PROCURE-TO-PAY
CONTRACT REVIEW INFORMATION & QUESTIONNAIRE

GW/MFA departments, divisions, or schools ("End User") who need to execute contracts to procure Information Technology (IT) products/services and/or involve the processing of data (collection, storage, use, and transmission) should review the information below and **complete the Questionnaire (attached as page 2).**

1. **Security Risk Assessment**

<u>GW</u>
GW Information Security Group ("GW IT Security") requires a Security Risk Assessment when a GW registered supplier will process, store, or transact non-public information. If applicable, End Users should submit a request for a **Security Risk Assessment** at: https://go.gwu.edu/securityassessment.

<u>MFA</u>
MFA Information Security Group ("MFA IT Security") requires a Security Risk Assessment when a MFA registered supplier will process, store, or transact non-public information. If applicable, End Users should submit a request for a **Security Risk Assessment** at: securityassistance@mfa.gwu.edu

- Non-public information is defined in the ***Data Management and Protection Standard*** located at: https://compliance.gwu.edu/data-management-and-protection-standard.

- Additional Information and **FAQs** about Information Security Assessments can be found at: https://it.gwu.edu/gw-it-security-assessment

- **Non-Disclosure Agreement (NDA):** Suppliers may require an NDA before agreeing to complete a Vendor Security Assessment. If an NDA is required, we recommend using the GW/MFA NDA template. Procure-to-Pay can provide a copy upon request.

2. **Confidential Information Addendum (CIA)**
   - Required when a supplier will have access to GW/MFA non-public information such as:
     (1) Regulated Data
         e.g., HIPAA, FERPA, GLBA, etc.
       Personally Identifiable Information
         e.g., Name, Address, GW Net ID, SSN, etc.
     (2) Restricted Data
         Means all information and data provided to Service Provider, excluding Regulated Information, that must be protected from unauthorized access, use, or disclosure due to obligations set forth in University policies, the conditions of a contract, or particular designation made by GW/MFA, or because of proprietary or privacy considerations.
   - Procure-to-Pay can provide a copy upon request.
   - Typically, not needed when Business Associate Agreement (BAA) is required.

3. **Accessibility and Accommodation**
   - GW/MFA is committed to providing access for all users, including persons with disabilities, to allow them to participate in university programs, services, and activities, in compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act.
   - If applicable, the End User should request a Voluntary Product Accessibility Template ("VPAT") from the supplier for the service to be procured under the contract.
   - Information about Accessibility at GW can be found at https://accessibility.gwu.edu/

PROCURE-TO-PAY
CONTRACT REVIEW QUESTIONNAIRE

GW/MFA Business Unit Point of Contact: _____

Department: _____

Email: _____

Please complete this Questionnaire as accurately and thoroughly as possible to assist with the contract review for procuring goods and services.

1. Provide a brief summary of the use and purpose for this agreement and include what the service/application does.

2. Name and location (country) of the Supplier (e.g. GDPR compliance): _____

3. Type of Service (check all that apply)

   ☐ Systems, Software, Platforms, Applications
   ☐ Advertising, Marketing, Communications
   ☐ Student Exchange Agreement
   ☐ Research
   ☐ Administrative – please describe _____
   ☐ Other – please describe _____

4. Does the contract/agreement involve data or information processing?

   ☐ Yes
   ☐ No (if no, skip questions 5-8 and proceed to question 9)

5. Is GW/MFA the receiver and/or provider of data/information? (check all that apply)

   ☐ GW/MFA is the receiver of data/information
   ☐ GW/MFA is the provider of data/information

6. Data Types (check all that apply):

   ☐ Personal data/Personally Identifiable Information ("PII") (check all that apply)
      ☐ Full Name
      ☐ Email
      ☐ Home Address
      ☐ Date of Birth

   ☐ Special Categories of Data
      ☐ Social Security Number
      ☐ Credit Card Information
      ☐ Protected Health Information ("PHI")

☐ Other Data Types – please specify _____

7. Data Subjects (check all that apply)

☐ GW/MFA Students
☐ GW/MFA Faculty
☐ GW/MFA Staff
☐ Research – Human Subjects
☐ Other - please specify _____

8. Location of Data Subjects (check all that apply)

☐ United States
☐ International
    ☐ European Union
    ☐ Other - please specify _____

9. Will the Supplier … ? (check all that apply)

☐ Be on Campus to render services
☐ Access GW/MFA systems/applications (e.g. Banner, EAS, Other)
   List Other: _____
☐ None of the above

10. Will the service interface with any GW/MFA Enterprise Systems? (e.g. Banner, Single Sign-on, Other)

☐ Yes   ☐ No

If Yes, please list GW/MFA Enterprise Systems_____

11. Where will the system be hosted?

☐ GW/MFA servers
☐ Supplier will host service/application
    Please check, if applicable:
    ☐ Amazon Web Services ☐ Google Cloud Platform ☐ Microsoft Azure ☐ Other

12. Responsible party who will support the application (check one):

☐ GW/MFA End User　　☐ GW IT　　☐ Supplier　　☐ MFA IT

13. Has End User submitted a Security Risk Assessment to GW/MFA IT Security?

☐ End User to Submit a Request for a Security Risk Assessment with GW/MFA IT Security
☐ Security Risk Assessment has been requested/is underway
☐ Security Risk Assessment has been previously completed, an ATO issued, and is still valid
☐ Security Risk Assessment is not required