Vendor:___________________________ Date________________

Checklist for the implementation of information systems/services at Hamilton College
Parties involved are indicated in parentheses ( ).

Background: Hamilton College regularly licenses software and services to store and manipulate data in support of college activities. Examples include Medicat for maintaining student health records, Colleague for admission, student, alumni and financial data, and Interfolio for supporting the application process for faculty and other positions. In order to fully evaluate alternatives and associated costs, and assure that the providers comply with information security, accessibility and legal requirements, we have developed the following checklist. Anyone considering the purchase of such software or services should contact the VP for Libraries and Information Technology or the Director, Enterprise Information Systems to assure the steps are followed.

- Needs Analysis (Department, LITS)
  - Understand business needs.
- Evaluation of alternatives (Department, LITS)
  - Evaluate existing systems that could be used to build a solution. (Department, LITS)
  - Analyze integration with existing systems (LITS)
- Budget approval (VPAF, VPLIT)
  - Negotiate pricing - check different vendors, check consortium arrangements (Department, LITS)
  - Determine costs (one time purchase, implementation, training, and ongoing).
  - Analyze necessary resources to provide ongoing support (LITS or contract), and who will provide and manage them.
  - Determine personnel impact.
- Compliance (this can take 2-4 weeks to complete)
  - Assess vendor compliance with information security standards (LITS, GreyCastle)
  - Assess vendor compliance with accessibility standards (LITS)
    - Ask vendor for their Voluntary Product Accessibility Template (VPAT)
  - Obtain PCI attestation if credit card payments are involved (LITS, GreyCastle)
  - Perform internal contract review (Cornish)
  - Perform external legal review (if deemed necessary based on risk). (BSK)
  - Assess compliance with institutional graphic standards (Communications)
- Implementation (Department, LITS)
  - Develop an implementation plan with a focus on identifying timelines, resources, and communication –(include resource commitments from Department and LITS)
  - Begin implementation.
  - Complete implementation and communicate to campus.