EIT Assessment of Vendor Services

Project Title: MES Program Quarterly Newsletter

Date: 2/17/17

ORG: 25101 Approved by: Andrea Martin

1. What is the service/product that the vendor is being asked to provide?
   1. **“Basic” subscription to lucidpress.com**

1. Is the anticipated total cost less than $10,000 over the life of the contract? **Yes**
2. Is the product or service to be operated on college computing devices (hosted by C&C) or on the vendor’s computing devices (hosted by the vendor)? **College computing devices and remotely (a web-based platform)**
3. Is this a single user or multi-user product? **Single user – would like to use** [**mes@evergreen.edu**](mailto:mes@evergreen.edu) **as email login to allow multi-user access.**
4. Is this for academic and/or classroom use? **No – is for program recruitment**
5. Provide copy of the vendor’s terms & conditions including the End User license Agreement (EULA) or URL where they are located.
   1. **https://www.lucidpress.com/pages/tos**
6. Is there any personally identifiable or confidential data that will be generated or stored by this product? If yes, please describe.
   * 1. Personal identifiable data includes, Name, SSN, DOB, physical address - **NO**
     2. FERPA data includes all educational records - **NO**
7. Will the vendor have access to and/or store any personal identifiable data, FERPA data or other confidential data?  **NO**
8. Who will have access to the data or information from the vendor services? – **MES Staff: Director, Assistant Director, student staff (communications assistant and program assistants)**
9. Will the vendor require access to college information technology resources? **NO**
10. Will college staff and vendor exchange any data? If yes, describe the data being exchanged and how the data will be exchanged. **No.**
11. What are the maintenance costs for this service and will there be any maintenance costs in staff time to college in addition to what the vendor provides? – **no maintenance costs. Potential very minimal staff time from marketing department on support with design templates.**

**Questions for Multi-User, Classroom Use or Major Projects Over $10,000**

1. What is the annual cost of the contract?
2. What is the anticipated total cost of the contract?
3. What is the likely duration of the contract?

C&C Security and Accessibility Review

1. Perform & attach copy of the OCIO Risk Assessment. Based on the OCIO Risk Assessment, does the project require OCIO oversight?
2. Are the known risks acceptable?
3. Provide and attach a copy of the VPAT for this product. Provide and attach a copy of the testing statement if available. Access Review and Approval:
4. Does this project create security or management issues for C&C? Describe the impact.
5. What is required to resolve any security or management issues?
6. Net Svs Approval: Client Svs Approval: C&C Director Approval: