

Checklist – Software/SaaS Subscription Request

Version 1.0

Complete the required information for requests determined to require peer review. This includes any software, software as a service (SaaS), cloud-based software, web-based / web-hosted software or applications, subscription services, and mobile apps.

University:

- Black Hills State University (Spearfish/Rapid City)
- Dakota State University
- Northern State University
- South Dakota School of Mines and Technology
- South Dakota State University
- University of South Dakota (Vermillion/Sioux Falls)
- South Dakota Services for the Deaf
- South Dakota School for the Blind and Visually Impaired
- South Dakota Board of Regents/Regents Information System

Is this software already being utilized somewhere in the system? (i.e., does not require system vetting.)

- Yes
- No

Requestor:

Software/Service Name:

Vendor Name:

Vendor/Product Website:

Purpose of Software Request and Description of Software - Describe the purpose and business need supported by this software/service and how it will be used. What problem(s) is addressed by acquiring the product/service? What does the software/service do?

Software / Subscription Usage – How is the product/service licensed (i.e. named user, concurrent user), who will be using the software / subscription (students, faculty, staff), potential for system licensing options?

New/replacement – Does this provide overlapping services with an existing product in use in our system? If so, why is it necessary to acquire this product/service? What other products/services were evaluated?

System Integrations - Does the software/service require any integrations, today or anticipated, with other systems (e.g. Banner, D2L, etc..)? If so, please describe.

Primary Use:

- Research
- Teaching
- Office Use / Administrative

Software Cost:

Software Cost Frequency:

Annual Subscription (Annual Cost)

License/Maintenance (License followed by Maintenance Cost)

Comments - Please provide any additional details or information that would be helpful in the review.