purchase Order, Contract, Other
- How long you anticipate using the software:
  - ☐ Long term (indefinite)
  - ☐ Short term (1-3 years)
  - ☐ Temporary Need (less than 1 year)
  - ☐ For less than 6 months
  - ☐ Unknown/unsure
- Where the application data will be stored (UMBC, Cloud, Unsure)
- Describe any data that will be sent from UMBC to the Software firm. Be sure to note any student, Personal Identifiable Information, or health-related data.
- Will there be video or audio of members of the UMBC community contained in the application or generated by the application? (Yes or No)

- How many employees (faculty and staff) will be using this software?
  - ☐ 1
  - ☐ 2-9
  - ☐ 10-100
  - ☐ more than 100
- How often will the employees (faculty and staff) use this software?
  - ☐ Daily
  - ☐ Occasionally
  - ☐ Rarely
  - ☐ Unknown
- How many students (graduate and undergraduate) will be using this software?
  - ☐ No students will use it
  - ☐ 1-9
  - ☐ 10-100
  - ☐ more than 100
- How many external users will be using this software?
  - ☐ No external users will use it
  - ☐ 1-9
  - ☐ 10-100
  - ☐ more than 100
- Does this software support integration with UMBC's Single Sign On (SSO) via SAML or CAS?
  - ☐ Yes
  - ☐ No
  - ☐ Unsure
- Provide any additional information that would be useful in the SSO review of this product.