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). The following Q&A provides information on the recently introduced Supplier Contracts Assessment Intake Form and Contract Routing Checklist created to fulfill these new requirements. The details are shared to help you familiarize yourself with the new process and understand how it impacts the contract creation and renewal process.

1. **How do I complete the BPM 3.4.4 Contract Routing Checklist?**

The BPM 3.4.4 Contract Routing Checklist consists of two pages. The first page contains questions about the service being acquired. The second page is the signature page.

Please review the screenshot below. The highlighted fields need to be completed by the *end user in your Department*. This will be whoever has the most working knowledge of the service. Please ensure that the four questions denoted with ** are answered correctly. If you need help answering the data security and background checks question, please see Question 2 below.

<table>
<thead>
<tr>
<th>Summary</th>
<th>PO/RQ/SH/WD Contract number</th>
<th>Identifying number for: Purchase Order, Requisition, ServiceNow, or Workday Contract.</th>
<th>Cyber Matrix Score</th>
<th>Risk score provided upon Cybersecurity review via the Contracts Assessment Intake Form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplier Name</td>
<td>What is the name of the supplier?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Description</td>
<td>What are you purchasing? Please provide details on how it will be used and what data will be shared (see question 2 below for examples of data).</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contract Type</td>
<td>Procurement will complete.</td>
<td>Contract Phase</td>
<td>Procurement will complete.</td>
<td></td>
</tr>
<tr>
<td>Annual Contract Value</td>
<td>Total cost of purchase.</td>
<td>Campus Unit Owner</td>
<td>Who is the Departmental End User?</td>
<td></td>
</tr>
<tr>
<td><strong>Data Security</strong> - Does this contract provide mission-critical systems, products, or services?</td>
<td>See question 2 below.</td>
<td><strong>Data Security</strong> - Will GT transmit, store or provide access to any data w/ the supplier under the agreement?</td>
<td>See question 2 below.</td>
<td></td>
</tr>
<tr>
<td><strong>Background Checks</strong> - Will the supplier have regular interaction in any of these areas: Students, Employees, Minors, Monies, Sensitive/Confidential Data, Mission-Critical Service, and/or Facilities?</td>
<td>See question 2 below.</td>
<td><strong>Data Security</strong> - if GT transmits/stores or provide any data to the supplier under this agreement, is the data classified as protected (e.g., PII, PHI, financial, educational)?</td>
<td>See question 2 below.</td>
<td></td>
</tr>
<tr>
<td><strong>If Background Checks aren’t required, provide explanation:</strong></td>
<td>e.g., Supplier has no access to any of the above areas.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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Once you have filled out the highlighted blanks, submit the checklist as an attachment to the Supplier Contracts Assessment Intake Form for Cybersecurity Review in ServiceNow. If you have already submitted an Intake Form, attach the Contract Routing Checklist to the Intake Form.

After the Contract Routing Checklist has been reviewed by Procurement and Cybersecurity has completed their review of the Supplier Contracts Assessment Intake Form, the checklist will be routed to the relevant parties for signatures on the second page via DocuSign. Once all signatures are completed, Procurement will attach the completed checklist to the ServiceNow task associated with the Supplier Contracts Assessment Intake Form. Please note that Procurement may need to take additional action (such as negotiating data terms) based on Cybersecurity’s review.

2. What is considered “data”?
This includes but is not limited to:
- Names
- Health Information
- 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.

3. How often are the BPM 3.4.4 Contract Routing Checklist and ServiceNow Supplier Contracts Assessment Intake Form required?
Essentially, whenever GT is sharing data with the supplier or procuring services. It is also required for any amendment, renewal, and/or one time purchase when sharing data with the supplier. This includes zero ($0) dollar purchases.

Required annually for:
- All contracts housed in Workday (WD) 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.

**Contracting Officer may require the process to be completed for other types of purchases.**

This form is located in ServiceNow: (BPM 3.4.4 Supplier Contracts Assessment Intake).

Knowledge Article KB0028660: (Why is this BPM 3.4.4 Supplier Contracts Form Needed? Is it Required?).

**4. 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.

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

ServiceNow at BPM 3.4.4 Supplier Contracts Assessment Intake. To navigate from the ServiceNow homepage, please review the images below. You can also use the link above.
6. Where do I find the BPM 3.4.4 Contract Routing Checklist Form?

You can find it at the Procurement Website using the following link: (Purchasing & PCard Forms). Under the Procurement tab, it is located on the Purchasing & PCard Forms page. We regularly update our website to communicate announcements and information relevant to all of Procurement and Business Services. Future process updates will be posted on our website as well as communicated through other various information channels.