

COTS/SAAS ACQUISITION INFORMATION FORM

General Information			
Agency/State Entity Name:		Submission Date:	
Contact First Name:		Contact Last Name:	
Contact Email:		Contact Phone:	
Vendor Name:		Solution Name:	
Total One-Time Cost :		Total Annual Ongoing Cost:	
<p>Provide Business Case. Document the significant business need, business problem and expected benefits of Commercial-off-the-Shelf (COTS) software or Cloud Software-as-a-Service (SaaS).</p>			
Security			
<p>Indicate the Agency or state entity’s compliance in meeting requisite information security and privacy laws, policies, standards, and processes. By checking the following boxes the Agency/state entity acknowledges that there are auditable and traceable artifacts that support compliance.</p>			
<input type="checkbox"/>	State Administrative Manual (SAM) Sections 5100 and 5300 through 5399.		
<input type="checkbox"/>	Statewide Information Management Manual (SIMM) Section 5360-A.		
<input type="checkbox"/>	National Institute of Standards and Technology (NIST), Special Publication 800-53 (rev. 4) security controls.		
<input type="checkbox"/>	Federal Risk and Authorization Management Program (FedRAMP) Version 2.0.		
<input type="checkbox"/>	Health Insurance Portability and Accountability Act (HIPAA), when applicable.		
<p>Indicate which of the following Information Security (confidentiality, integrity and availability) requirements the COTS/SaaS solution will contractually support.</p>			
<input type="checkbox"/>	National Institute of Standards and Technology (NIST), Special Publication 800-53 (rev. 4) security controls.		
<input type="checkbox"/>	California Privacy Policy and Privacy Notice on Collection Requirements, (Government Code Sections 11015.5 and 11019.9, and Civil Code Section 1798.17) when personal information is involved.		
<input type="checkbox"/>	Health Insurance Portability and Accountability Act (HIPAA), when applicable.		
<input type="checkbox"/>	Federal Information Processing Standards (FIPS).		
<input type="checkbox"/>	IRS Publication 1075, Safeguards for Federal Tax Information, when applicable.		
<input type="checkbox"/>	Specify others as required by business need:		
<p>By signing this document, the signatory is confirming that the Agency/state entity certifies that the planned acquisition or use of the described commercial software does not require prior approval from the Department of Technology as defined by SAM 4819.34. Additionally, the signatory confirms that the Agency/state entity meets all Department of Technology published security and privacy policies (SAM Sections 5100 and 5300 through 5399) and that the significant business need merits the acquisition of this solution.</p>			
_____		_____	
Printed Name of CIO		Signature of CIO	Date
_____		_____	
Printed Name of AIO		Signature of AIO	Date

¹ **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. “State entity” does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.