

Web-based Services and Software Pre-Purchase Form (under \$50,000)

Instructions: Follow the steps listed in this document for web-based services and software purchases under \$50,000, prior to selecting a vendor/product or creating a purchase request. It is the department's responsibility to ensure the steps below are completed **PRIOR** to submitting a purchase request. Software procurements over \$50,000 use [Web-based Services and Software Pre-Purchase Form \(over \\$50,000\)](#).

GENERAL INFORMATION

Business Purpose:

1. What is the intended business purpose of the product or service that you are looking to purchase?
2. Is it replacing a current product? If so, what product?
3. Have the [Purchasing Dollar Thresholds](#) been followed?

MY PURCHASE IS EXEMPT FROM PRE-APPROVALS:

- Product is on Exempt List
- Product was previously approved/renewal. Enter PO Number:

If your purchase is exempt, you do not need to complete Steps 1 – 3. Please enter information on Page 3, check “No Approvals Needed” box, and submit with your purchasing request.

STEP ONE: FINANCIAL MANAGEMENT ASSESSMENT

1. This product uses a credit card processing solution or accepts payments.
2. Students are charged a fee to use this service or are required to use for a class.
3. Agreement includes rebates, payments or refunds back to UB.

ACTION: If any of the above apply, STOP and contact [Financial Management](#) before proceeding. If none of the above apply, continue to Step Two.

STEP TWO: COMPLETION OF ACCESSIBILITY CHECK

UB has instituted an [Electronic and Information Technology \(EIT\) Accessibility Policy](#) to ensure that UB's websites, electronic communications, and other online information are accessible to individuals with disabilities.

- Category 1 (Low)** – Individual department use or for a student solution in one course. Not being used by public, enterprise, or more than one student course.

If used by students, list course number:

ACTION: Department agrees to provide accommodations and has a [reasonable accommodation plan](#) in place. No VPAT Required. Continue to Step Three.

Category 2 (Medium to High) – Enterprise-wide, public-facing, multiple student courses and/or departments.

ACTION: Requires Voluntary Product Accessibility Template (VPAT) Completion and approval by Office of Equity, Diversity and Inclusion (EDI). Follow these steps:

1. Download the [Voluntary Product Accessibility Template \(VPAT\)](#).
2. Request that the vendor complete the VPAT and return it to you.
3. Department must send the complete VPAT along with this completed questionnaire to diversity@buffalo.edu for review and approval prior to moving onto Step Three. EDI will provide an email with non-approval or approval with required limitations if any.
 - A member of the Office of Equity, Diversity and Inclusion will reach out to the person listed in the department contact section of this form if more information is needed and to provide approval.
4. Once approval has been received from the EDI office, complete Step Three. At this time only EDI can approve Medium or High Risk Categories.

STEP THREE: UB DATA USE and UB SYSTEM INTEGRATION RISK-ASSESSMENT

The university categorizes data based on institutional risk from disclosure. Determine what type of data, relative to the [Data Risk Classification Policy](#) your vendor and/or product will be using, and check the appropriate box below.

Check with your [IT Support Staff, ISO Office, and University Data Custodian](#) if you are unsure of what type of data relative to the UB Data Classification Standard you intend to use.

DATA USE

- Category 1 (High)** – Requires VP/CIO approval AND completion of the [UBIT Vendor Questionnaire for IT Purchases](#).
- Category 2 (Medium)** – Requires VP/CIO Approval AND completion of the [UBIT Vendor Questionnaire for IT Purchases](#).
- Category 3 (Low-Medium)** – No VP/CIO Approval Required.

SYSTEM INTEGRATION

- May require integration with existing UBIT systems or services** - Requires VP/CIO Approval AND completion of the [UBIT Vendor Questionnaire for IT Purchases](#). (Hub, UBlearns, email, authentication – Shibboleth, ADFS, LDAP, etc.)
- May require transferring data into or out of existing UBIT systems or services** - Requires VP/CIO Approval AND completion of the [UBIT Vendor Questionnaire for IT Purchases](#). (Hub, Infosource, UBlearns, etc.)

ACTION: If you checked any box that requires VP/CIO Approval you must have the vendor complete the [UBIT Vendor Questionnaire for IT Purchases](#). Send the UBIT Vendor Questionnaire for IT Purchases to your vendor and request it be completed in full and returned to you. When returned, submit a ticket with the VP/CIO area for review by following these steps:

1. Go to [UBIT Help Center](#)

2. Sign in with your UBIT name and password.
3. Choose “Request a Service,” then “Applications & Software,” then “Cloud or On- Premise Server-Based Software Purchase Review Request.”
4. Fill in the requested information and attach both this completed questionnaire and the completed UBIT Vendor Questionnaire for IT Purchases.
- After your request is submitted, a member of the VP/CIO area will reach out to the department contact listed on this form for review/approval. Approval is via email.

STEP FOUR: SUBMIT REQUISITION

Once all necessary approvals have been received, please attach the following to your requisition:

1. Vendor Quote and/or Proposal
2. All vendor documents requiring signature
3. Threshold Purchasing Requirements
4. This completed form with required email approvals or checkbox if it is exempt
5. Accessibility:
 - Email from EDI granting approval OR a reasonable accommodation plan memo
 - Completed VPAT, if applicable
6. IT Approval:
 - Email from IT Group granting approval
 - Completed UBIT Vendor Questionnaire, if applicable

Department Contact Information:

Name:

Email:

Phone Number:

Estimated time frame of purchase:

Procurement is subject to purchasing threshold requirements along with NYS required language and could require review by legal counsel, the Attorney General and/or the Office of the State Comptroller.

IT Node Support Staff Contact Information:

Name:

Email:

Approvals Received:

- Financial Management approval received, if applicable
- EDI approval received via email; attached to request
- No EDI; accommodation plan attached to request
- UBIT approval received via email; attached to request
- No Approvals Needed