Vendor Assessment Form:

Your Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Your E-Mail Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Vendor Website: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1. What is the primary service that this vendor will be providing to you?**

**2. Will the vendor be responsible for services, software or hardware that process, store or transmit University data (i.e. configuring or installing routers, VPN devices, creating reports, webpages, etc.) by?**

a. providing software or hardware

b. configuring software or hardware

c. installing software or hardware

d. developing software

e. not applicable

**3. What data elements (fields) will be shared, collected, processed or managed by the vendor or in performing the services noted above?**

**4. Do the data elements fall under the definition of "sensitive data" and protection by university policy and or regulatory requirements (HIPAA, FERPA, HB5, PCI, Export Control, and Research)? See definition of Sensitive Data linked below.**

Yes

No

Not Applicable

**If your answer was YES to question 4, which data elements fall under the definition of "sensitive data", please specify:**

**5. Have compliance officials been included in the process (check all that apply)?**

a. Export Controls - Will Metcalf

b. FERPA - Sherri Pawson

c. HIPAA - Stacie McCutcheon

d. House Bill 5 - Kim Adams/Dave King

e. ITS Enterprise Security for Firewalls, network connectivity, custom Firewall, VLAN segregation, etc.?

f. Information Security Office - Kim Adams

g. PCI - Merchant Services - Jill Riede

h. All of the above.

i. Not at this point.

**6. Has the vendor discussed or mentioned that subcontractors or other service providers will be involved in the process?  Example: Any cloud-based data storage. If other contractors will be involved, please explain here. (Example: AWS)**

**7.** **Acknowledgement:**

This form has been filled out to the best of my ability and in accordance with University Policies and regulatory compliance requirements.