## Electronic and Information Technology (E&IT) – Overview

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<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
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<tr>
<td><strong>Discovery</strong></td>
<td><strong>Vetting</strong></td>
<td><strong>Findings / Acquisition</strong></td>
</tr>
<tr>
<td>Est. Duration: 1-3 Days</td>
<td>Est. Duration: 2-14 Days</td>
<td>Est. Duration: 1-5 Days</td>
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</table>

### Goal
- Identify your responsibilities
- Articulate opportunities, risks and trade-offs to Cal Poly.

### Help you make the best possible decision.
- Ensure Cal Poly compliance obligations are met.
- Provide due diligence, oversight over campus resources.

### Document findings, approvals, exceptions. Identify “next steps”.

### Summary
- **Gather contact information**
- **Describe the product/service:**
  - “who” will use it
  - “what” it is
  - “when” it will be deployed
  - “where” it will reside
    - (Cal Poly or “cloud hosted” / outsourced)
  - “why” this vendor
  - “how” it will be used
- **Describe compliance, use case scenarios:**
  - data classification (e.g., Level 1, 2, 3)
  - other (e.g., FERPA, HIPPA, PCI, Section 508)

### Activities

#### What you do:
- Engage your IT/security staff
- Ensure accurate, thorough information is collected
- Identify any variances to CSU, campus standards
  - Carefully review all of your responses
  - **Submit an Online E&IT form**
  - Submit requisition (PeopleSoft), waiver form (ProCard), other documentation

#### How we assist:
- Determine if product/service:
  - has already been reviewed
  - is already licensed by Cal Poly
- Engage Procurement Services
- Review supporting documentation (e.g., agreement, contract, quotes, requisition, scope of work)

#### What you do:
- Actively participate and demonstrate responsibility for your acquisition
- Clarify compliance and technical questions (e.g., data, security, use scenarios)
- Submit compliance documentation (e.g., “cloud hosted” / outsourced services; annual review, substantive updates)

#### How we assist:
- Consult with requestor, vendor/developer, campus technical teams, management
- Review accessibility documentation, assess compliance status, Cal Poly risks
- Consult with campus, vendor teams.
- Consult with requestor, information security coordinator, IT staff, vendor
- Assess compliance status, Cal Poly risks
- Offer guidance to mitigate/eliminate risks

#### What you do:
- Finalize online E&IT form comments, supporting documentation, links
- Finalize compliance and documentation, next steps

#### How we assist:
- Document accessibility status
- Offer guidance to mitigate risks
- Document approvals, findings
- Process Exception Request.
- Document contractual and supporting information
- Document approvals, findings
- Generate PO (PeopleSoft) or approve waiver (ProCard)
- Document findings, guidance

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For additional info, visit [http://security.calpoly.edu/content/standards/EIT/process](http://security.calpoly.edu/content/standards/EIT/process)
## Electronic and Information Technology (E&IT) – Process Flow

<table>
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<tr>
<th>Whom do I contact?</th>
<th>Why does the process exist?</th>
<th>What is covered?</th>
<th>When does it apply?</th>
<th>Where do I get more info?</th>
</tr>
</thead>
</table>
| E&IT Process and Policy Clarifications<br><a>it-policy@calpoly.edu</a>  
Staff to assist you:<br>E&IT Process Liaison  
Craig Schultz, ITS<br><a>cschultz@calpoly.edu</a>  
Campus 508/E&IT Compliance Policy<br><a>it-policy@calpoly.edu</a>  
For accessibility review assistance, contact Craig Schultz.<br>Deputy CIO<br>Ryan Matteson<br><a>rmatteo@calpoly.edu</a>  
756-7676  
Information Security<br>Doug Lomsdal<br>Info Sec Manager<br><a>dломsdal@calpoly.edu</a>  
756-7686  
Gary McCrillis<br>Security Analyst<br><a>gmccrill@calpoly.edu</a>  
756-6294  
Procurement Services<br><a>sbs-procurement@calpoly.edu</a>  
756-2232 | The E&IT process exists to help you make the best possible decision, ensure compliance obligations are met, provide due diligence, and oversee effective use of campus resources.  
E&IT requests are reviewed for compliance with existing laws, policies and standards, including:  
- Accessibility (e.g., VPAT)  
- Information Security  
- Technology Integration/Support  
- Procurement Services | The E&IT process includes a broad range of products and services as defined by federal and state laws.  
CSU Executive Orders and Cal Poly policies/standards provide additional guidance.  
E&IT includes: software, Web sites and online “cloud based” services; subscriptions and licenses; computers, servers, appliances, and peripherals; mobile devices; multimedia; network storage, telecom devices; self-contained systems (e.g., copiers, instruments, printers, kiosks).  
E&IT reviews for:  
- Accessibility compliance (e.g., Section 508, VPAT)  
- Information security (e.g., PCI, data handling)  
- Technology (e.g., integration, support)  
- Procurement Services (e.g., general provisions, terms and conditions, sole source, confidentiality and responsible use agreements) | The E&IT process applies to all new products and services regardless of cost (e.g., home-grown, purchased, donated, research or grant funded).  
E&IT applies to existing products and services when:  
- substantive changes occur (e.g., new user interface, new functionality; move to a “cloud-hosted” model; information security model updates; changes to data collection, handling, storage, retention practices)  
- use expands (e.g., more users)  
- no prior review on file  
- prior review was 3+ years ago  
E&IT review is not required if:  
- the item is site licensed at Cal Poly  
- it is an off-the-shelf type product that resides on one device for a single user | The E&IT process is aligned with – but separate from – campus purchasing and other business processes.  
Substantive product/service changes will invoke an E&IT review (e.g., contract revision; upgrade that has compliance impacts; improvements on information security, accessibility).  
Based on the completed review, an Exception Process is available for specific situations (e.g., products or services found to be non-compliant).  
As the requestor, you are accountable / responsible for understanding opportunities, risks and trade-offs to Cal Poly associated with your product/service acquisition.  
Executive guidance is provided by the Vice Provost/Chief Information Officer in consultation with Cal Poly’s University Technology Governance Council (UTGC). | **Cal Poly ATI Wiki**  
E&IT Review Forms  
- E&IT Review Checklist  
- Third Party Security Questionnaire  
- VPAT  
- EEAAP  
**E&IT Review Process**  
- E&IT Review Flowchart  
- Campus Policy  
- Campus Standard  
- Roles & Responsibilities  
- Reference links/info  
**Accessibility and Disability Information**  
- CSU Executive Orders  
- Cal Poly Policies and Standards  
- Compliance / Legal  
- Reference links/info  
**Information Security**  
- CSU Executive Orders  
- Cal Poly Policies and Standards  
- Compliance / Legal  
- Reference links/info  
**Procurement Services**  
- Cal Poly Policies  
- CSU Policy  
- Compliance / Legal  
- Reference links/info  
**University Development**  
- Gift Acceptance Procedures