Procedure Title: Software Installation and Vetting

Policy Purpose Statement:
To ensure that all software agreements and “software as a service” contracts (SaaS) entered into by an employee on behalf of Minnesota State Community and Technical College, comply with the guidelines set forth by Minnesota State Colleges and Universities and Minnesota State Law.

Procedure

1. Any employee who requests a piece of software to be installed, to use a Software as Service (SaaS), or renew an existing software application or service, must check to see if the software they are requesting has been vetted with the Minnesota State System Office.

   To do that:
   - Check the Minnesota State software contract web site at: http://www.minnstate.edu/system/its/contracts/index.html (scroll to the bottom and click on Internal Systemwide Contracts and Software Agreements); or
   - Reach out to your local Computer Help Center

2. If the software or service has not been vetted, click on this link to start the process.
   Software Vetting and Installation Request

   Note: this information may also be found in the Employee Portal > Information Technology > Files & Forms

3. Once the Software Vetting and Installation Request form has been completed, a ticket will be created. If additional information is needed or when status updates are available, they will be communicated via the ticket. A timeline will also be provided.

4. The standard information collected is sent to the System Office General Counsel for review by the System Office Security Team to determine if there are any data risks. If there are any data risks and they cannot be resolved between the vendor and security office, the process cannot continue and the college will deny purchase.

5. If no data security risks are identified, the Vendor will be contacted to see if they are willing to negotiate their End User License Agreement (EULA).

   • If yes, the process can continue. The EULA will be submitted to the System Office General Counsel for review/redlines.
   • If no, and negotiations fail with the vendor, proceed to step 7.
6. After review, the System Office Legal Counsel will report their findings, and the information will be sent back via the ticket system.

   - Based on the report, the Supervisor and Requestor discuss the three options:
     i. Work with the Vendor to modify the Agreement (if needed) and purchase the software; or
     ii. If no agreement can be reached, an alternative software/service solution may be needed (repeat the process); or
     iii. Complete an Indemnity Clause Acknowledgement Declaration in Files & Forms in the M State Employee Portal and submit to the President’s Cabinet for consideration.

Cross Reference
Board Policy 5.13 Information Technology Administration
Board Policy 5.22 Acceptable Use of Computers and IT Resources
System-wide Academic and Technology Software Agreements/Contracts

Forms
Software Vetting and Installation Request
Indemnity Clause Acknowledgement Declaration

Procedure History:
Procedure Author: Dan Knudson, Chief Information Officer
Lisa Ziegler, Operational Services Technology Director
Date of Implementation: 3/13/2019

Date and Subject of Revision:
Submit Software Purchase/Vetting Request

M State will review request, evaluate info and note any areas of concern

Submit to System Office General Counsel for Security Team review

Work to resolve security risks with the Vendor and Security Team

Data Security Risks?

Yes

Contact vendor to find out if they will negotiate EULA

No

Negotiate with Vendor

Will Vendor Negotiate Terms?

Yes

Submit EULA to System Office General Counsel for review/redline of EULA

No

Are we able to resolve?

Yes

Unable to reach agreement with Vendor

No

Ensure that there are no data security risks and outline the risks of the contract

Submit Acknowledgement Declaration form to President’s Cabinet or CIO approval

Cabinet approves?

Yes

Purchase software

No

Does Vendor accept redlined contract?

Yes

No

Request Denied, must look to purchase alternative software

Security risks mediated?

Yes

No

No

Yes