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

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<td><strong>Discovery</strong></td>
<td><strong>Vetting</strong></td>
<td><strong>Findings / Acquisition</strong></td>
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<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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## 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”.

## Process

### Step 1: Discovery
- **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 Procurement Services
  - Review supporting documentation (e.g., agreement, contract, quotes, requisition, scope of work)

### Step 2: Vetting
- **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
  - Procurement Services
- **Review for strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps.**
  - This includes: policies and standards for integration, reliability, security; resource and support requirements; data access and use; and business processes (e.g., opportunities, impacts and sustainability).

### Activities
- **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

### Step 3: Findings / Acquisition
- **Goal**: Document findings, approvals, exceptions. Identify “next steps”.

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

### Activities
- **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

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<tr>
<th><strong>Who do I contact?</strong></th>
<th><strong>Why does the process exist?</strong></th>
<th><strong>What is covered?</strong></th>
<th><strong>When does it apply?</strong></th>
<th><strong>Where do I get more info?</strong></th>
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<td>E&amp;IT Process and Policy Clarifications&lt;br&gt;<a href="mailto:it-policy@calpoly.edu">it-policy@calpoly.edu</a>&lt;br&gt;&lt;br&gt;Staff to assist you: E&amp;IT Process Liaison&lt;br&gt;Craig Schultz, ITS&lt;br&gt;<a href="mailto:cschultz@calpoly.edu">cschultz@calpoly.edu</a>&lt;br&gt;756-6117&lt;br&gt;&lt;br&gt;Campus 508/E&amp;IT Compliance Policy&lt;br&gt;<a href="mailto:it-policy@calpoly.edu">it-policy@calpoly.edu</a>&lt;br&gt;For accessibility review assistance, contact Craig Schultz.&lt;br&gt;&lt;br&gt;Deputy CIO&lt;br&gt;Ryan Matteson&lt;br&gt;<a href="mailto:rmatteo@calpoly.edu">rmatteo@calpoly.edu</a>&lt;br&gt;756-7676&lt;br&gt;&lt;br&gt;Information Security Technology Integration/Support&lt;br&gt;Purchasing and other business processes (e.g., opportunities, impacts and sustainability).&lt;br&gt;&lt;br&gt;Gary McCrillis&lt;br&gt;Security Analyst&lt;br&gt;<a href="mailto:gmccrill@calpoly.edu">gmccrill@calpoly.edu</a>&lt;br&gt;756-6294&lt;br&gt;&lt;br&gt;Procurement Services&lt;br&gt;sbs-procurement&lt;br&gt;@calpoly.edu&lt;br&gt;756-2232</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.&lt;br&gt;&lt;br&gt;E&amp;IT requests are reviewed for compliance with existing laws, policies and standards, including:&lt;br&gt;- Accessibility (e.g., VPAT)&lt;br&gt;- Information Security&lt;br&gt;- Technology Integration/Support&lt;br&gt;- Procurement Services&lt;br&gt;&lt;br&gt;E&amp;IT requests are reviewed for strategic technology direction and fit with CSU/campus infrastructure initiatives and IT roadmaps.&lt;br&gt;&lt;br&gt;This includes: policies and standards for integration, reliability, security; resource and support requirements; data use and access; and business processes (e.g., opportunities, impacts and sustainability).&lt;br&gt;&lt;br&gt;The E&amp;IT process is managed by ITS, aligned with and seeks to ensure consistency and efficiency of CSU/campus business and compliance processes.&lt;br&gt;&lt;br&gt;Executive guidance is provided by the Vice Provost/Chief Information Officer in consultation with Cal Poly’s University Technology Governance Council (UTGC).</td>
<td>The E&amp;IT process includes a broad range of products and services as defined by federal and state laws.&lt;br&gt;&lt;br&gt;CSU Executive Orders and Cal Poly policies/standards provide additional guidance.&lt;br&gt;&lt;br&gt;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).&lt;br&gt;&lt;br&gt;E&amp;IT reviews for:&lt;br&gt;- Accessibility compliance (e.g., Section 508, VPAT)&lt;br&gt;- Information security (e.g., PCI, data handling)&lt;br&gt;- Technology (e.g., integration, support)&lt;br&gt;- Procurement Services (e.g., general provisions, terms and conditions, sole source, confidentiality and responsible use agreements)&lt;br&gt;&lt;br&gt;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>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).&lt;br&gt;&lt;br&gt;E&amp;IT applies to existing products and services when:&lt;br&gt;- 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)&lt;br&gt;- use expands (e.g., more users)&lt;br&gt;- no prior review on file&lt;br&gt;- prior review was 3+ years ago&lt;br&gt;&lt;br&gt;E&amp;IT review is not required if:&lt;br&gt;- the item is site licensed at Cal Poly&lt;br&gt;- it is an off-the-shelf type product that resides on one device for a single user&lt;br&gt;&lt;br&gt;The E&amp;IT review process is aligned with – but separate from – campus purchasing and other business processes.&lt;br&gt;&lt;br&gt;Substantive product/service changes will invoke an E&amp;IT review (e.g., contract revision; upgrade that has compliance impacts; improvements on information security, accessibility).&lt;br&gt;&lt;br&gt;Based on the completed review, an Exception Process is available for specific situations (e.g., products or services found to be non-compliant).&lt;br&gt;&lt;br&gt;Cal Poly ATI Wiki&lt;br&gt;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&lt;br&gt;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&lt;br&gt;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&lt;br&gt;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&lt;br&gt;Procurement Services&lt;br&gt;- Cal Poly Policies&lt;br&gt;- CSU Policy&lt;br&gt;- Compliance / Legal&lt;br&gt;- Reference links/info&lt;br&gt;University Development&lt;br&gt;- Gift Acceptance Procedures</td>
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