

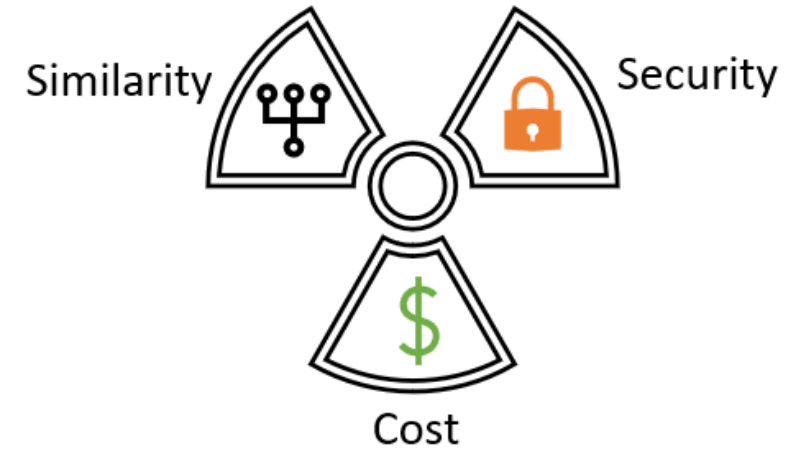
SOFTWARE/SUBSCRIPTION WORKFLOW



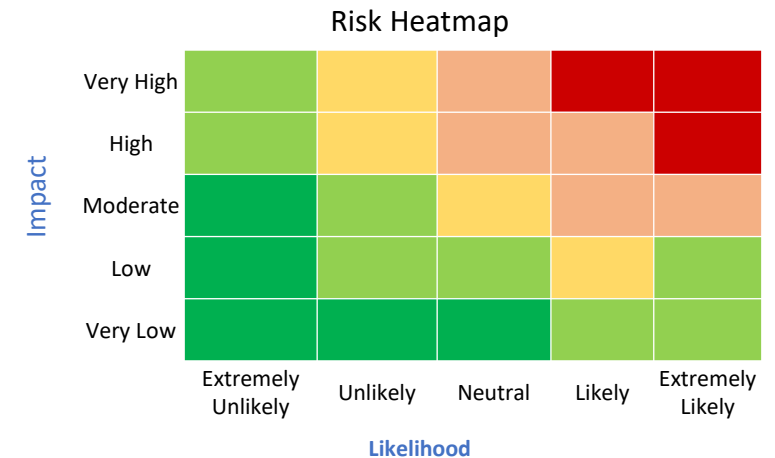
PROCUREMENT SERVICES

INITIAL CONSIDERATION

- 1) End user determines a software/ subscription that they wish to buy.
- 2) Departmental buyer submits a request to <https://uky.service-now.com/> for review by IT Security.
 - a. Risk level is determined through a risk assessment.
 - b. IT Security will let the department know if there is a similar product already being purchased or if the department need to potentially look for something different if the risk is high.



Risk Assessment

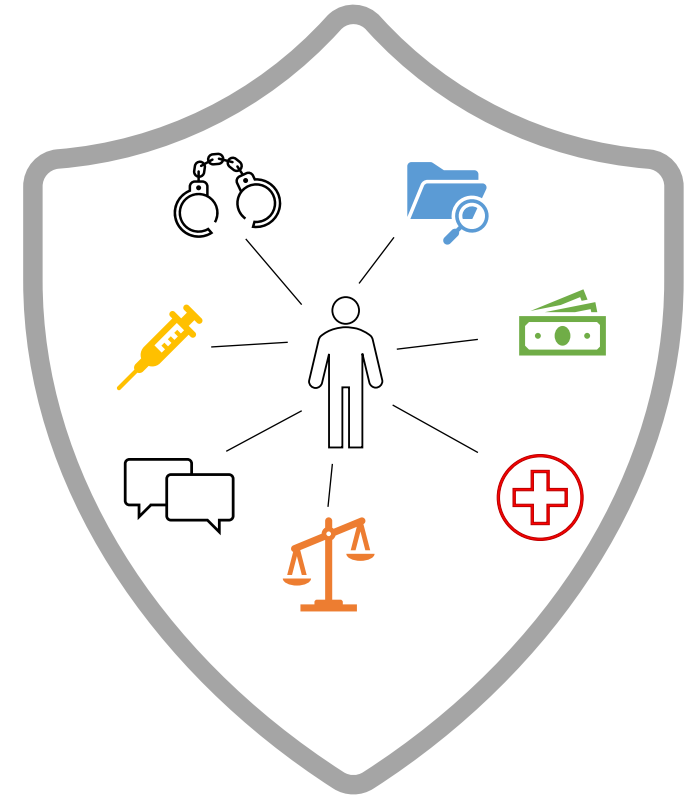


ASSESSMENT

3) Once the review is completed and it is determined a purchase can move forward, an email will be sent to Randy Bartley and Karthik Vardharajan in Procurement Services.

4) Procurement Services makes initial revision requests to make sure we are in legal compliance, adding if necessary:

- FERPA
- HIPAA
- Personally Identifiable Information
- Payment Data



REVIEW

5) We look over the information and determine if further review is needed due to:

- FERPA
- HIPAA
- Personally Identifiable Information
- Payment Data being collected/shared
- UK Legal
 - Campus
 - Healthcare
 - Erin McMahon
 - Cathy York
- IT Security
 - Stephen Burr
 - Michael Sheron
 - (If not sent to IT Security at the beginning).
- Treasury Services
 - Kevin Sisler
- Risk Management
 - Todd Adkins
 - Bart Miller
- Public Relations
 - a) Julie Balog
 - b) Andy Shooner
- UKHC Privacy
 - a) Richard Chapman
 - b) Sarah Hines



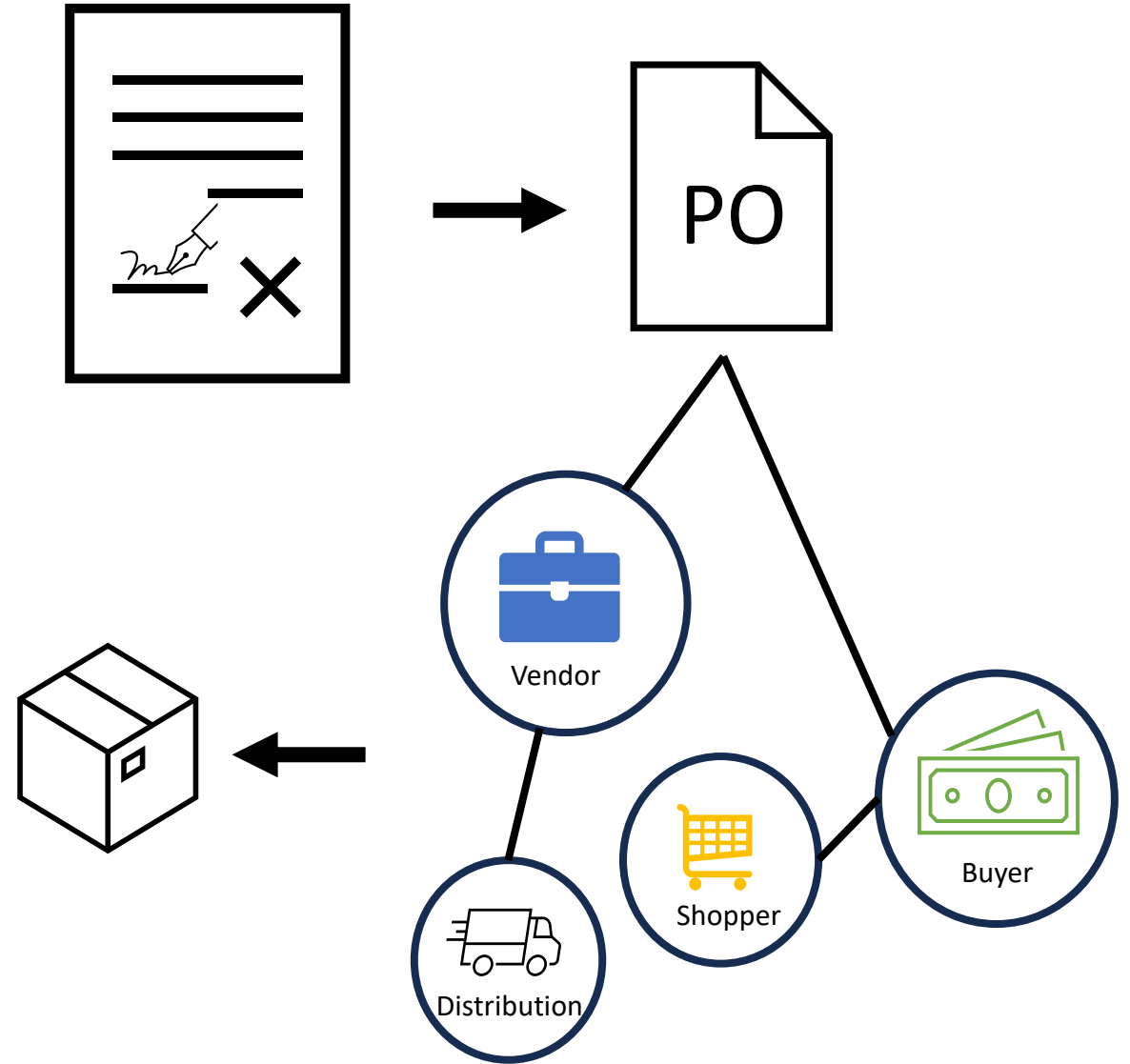
NEGOTIATION

- 6) We work with the appropriate people to finalize the revisions requests and send them to the vendor once ready.
- 7) We work through negotiations with the vendor and involve UK Legal as necessary.
- 8) The department should complete a Software Acquisition form for any purchases involving new software at or over \$10,000.00



PURCHASE

- 9) Once the documentation has been negotiated and the department has submitted a purchase request, the documentation is submitted for signatures.
- 10) PO or P-card is processed and sent to the vendor and the department buyer along with any executed documents.
- 11.) Go-live date is December 4,2023



QUESTIONS AND ANSWERS

