



WPI

Procurement Evaluation Policy for Restricted Use Software and Service Providers

1.0 Overview

The purpose of this policy is to establish WPI's standards for purchasing software, or hiring a Service Provider, that collects, stores, and maintains WPI Restricted Use Data, as that term is defined in WPI's Data Classification Policy. The expectations in this policy apply to any WPI department purchasing such software or services.

2.0 Policy

Prior to purchasing software, or hiring a Service Provider, that collects, stores, maintains, or otherwise deals with WPI Restricted Use Data, the WPI department procuring such software or services must:

1. Conduct the appropriate due diligence in the procurement process, including completion of a WPI Security Questionnaire to assess the software or Service Provider's security practices and capabilities. The Chief Information Security Officer (CISO) will review the responses to the WPI Security Questionnaire.
2. Complete the ASWG Business Justification Form.
3. Engage with WPI's Office of General Counsel to review and negotiate the resultant contract to ensure it includes all necessary terms and conditions, including terms and conditions addressing security and controls around Restricted Use Data.
4. Inform the CISO of the software or Service Provider. The CISO shall maintain a list of all software and Service Providers who deal with WPI Restricted Use Data.

3.0 WPI Contact

Chief Information Security Officer

Worcester Polytechnic Institute
100 Institute Road
Worcester, MA 01609
Phone: (508) 831-5473
Fax: (508) 831-5715



4.0 Enforcement

Any person that violates any of the measures found in this policy will be subject to disciplinary action, which may include termination or dismissal from WPI, or other appropriate disciplinary action.

5.0 Approval and Revisions

Policy Category: Institutional Risk & Compliance

Policy Approved By: Approved by WPI's Information Security, Risk and Compliance Committee on 2/15/19.

Policy Reviewed Annually By: Chief Information Security Officer

Related University Policies: Data Classification and Usage Policy

Last Modified: 2/11/19