3RD PARTY APPLICATION PROCUREMENT PROCESS

➢ What is required to be reviewed?
  ➢ New Purchases and Renewals
    ➢ Software
    ➢ Software as a Service (SaaS)
    ➢ Hardware with associated software
    ➢ Cloud-based Subscriptions
    ➢ New Module to Existing Application

Best Practice Tips

• Get your requests in early
  • Procurement will reject requests that have not been submitted to this process
  • The Contracting Department will also require proof that a request was processed through IT
• Ticket is required for additional purchase of same application
  • Reference previous ticket # for faster processing
TX-RAMP OVERVIEW

➢ TX-RAMP: Texas Government Code § 2054.059 mandates that the university only enter or renew contracts (that leverage cloud computing services) that have been TX-RAMP certified.

➢ Cloud computing services are defined as a model for delivering computing services over the internet (the cloud) to offer on-demand access.
   ▶ Creates, processes or stores confidential data or
   ▶ Connects with agency systems or networks that create, process, or store confidential data such that any security incident might affect such systems or networks.

DEPARTMENT / ADMIN RESPONSIBILITIES

- Obtain following information to fill out 3rd Party Procurement Form:
  - Product Information
    - Justification
    - Financial Data
  - Vendor Contact Information
    - Confirm vendor is TX-RAMP certified for cloud product
    - Voluntary Product Accessibility Template (VPAT) if > $10,000
  - Submit Form
WORKFLOW

Requestor Form
- Department fills out and submits form via Sysaid
- Given Sysaid ticket #

IT Technical Review
- Cybersecurity
- Compatibility
- EIR Accessibility (VPAT)

Vetting Committee Review
- E-Learning Committee
- CIS Committee
- Institutional

Notification of Outcome to Requestor
- Submit request through this process before procurement

• Ticket is not complete until “Software Approved” notification is received from Sysaid (next slide)
• Attach Sysaid confirmation to requisition as proof application completed IT approval process
Dear Jose Castanedo,

Below is a summary of your IT Service Desk ticket:

**Ticket Reference Number: 84413**

<table>
<thead>
<tr>
<th>Name</th>
<th>TTUHSCcastaned4</th>
<th>Telephone</th>
<th>+19152155120</th>
</tr>
</thead>
<tbody>
<tr>
<td>E-mail</td>
<td>@ttuhsc.edu</td>
<td>Ticket Type</td>
<td>Software</td>
</tr>
<tr>
<td>Status</td>
<td>Software Approved</td>
<td>Urgency</td>
<td>Does not affect job functions</td>
</tr>
<tr>
<td>Priority</td>
<td>Low</td>
<td>Submitted On</td>
<td>05/05/2022 12:11:08 PM</td>
</tr>
</tbody>
</table>

**Title:**

**Masked Rider – Microsoft ABC**

**Description:**

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New form data has been submitted to your NextGen Dynamic Forms account. Please log in to view unprocessed forms data.

Log in to Dynamic Forms: https://aridedefense.com/v3__https://dynamicforms.ngwebsolutions.com/casAuthentication.asfx?InstId=17e70610-b599-451f-89dc-4b8ec024297a&targetURL=https%3A%2F%2Fdynamicforms.ngwebsolutions.com%3AJ5U1RFZU9JSVVe4LkJtJKqOhwGwpOmooV4X51o-bqZ7GbQl5YSSp338aV7gWo1OvlOUCHuIBQY1hJIfH08y9SZLpPfNV0KU_MTRhFYqg8

To see your tickets, to open new tickets and access the knowledgebase, open the new self-service portal

**Self Service Portal**

Best regards,

IT Service Desk
NAVIGATION IN HELP DESK THE SELF-SERVICE PORTAL

Welcome to TTUHSC El Paso Information Technology

Service Catalog

- Room Reservation
  - Reserve a room through the vCIMS system. IE or Firefox are the recommended browsers.

- Box Access
  - Please allow 24-72 hrs. to receive an email confirmation from the help desk mailbox stating that your account and collaboration folders have been created, before accessing your account.

- Access
  - Admin Rights | Distribution List | Education Learning Management Access | eRate | Functional Mailbox | H & I Drive | KACE | PhE | User Data
  - 3 Items

- Hardware
  - IT Only Requests
    - IT Administration | IT Services | Purchase
    - 3 Items

- Networking
  - Library Support
  - Networking
  - 0 Items

- IT Security
  - IT Administration
  - 0 Items

- Third Party Application Review
  - Information Technology Procurement Request Form
  - 1 Item

- Clinical Application Support
  - CBIS Dictionary Requests | CBIS Legacy Request | CBIS Technical Issues | CBIS EHR Account Deactivation | MB Checklist | Informatics
  - 6 Items
NAVIGATION FROM INFORMATION TECHNOLOGY HOME PAGE
QUESTIONS?

For assistance, please contact:

➢ IT Help Desk 915-215-4111 or ELP.HelpDesk@ttuhsc.edu

➢ IT Assurance 915-215-5304 or ElPasoITAAssurance@ttuhsc.edu