



Information & Communications Technology (ICT) Enhancements

Field Changes

- Add the ability to select local ITC as a collaborator
 - ✓ This adds the ITC to the record as a collaborator not an approver
 - ✓ The field is mandatory and IRT is the default if unknown
- Add a "Date Needed By" field to the top of the form with the caveats
 - ✓ There is no guarantee of completion by expedite date
 - ✓ Not having all documentation submitted or approvals will impact completion time
- Add a Note at the top of the form to call out that selecting “not sure” as an option may add time to the review.

Requester Information

* Requester Name

* Department

Technical Contact

IT Support Area 

If you are not sure who supports our area, please enter the name of you who think is your IT/Technical contact, and we will reach out for more information. This helps us reach the right IT person in your department for any technical details. 

- ☐ Department, College, or Division
- ☐ Information Resources & Technology (IRT)
- ☐ Auxiliary
- ☐ Not sure

Date Needed By 

Note: While we do our best to meet your requested date, completion by this date cannot be guaranteed, especially if required documentation or approvals are missing. 

YYYY-MM-DD



SACRAMENTO
STATE

Technical Contact

IT Support Area 

If you are not sure who supports our area, please enter the name of you who think is your IT/Technical contact, and we will reach out for more information. This helps us reach the right IT person in your department for any technical details. 

- ☒ Department, College, or Division
- ☐ Information Resources & Technology (IRT)
- ☐ Auxiliary
- ☐ Not sure

* Technical Contact Name 

Please provide the contact infomation for your department's IT liaison or technical lead who can answer questions about integrations, security, or data. 

Leave this blank if your department or unit is supported by IRT.

Technical Contact Division/Department

New ICT Procurement Form

Copy of Request a review for Information & communication technology (ICT) procurement needs

What does the ICT evaluate?

IRT reviews and evaluates all prospective campus technology purchases for accessibility and information security. Depending on the usage and impact of the item, supplemental documentation or forms may be required from the vendor to complete the review process.

- **Accessibility Compliance**

Sacramento State is obligated to buy the most universally accessible products. It must evaluate all prospective technology equipment and/or software to ensure accessibility for persons with disabilities in support of state and federal laws.

- **Information Security Compliance**

Information security and vendor security reviews must meet [CSU, state, and federal compliance requirements](#). Reviews protect [sensitive campus data](#), ensure security compatibility with campus systems, and meets [campus device standards](#).

- **Diversity, Equity, and Inclusivity**

California State University, Sacramento is on mission to become an antiracism, diverse, and inclusive campus. Therefore, requests for applications that collect end-users' legal name and/or gender information will be reviewed with a lens to advance our principles and values as a public university.

Items with a recurring agreement (like an annual subscription, for example) also undergo an ICT renewal process annually.

Refer to the [ICT Procurement Review Process](#) for more information about required/excluded items, supplemental documentation, and specific procurement processes.

Note: Selecting "Not Sure" for any questions may add additional time to the review of this ICT.

*Will this product or service have access to, process, share, transmit, or store University/campus data (any student, employee, or other data collected on behalf of the University)? 

- ☐ Yes
- ☐ No
- ☒ Not sure

*Will this product or service be used for confidential or protected data (Level 1 or 2 Data Classification)? 

- ☐ Level 1 and over 500 records
- ☐ Level 1 and under 500 records
- ☐ Level 2 and over 500 records
- ☐ Level 2 and under 500 records
- ☐ No
- ☒ Not Sure

*Will users log in with their university (SacLink) account? 

- ☐ Yes
- ☐ No
- ☐ N/A
- ☒ Not sure

*Will it need to integrate with campus systems (Canvas, PeopleSoft, etc.)?

- ☐ Yes
- ☐ No
- ☒ Not sure

*Will it send email/notifications to users?

- ☐ Yes
- ☐ No
- ☒ Not sure



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Form Changes

- Remove standard hardware purchase requests from the form
 - ✓ The ICT will only be for non-standard/new technology requests
- Created a new Standard Hardware Purchase Request Form

Product/Service Categories

Select all categories that apply. If you're not sure, pick the closest match. 

- ☒ Computers (desktop | laptop | mobile device)
- ☐ Cloud Services/Vendor Hosted Services (services not on campus)
- ☐ Copiers
- ☐ Infrastructure (critical infrastructure and services such as networking, lock and access, security cameras, HVAC)
- ☐ IT Consulting or IT Services
- ☐ Mobile Applications
- ☐ Network Printers
- ☐ Other self-contained products (desktop printers, kiosks, scanners, portable projectors, transaction machines)
- ☐ Software Applications
- ☐ Telecommunications Products (hardware, software)
- ☐ User Accounts (any application or service that has a login)
- ☐ Video, Audio, and Multimedia Materials
- ☐ Web Content

* Is this a Lenovo or Mac purchase? 

 Purchases of standard Lenovo or Mac devices must use the [Standard Device ICT Request](#). This form is only for non-standard/new tech requests. If unsure, check with your department IT or IRT staff first. 

- ☐ No
- ☒ Not sure

Standard Device ICT Request

A streamlined and and preapproved ICT request for university standard devices

For faculty and staff, the University supports an Apple and Lenovo laptop and desktop standard, which includes standardized packages of pre-installed software, system, and security configurations.

While students may purchase/use whichever devices they have access to, we recommend the following [minimum standards](#) in order to be compatible with university systems.

Benefits of standardized offerings include:

- Compliance with CSU and Sacramento State Workstation Security Standards
- Computers that are configurable and compatible with information security tools and requirements, have regular security patching, and are ready for use across all enterprise campus technology services
- Consistently high-quality hardware components, ease in troubleshooting issues, and extended warranty support.

For secure device recommendations and requirements, refer to our [Workstation Security Standards](#).

Requester Information

*Name

 Long Lim  

*Contact Phone

+1 916/278-4987

*Contact Email

longlim@csus.edu 

Department

 IRT Service Desk  

Technical Contact

IT Support Area 

- ☒ Department, College, or Division
- ☐ Information Resources & Technology (IRT)
- ☐ Auxiliary
- ☐ Not sure

*Technical Contact Name 

Technical Contact Division/Department

Device Information

*Device Type

- ☐ Standard Windows Device
- ☒ Standard Mac Device

*Available Mac Models

- ☐ MacBook Air
- ☒ MacBook Pro
- ☐ MacBook Mini
- ☐ Other

*Vendor

- ☒ Apple
- ☐ CDW
- ☐ Hornet Bookstore
- ☐ Other



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QUESTIONS?