1. **Why is there a BPM 3.4.4 Supplier Contracts Assessment Intake Form and Contract Checklist?**

The University System of Georgia (USG) recently updated the USG Business Process Manual (BPM) to include a new section on Data Security requirements (BPM 3.4.4). This new section helps evaluate and manage external access to any Institute and/or USG data.

Effective immediately, upon the creation of a new contract, amendment of a contract or at the next renewal of an existing contract, all USG institutions and organizations (collectively herein, “organizations”) must ensure that suppliers (or other third parties, herein, “suppliers”) with access to USG data are adequately protecting that data.

All USG institutions and organizations must ensure that suppliers (or other third parties) with access to USG data are adequately protecting that data. Such protection must be at least the same level of protection provided by Georgia Tech and/or the USG and as required by policy, law, or regulation.

Georgia Tech has created a USG-approved process for Cybersecurity review and Procurement review with documentation as required by the BPM. When data is shared with the supplier the Departmental End user must complete the BPM 3.4.4 Supplier Contracts Assessment Intake Form and complete the Contract Checklist to meet the USG requirements.

2. **How often is BPM 3.4.4 Supplier Contracts Assessment Intake Form needed?**

Annually, when sharing data with the supplier. It is also required for any amendment and/or renewal or one time purchase when sharing data with the supplier. This includes zero ($0) dollar purchases.

This form is located in ServiceNow: [https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b](https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b).

Knowledge Article KB0028660;
[https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028660](https://gatech.service-now.com/home?id=kb_article_view&sysparm_article=KB0028660)

Additional information; Services Security Checklist Update for BPM 3.4.4
[https://security.gatech.edu/services-security-checklist](https://security.gatech.edu/services-security-checklist)

3. **Where do I find the BPM 3.4.4 Contracts Assessment Intake Form?**

ServiceNow ([https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b](https://gatech.service-now.com/home/?id=sc_cat_item&sys_id=cae57d8e1bdcc55829eba8e2b24bcb2b)).
4. **How often does the Contract Checklist need to be completed?**

Annually for:

- **All contracts** housed in Workday (WD) (excluding those for goods only with no services) plus any amendments and renewals.

Also, but not limited to each purchase for:

- Cloud based software, not on a WD contract
- Professional services, not on a WD contract
- Consulting agreements, not on a WD contract
- Networking equipment, not on a WD contract
- IaaS – Infrastructure as a Service, not on a WD contract
- Supplier access to Students, Employees, Minors, Monies, Sensitive/Confidential Data, Mission-Critical Service, and/or Facilities.

This includes zero (0) dollar purchases. Submit with requisition, PO or ServiceNow Incident ticket. Contracting Officer may require the form to be completed for other types of purchases.

Attached the Contract Checklist signed by end user and Procurement to the WD contract and Procurement ServiceNow Task.

It is required for all new contracts, amendments and renewals. It is also required for one time agreements/purchases including those for $0 dollars.

No checklist is needed for Goods only contracts or agreements where there is at the Contracting Officers/Procurement Coordinators discretion (Ex: Hotel and Event agreements) not needed. If in doubt, get the checklist.

5. **Where do I find the BPM 3.4.4 Contract Checklist Form?**

Procurement Website [https://procurement.gatech.edu/purchasing/forms](https://procurement.gatech.edu/purchasing/forms)

Fill in:

- PO/RQ/ServiceNow(SN) or WD Contract number
- Supplier Name
- Description - what you are purchasing and any details of how it will be used and what data (some examples below) you will be sharing with the supplier.
  - Name
  - Health Information
CAMPUS GUIDANCE FAQ BPM 3.4.4 – DATA SECURITY

✓ Contact information including, without limitation, email address, physical address, phone number and other location data
✓ GT ID#, GT Account (User ID)
✓ IP address or other online identifier
✓ Unique personal identifiers and biographical information (i.e., date of birth)
✓ Photographs of the data subjects
✓ Details of the data subjects’ education and/or employment qualifications
✓ Information related to visa requirements, copies of passports and other documents to ensure compliance with U.S. laws
✓ Financial information gathered for the purposes of administering fees and charges, loans, grants, scholarships, etc.
✓ Information related to the prevention and detection of crime and the safety of employees, students and visitors of Georgia Tech.

- All three (3) Data Security questions
- Background Checks questions

Submit Contract Checklist with your purchase PO/RQ/ServiceNow(SN) ticket.