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

<table>
<thead>
<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>
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<tbody>
<tr>
<td>E&amp;IT Process and Policy Clarifications</td>
<td>The E&amp;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.</td>
<td>The E&amp;IT process includes a broad range of products and services as defined by federal and state laws.</td>
<td>The E&amp;IT process applies to all new products and services regardless of cost (e.g., home-grown, purchased, donated, research or grant funded).</td>
<td>E&amp;IT Review Forms&lt;br&gt; - E&amp;IT Review Checklist&lt;br&gt; - Third Party Security Questionnaire&lt;br&gt; - VPAT&lt;br&gt; - EEAAP</td>
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<td><a href="mailto:it-policy@calpoly.edu">it-policy@calpoly.edu</a></td>
<td>E&amp;IT Process Liaison Craig Schultz, ITS <a href="mailto:cschultz@calpoly.edu">cschultz@calpoly.edu</a> 756-2820</td>
<td>CSU Executive Orders and Cal Poly policies/standards provide additional guidance.</td>
<td>E&amp;IT applies to existing products and services when:</td>
<td>E&amp;IT Review Process&lt;br&gt; - E&amp;IT Review Flowchart&lt;br&gt; - Campus Policy&lt;br&gt; - Campus Standard&lt;br&gt; - Roles &amp; Responsibilities&lt;br&gt; - Reference links/info</td>
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<td>Campus 508/E&amp;IT Compliance Officer Mary Shaffer, OCIO <a href="mailto:mshaffer@calpoly.edu">mshaffer@calpoly.edu</a> 756-5538</td>
<td>E&amp;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).</td>
<td>- 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)</td>
<td>Accessibility and Disability Information&lt;br&gt; - CSU Executive Orders&lt;br&gt; - Cal Poly Policies and Standards&lt;br&gt; - Compliance / Legal&lt;br&gt; - Reference links/info</td>
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<td>Information Security Officer (ISO) Sharif Sharifi, OCIO <a href="mailto:shsharif@calpoly.edu">shsharif@calpoly.edu</a> 756-5595</td>
<td>E&amp;IT reviews for:</td>
<td>E&amp;IT review is not required if:</td>
<td>Information Security&lt;br&gt; - CSU Executive Orders&lt;br&gt; - Cal Poly Policies and Standards&lt;br&gt; - Compliance / Legal&lt;br&gt; - Reference links/info</td>
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<td>Contracts &amp; Procurement (C&amp;P) Georgia Wells, SBSS <a href="mailto:gjwells@calpoly.edu">gjwells@calpoly.edu</a> 756-2820</td>
<td>- Accessibility compliance (e.g., Section 508, VPAT)</td>
<td>- the item is site licensed at Cal Poly</td>
<td>Contracts &amp; Procurement&lt;br&gt; - Cal Poly Policies and Standards&lt;br&gt; - Compliance / Legal&lt;br&gt; - Reference links/info</td>
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<td>- Information security (e.g., PCI, data handling)</td>
<td>- it is an off-the-shelf type product that resides on one device for a single user</td>
<td>University Advancement&lt;br&gt; - Gift Acceptance Procedures</td>
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<td>- Technology (e.g., integration, support)</td>
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<td>- Contracts &amp; Procurement (e.g., general provisions, terms and conditions, sole source, confidentiality and responsible use agreements)</td>
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<td>As the requestor, you are accountable / responsible for understanding opportunities, risks and trade-offs to Cal Poly associated with your product/service acquisition.</td>
<td>Based on the completed review, an Exception Process is available for specific situations (e.g., products or services found to be non-compliant).</td>
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For additional info, visit http://security.calpoly.edu/content/standards/EIT/process
### Electronic and Information Technology (E&IT) – Process Flow

<table>
<thead>
<tr>
<th>Step 1</th>
<th>Step 2</th>
<th>Step 3</th>
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<tbody>
<tr>
<td><strong>Discovery</strong></td>
<td><strong>Vetting</strong></td>
<td><strong>Findings / Acquisition</strong></td>
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<td><strong>Est. Duration:</strong> 1-3 Days</td>
<td><strong>Est. Duration:</strong> 2-14 Days</td>
<td><strong>Est. Duration:</strong> 1-5 Days</td>
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**Goal**
- Identify your responsibilities
- Articulate opportunities, risks and trade-offs to Cal Poly.

**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 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 Contracts & Procurement
- 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:
- Review accessibility documentation, assess compliance status, Cal Poly risks
- Consult with requestor, vendor/developer, campus technical teams, management
- Review accessibility documentation, assess compliance status, Cal Poly 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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**Goal**
- Help you make the best possible decision.
- Ensure Cal Poly compliance obligations are met.
- Provide due diligence, oversight over campus resources.

**Summary**
- Review for compliance with existing laws, policies, and standards, including:
  - Accessibility
  - Information Security
  - Technology Integration & Support
  - Contracts & Procurement
- Review for strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps.

**Activities**

#### What you do:
- Finalize assessments:
  - Compliance (laws, policies, standards)
  - Strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps
- Finalize E&IT documentation noting:
  - Areas of compliance and fit
  - Concerns or variances
  - Mitigating actions, commitments
  - Conditional approvals
  - Exceptions granted
  - Expectations for annual review, substantive updates in product / service