Does my purchase need CESS approval?

Question 1: Purchase Type

Does your purchase or project include computing hardware, software, or services?

- YES → To determine if a CESS Request is required, go to Question 2
- No → CESS is NOT required. Proceed with UGAMart purchase Requisition

Question 2: Risk and Dollar Threshold

Does it meet ANY of these network or data criteria?

Regardless of the dollar value:

- Process, store, or transmit Restricted Data
- Cloud Services included (1)
- Does NOT fully meet UGA or USG Standards or policies? (2)
- Software that necessitates data integration (inbound, outbound, or bi-directional) with either on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student information, student CRM, or supplier management systems only).
- Software or services that are duplicative of or are intended as a substitute for core business functions and shared services supported by on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student information, student CRM, or supply management), whether they are hosted on-premises, cloud-hosted, or USG-hosted
- Software or services duplicative of shared services either offered or supported by USG ITS, including network services
- Institution-wide software licenses covering more than 50% of an institution's students, faculty, or staff

→ YES → CESS Request Required

→ NO → Is the total project cost 10K or more?

- YES → CESS Request Required
- NO → CESS is NOT required, Proceed with UGAMart purchase Requisition

To determine if a **Security Evaluation** is required, go to Question 3

Question 3: Determine Security Risk Classification

Does it meet ANY of these information security risk criteria?

- Process, store, or transmit Restricted Data
- Grant Cloud Provider access to Sensitive or Restricted Data(1)
- Classified Critical per UGA's published Data Standards Policy

→ YES → CESS-S
Fill out and attach the CESS Security Evaluation Form to the CESS Request cart in UGAMart

→ NO → CESS-N
Security Evaluation Form is not required

To determine is Board of Regents approval is required, go to Question 4

Question 4: Board of Regents Approval Necessity

Does it meet ANY of these Board of Regents criteria?

- Total project cost $500K or more
- Software that necessitates data integration (inbound, outbound, or bi-directional) with either on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student information, student CRM, or supplier management systems only).
- Software or services that are duplicative of or are intended as a substitute for core business functions and shared services supported by on-premises, cloud-hosted, or USG-hosted ERP applications (finance, human capital management, student information, student CRM, or supply management), whether they are hosted on-premises, cloud-hosted, or USG-hosted
- Software or services duplicative of shared services either offered or supported by USG ITS, including network services
- Institution-wide software licenses covering more than 50% of an institution's students, faculty, or staff

→ NO → Create CESS Request cart in UGAMart, attach any project documents or quotes, and submit for approval (**Standard CESS approval processing time = 7-10 business days**)

→ YES → Fill out and attach answered questions for BOR Approval. (**add 10-15 business days to the standard CESS approval processing time**)

→ If the project is over $1M, it may require a Business Case.