

How to Submit an ICT Procurement Request

Getting to the form:

Navigate to the Service-Now portal by visiting the [ICT Procurement Form](#) and sign in with your SaLink credentials. The ICT Procurement Form should appear.

Requester Information:

Input your **Full Name, Department, and Division.**

Requester Information

* Name

* Department

Division

Product or Service Information:

Enter the product or service information, and how and where it will be used with as much detail as possible. Select **Yes** or **No** in response to whether this product has been previously reviewed through the ICT Procurement Request form. If “Yes” is selected, an additional field will appear, “Previous Reference ID”. By clicking on the dropdown field under “Previous Reference ID”, you can search through previous requests to auto-populate the request form with a previous request’s information. You can search previous requests by RITM (**Number**) or by a keyword (**Short description**). If searching by a keyword, put an asterisk (*) before the keyword (i.e. *iPad) and then click on the previous RITM Number to have your request auto-populated with the previous request’s information. You will then just need to make any changes since the previous request.

Product or Service Information

* Has this product or service been previously reviewed through the ICT Procurement Request form?

Yes

No

Not Sure

Previous Reference ID (if known)

* Is this a multiyear contract?

Yes

No

Not sure

* What are the contract dates?

* Is the total value of the contract greater than \$5,000?

Yes

No

Enter the product/service name, product/service type, the vendor's name and contact information, the cost, and whether the product/service will be required for student use.

* Product or Service Name & Model/Version

Software

* General Product or Service Type (e.g., software, laptop, consulting, cloud, web service, etc.)

Testing Software

* Product or Service Vendor Name

Vendor Solutions

Vendor contact information (if available) ⓘ

Include their phone, email, and website if available. ✖

Vendor Name
123 Vendor Drive, City, CA 91234
vendor@name.com

* Cost/Price (not including tax)

700.00

Will this product or service be required by students?

Yes

No

Enter how and where the product will be used. If the product/service has not been requested before, you will be asked what alternative products/services were considered and why the product/service being requested best meets your business needs.

* How and where will this product or service be used?

Testing Software will be used by 5 staff members in our office for testing purposes.

* What (if any) alternative products or services were considered?

Tip Testing Software
Quick Tests Software

* Why does this product or service best meet your business needs?

No other testing software has the same functions to perform the tests needed for our department to be in compliance with Code 12345.

Enter the **Product/Service Categories** (Select at least one, check all that apply).

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 and Multimedia Materials

Web Content

Diversity, Equity, and Inclusivity Evaluation:

If requesting a tool that may require users to create an account and/or provide personal information like **Cloud Services**, **Mobile Applications**, **Software Applications**, and/or **User Accounts**, you will be prompted to respond questions about the product's support for inclusive practices.

* Does this application require use of a legal name?

Yes

No

Not sure

Not applicable

* If so or not sure, does the application also support a preferred name?

Yes

No

Not sure

Not applicable

* Does this system support gender pronouns?

Yes

No

Not sure

Not applicable

* Does this application collect gender information? (Gender information must include non-binary.)

Yes

No

Not sure

Not applicable

Accessible Technology Initiative Impact Criteria:

Select whether this product will potentially be used by large audiences (50 or more people) and who the end-users may be.

* Will this product be used by large audiences (50 or more users)?

Yes

No

Who are the users of this product/service? (Select all that apply)

Faculty/Staff

General Public

IT Staff - for Maintenance or Monitoring Spaces Only

Students

Depending on the type of product/service being requested, one or more of the following three documentation sections may appear. Respond to the applicable section(s) below.

Accessibility Documentation from Vendor ⓘ

* For computers, copiers, network printers, software/mobile applications, telecommunication products, web content, and other self-contained products. ⓘ

• Click on the "paperclip" attachment icon at the bottom of this form. ✕

Yes—Accessibility Conformance Report is attached.
 Yes—Working with vendor to obtain the Accessibility Conformance Report.
 No—This product will not be used by students, the public, or large audiences.
 Not sure—ATI Procurement will contact you for a consultation.

Accessibility Documentation from Vendor ⓘ

* For video and multimedia materials

Digital multimedia contains captions
 Digital multimedia does NOT contain captions
 I don't know if digital multimedia contains captions

Accessibility Documentation from Vendor ⓘ

* For IT Consulting or IT Services ⓘ

Yes—Section 508 Acknowledgement is attached
 Yes—Working with consultant to obtain Section 508 Acknowledgement
 Not sure—Check this box to have ATI Procurement contact you

Resourcing and Integration Information:

Respond whether IRT resources will be needed to implement the tool, what resources would be needed, and what (if any) existing systems the tool will integrate with.

* Will this product/service require IRT resources to implement or support?

Yes
 No

What type of resources or integration is needed?

Single sign-on (SSO)
 University data feed
 Long-term technical support
 Canvas
 Other

What system(s) will this product/service integrate with? (e.g., Office 365, Zoom, etc.)

Canvas

If requesting a Canvas integration:

If you are requesting a tool that would be integrated with our learning management system, Canvas, there will be additional questions specific to Canvas integrations.

Please provide the informational website about the app/tool or a login page (if available):

Can you provide any contact information for the company/organization that offers the app/tool?

Do you know other faculty who are interested in using this app/tool in Canvas? Please provide an estimate based on your personal knowledge.

Approximately how many courses/sections would use this app/tool in Canvas?

Approximately how many students would use this app/tool in Canvas?

Please provide a brief description of how you plan to use this app/tool in your Canvas courses.

Do you know of any costs associated with this app/tool for faculty, students, or the university?

Yes
 No
 Not sure

If there are university costs, does your department or college have an existing license for the app/tool?

Yes
 No
 Not sure

Information Security:

Complete the Information Security questions about the product/service’s use of University/campus data, whether it uses a SacLink account, whether it will be integrated with campus systems, and/or send emails.

* 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)? 

For more information, please refer to the [university data privacy policies and standards](#). 

Yes

No

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

This includes but is not limited to health and safety, credit cards, medical information, social security numbers, human subjects or critical infrastructure such as networks, locks, HVAC, security cameras, telephony, etc. 

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 this product/service use a SacLink account? 

Yes

No

N/A

* Will this product/service need to be integrated with campus systems or infrastructure (e.g., campus systems such as Canvas, CMS/PeopleSoft, university data)?

Yes

No

* Does this product or service communicate (e.g., sends email)?

Yes

No

Additional Comments:

To provide additional information related to your request, please type them in the Additional Comments box.

If you have any additional comments, please enter them here:

Read the acknowledgement statement, and check the acknowledgement box.

Signature

* Acknowledgement

By checking this box, I acknowledge that I have made every effort to understand the ATI responsibilities and Information Security requirements associated with university purchases.

Please attach the quote or contract, if available, through the **Add attachments** link, at the bottom of this form.

To include an attachment, such as a quote, Accessibility Conformance Report (completed VPAT), or HECVAT, click on the “Add attachments” link at the bottom of the form, attach the document, and click **Submit**.

 Add attachments

Confirmation/Approval Process:

You will be directed to a screen that shows your request responses and states "Your request has been submitted".

You will also receive an email from the IRT Service Desk stating "You'll hear from us soon". You can click on the **RITM Number link** at any time and scroll to the bottom of the screen to view the **Approvers** list that indicates which reviewer(s) the request has been sent to, and whose review/approval is pending.

You'll hear from us soon

Requested: ICT Procurement Form
Created: 2022-02-24 08:32:52 PST

Requested by:
In the loop:

Reference #: [RITM0074761](#)

[View Details](#)

Thanks!

Your IRT Service Desk Team
Service. Solutions. Making 'IT' easy.

Once all applicable reviewers have approved, you will receive an email stating "**The review of your ICT Procurement Request RITM0012345 has been approved.**" This email will include a link to download your **Approval PDF**; this PDF will need to be attached to your requisition or emailed to Procurement at procard@csus.edu prior to making a purchase with a Procurement Card.

The review of your ICT request RITM0081042 has been approved

 Sac State IT <servdesk@saclink.csus.edu>
To

Reply Reply All

Your ICT Procurement Request RITM0081042 has been approved.

The following product/service being requested for purchase has now been reviewed and is now approved for purchase: Qualtrics

The PDF linked below will need to be attached to either your requisition in CFS, or emailed to procard@csus.edu along with the quote for Procurement's approval, and then attached your monthly procurement card statement (whichever is relevant).

[Download Approval PDF](#)

If attached, a copy of your S508 and/or VPAT form can be found by clicking their respective links: [qualtrics-survey-engine-vpat-aug-2020.pdf](#)
[qualtrics-survey-taking-vpat.pdf](#)
[Qualtrics_HECVAT_2021\(4\).xlsx](#)

Please note: you may be asked to sign into Service Now with your SacLink credentials before the download begins.

The requesting department is responsible for the accessibility of this product should a request for a reasonable accommodation be made. Please note the campus disability access policies below.

student accommodation policy- <https://sacramentostate.policystat.com/policy/11300324/latest>
employee accommodation policy- <https://sacramentostate.policystat.com/policy/11299982/latest>
The final alternative is to create an Equally Effective Alternative Access Plan (EEAAP).

Thank you,

Accessible Technology Initiative
California State University, Sacramento
Phone: 916-278-2588