# Minnesota State LogoContract Review Questionnaire for products/software/services

**Product/Service Security Risk Assessment Request**

Used to initiate a product/service review request to do a data security risk assessment. This risk assessment is used as input for legal review of the contract.

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NOTE: This is to be filled out by the college/university NOT the vendor.

Submission Date:

Is this a new purchase or a renewal?

Contract/Purchase Amount:

Have funds been allocated? Yes/No

Product and Vendor Questions

1. Product/Service/Application name:
2. Vendor/Company name:
   1. Vendor Contact name:
   2. Vendor contact email:
   3. Phone number:
   4. Website:
3. Name of primary campus contact :
   1. Institution: MSU Moorhead
   2. Department:
   3. Contact email:
   4. Phone:
   5. If different than the Requestor’s name and email, the main contact/sponsor contact information for the product/service/software to answer security related questions: Terry Peterson terry.peterson@mnstate.edu
4. Provide a description of the product, including what it does and how it will be used by the campus.

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| Your answer here |

Data Handling Questions

Questions to determine the data security risk

1. Is any of the data potentially entered, accessed, stored, or captured by the product/service/software considered (select the most sensitive data type):

*For complete list of data classification:* [*https://www.minnstate.edu/board/procedure/5-23p2g1.pdf*](https://www.minnstate.edu/board/procedure/5-23p2g1.pdf)

Highly Restricted (Examples: SSN, Health/medical info, Credit/payment card numbers, Bank routing/acct numbers, etc.)

Restricted (Examples: Student grades, class lists, finanical aid; StarID/email address, Date Of Birth, Indivual's demographics, Drivers/ID card, Passwords, Employee personnel info, etc.)

Low (Examples: Public info, Campus directory data, Course offerings, etc.)

No Data

1. Data Elements

*List all data elements that will be handled or stored by this vendor/application (e.g. name, email, grade, credit card info, class information, health/medical, etc.)*

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| Your answer here |

1. How many records on individuals do you estimate will be processed by, or stored with the vendor over the duration of the contract? (choose best answer)

More than 250K individuals

Between 25K and 250K individuals

Between 250 and 25K individuals

Less than 250 individuals

1. The product/service/application is accessible via: (choose best answer)

Public Internet

Minnesota State or Local Campus Network

Standalone Workstation Installation

1. The product/service/application is implemented/hosted: (choose best answer)

In the Cloud

Locally on Campus Server/Workstation

Hybrid or Other

1. The data being processed or stored is:

*Official records/Master data are considered the authoritative, primary source for this information. Examples: student records in ISRS, original content created in an application. A copy of data is when it can be recreated from another source.*

the Official record/Master data, and other systems are dependent on that data

the Official record/Master data, but no other systems are dependent on it

a Copy of data from another source

Owned by the vendor

1. The product/service/application is: (choose best answer)

Critical for Holding Classes

Critical for Conducting Business Operations

Low Business or Academic Impact with Workarounds

1. Will this product/service/software “talk to” or require integration with existing enterprise or campus information systems or the exchange of data with other information systems (such as ISRS/Workday, D2L, Campus System, etc.)? If yes, describe this integration and/or information exchange. Yes/No

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| Additional info here as needed |

1. Will this product/service send any messages on behalf of the college, university, or Minnesota State system?

*The messages can be in any digital form - email, text, or other social media platforms. (e.g. email campaign to perspective students, surveys, mass emailing, etc.)*

Yes

No

Maybe

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| Additional info here as needed |

1. Will this product/service/software require any assistance from campus IT staff regarding implementation, set-up, or ongoing maintenance? If yes, have they been contacted and reviewed it?

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| Your answer here |

Legal Review questions

Questions for the contract legal review

1. Will the vendor accept changes to their contract terms or accept an addendum?

*Note: If the vendor will not accept changes or an addendum you may not be able to move forward with this vendor.*

Yes

No

1. Are you aware of any other Minnesota State institutions that are currently using this product/service/software or are considering using the software/service? If yes, please list the other institutions and name of contact at that intitution.

*Note: If another Minnesota State campus is using this product/service/software, it does not mean it will be approved for your campus.*

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| Your answer here |

1. Contract Expiration Date

*How long the contract is for – list number of years or months, or final date.*

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| Your answer here |

1. Ask vendor if they have a government version of the contract and if so to provide it in a Word document if possible. Obtain and provide all the related documents (EULA, SLA, Terms of Use, Privacy Policy, Renewal Form, attachments, etc.) in a Word version (not pdf) if possible and submit with this questionnaire.
2. Notes

*Provide any additional information or observations about this product or contract*

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| Additional info here as needed |

To be completed by System office Security.

Name of reviewer:

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|  | 1. No issues and/or concerns. |
|  | 1. Concerns and/or issues below |