NOCCCD Hardware/Software Acquisition Standards Matrix of Questions to Answer Regarding New Hardware/Software			
	Technical	**Financial**	**Personnel**
Implementation	Are there related software or hardware requirements?	How much will the hardware and software initially cost? How will they be funded? What are the bid/purchasing requirements?	Who has the skills, time and administrative rights to specify the hardware and to test and install the software?
	How is licensing managed for the application?	Does the application require related software?	What training is required prior to system installation and operation?
Integration	What data does this system need to obtain from, or send to, other systems on campus?	Are the costs of implementing links with other systems included in the implementation costs?	How will the introduction of this new system change work-flow in other departments?
	How will the users of this system authenticate?	How will integration with other systems be maintained?	
Maintenance, Support, and Administration	Are there effective tools to remove or archive old information; find and repair corrupted data; backup and restore some or all data?	How much does maintenance (e.g., receiving minor bug-fix releases) cost?	What roles/skills and time are needed to maintain the system? Who will administer the system? Who will interface with the vendor? Have responsibilities for the support of the system been clearly delineated across the affected departments and have all involved agreed to fulfill their responsibilities?
	How often are patches/upgrades released?	Does annual maintenance include upgrades?	Does some company provide for-fee maintenance services?
		How are future costs for maintenance, upgrades, services determined? How will future costs be provided for? If the system is grant funded, how will ongoing costs be provided for at the end of the grant?	Does ongoing support require vendor training?
Privacy, Security & Legal Requirements	Does the application have a security scheme that enforces roles that permit users to do or view only what they are supposed to?	What liabilities does the system create (or mitigate), for example with respect to unauthorized access to personal data?	Who will maintain this security scheme?
	Does the system require its own set of user names and passwords, or does it integrate with campus authentication schemes?		When personnel change or change roles, how will the security scheme be updated?
	Are there any contract restrictions which would be violated by the use of the new hardware/software?		
	Does the system satisfy the requirements under FERPA, HIPAA, ADA, PCIDSS or any other laws? If a vendor is used, is the district indemnified for any violations of the law or shortcomings in the system which do not meet requirements?		
Scalability	Is there an existing system already at NOCCCD that might meet your needs?	How many people will use the application, and does it make a difference to the licensing costs if you negotiate for concurrent, volume or site licensing?	If use expands, who will administer the system, if it started out being owned by one department?
	How many people can use the system at once?	What costs would be associated with making the system available to more people?	
	How much data will it end up creating and how much space will it take up if you expand use?		
Environment	Are there any power, air conditioning, security and/or facility changes that are required for implementation? Where is the new hardware/software to be located and is there appropriate infrastructure and space at the location?	What are the one-time and ongoing costs to support the needed environment?	Is there need for change to the organization and/or job descriptions in order to support this environment? What is the delineation of responsibility for the necessary support for the new environment?