

*Please be prepared to answer all of the following questions when submitting a ServiceNow Software License Review Request.*

- Have you confirmed this software is not already in the Cobblestone Contract Management System?
- Please enter the name of Software
- Please enter the vendor name.
- Please enter the vendor contact information (Email, Phone Number, Contact, etc...).
- Please provide a URL for the product website.
- Please enter the purpose of the software (i.e. what it will be used for).
- Is this software on contract or is it a sole source request?
- If contract, please include contract number. If sole source and the total cost will exceed \$100,000, please attach completed sole source justification form signed by department head.
- A request is deemed a Sole Source when a product or service is practicably available from only one source.
- Contracts are agreements established between two parties and may include memoranda of understanding, license agreements, cooperative contract agreements, VT solicited term contracts, etc.
- For contract enter the contract number.
- Is this software open-source?
- Is this software a zero-cost product (free)?
  - What is the anticipated total cost for software/services?
- How is this request being funded? (OSP/VTF/department)
  - Will Payment be to a foreign vendor?
- Will this vendor accept a Purchase Order from Virginia Tech?
- Does this request require signatures?
- Will this application provide your department with the ability to accept and process electronic payments from the public or VT Affiliates (Faculty/Staff, Students, Alumni)?
- Is this a hosted or non-hosted solution?
  - Will any of the following data elements be processed/stored in the system? (SSN/Credit or Debit card #'s, Financial account #'s, Driver's license # or state identification #, Passport #)
- Will this service transfer or process data outside of the University?
- Does this software have export control requirements or nationality restrictions?
- Has the license agreement already been submitted, reviewed, and approved by VT Legal (As Required by University Policy 3015)

- Please attach any Terms and Conditions, End User License Agreement, Privacy Policy etc. that are associated with this request.
- Will this software be used for teaching or classroom instructional purposes?
- Will this software be used by students and if so, how many?
- Please indicate what student information will be required and/or stored (ex. login, create an account, etc...)?
- Will medical information be involved?
- Please describe the type of data this service will handle. Please also use this space to describe any medical data elements and how that information will be collected.
- Optional Special Requirements (Please include any additional information you feel might be helpful to us in processing your request.)
- Is this software currently in use?
  - Was this software in use prior to January 1, 2018?