Software Purchase Information Request

**Please provide the following Software Purchase Information to the vendor that you are purchasing from and have them return it to:**

# Requirements

Name of the Software:

Name of the Software Publisher:

Requested Version of the Software:

Operating System Required:

1. Who will use the Software? Staff/Faculty, Students, Both
2. Description of software use.
3. Type of Licensing (i.e., Perpetual or Subscription or concurrent or distributed)
4. What are the tech requirements for the Software?
* Is SSO Required (Single Sign-On)?
	+ Provide documentation for typical use cases
* Cloud Hosted or On-Site hosted on our Servers
* Data: Provide as much information as possible for the following areas:
	+ What is shared (Student data, Employee, etc.)?
	+ Security?
	+ Data sharing agreement?
1. IT Accessibility Requirements
* Provide a current VPAT (Voluntary Product Accessibility Template) to ensure compliance with Policy 188.10 and WGAC 2.1 standards
* All Software should meet  [Web Content Accessibility Guidelines (WCAG) 2.1](https://www.w3.org/TR/WCAG21/) Conformance Level AA and the [Washington State OCIO Accessibility Policy #188.10](https://ocio.wa.gov/policy/minimum-accessibility-standard).
1. IT Contract Information
* Provide the length of the Software Contract
* Who is managing the contract (dept contact)?