TPRM INTAKE FORM

Field	Response Type	Purpose
Vendor Name	Free Text	Identify the third party
Business Unit Requesting	Dropdown/List	Track internal owner
Contact Person (Internal)	Free Text	Escalation / clarification
Contact Person (Vendor)	Free Text	Assessment follow-up
Description of Services Provided	Free Text	Understand scope of service
Will the vendor access our network/systems?	Yes / No	Data/system access = High impact factor
Will the vendor process/store data?	Yes / No	If yes, triggers further classification
What type of data is involved?	Multiple select	e.g., PII, PHI, PCI, Internal, Public
Will the vendor access sensitive data?	Yes / No	Helps determine data sensitivity score
Will they integrate with critical systems?	Yes / No	Vendor criticality = higher tier
Is this vendor the sole provider?	Yes / No	Supply chain dependency
Would a disruption impact business ops?	Yes / No	Business criticality
Is this vendor customer-facing?	Yes / No	Reputational risk
Does the vendor have known breaches/lawsuits?	Yes / No	Used to flag reputational/operational history
Are subcontractors involved?	Yes / No	Introduces supply chain/4th-party risk
Planned Contract Start Date	Date	Useful for scheduling assessment
Requested Go-Live Date	Date	Prioritize by urgency

INHERENT RISK SCORING GUIDE

Question	Risk Factor	Scoring Logic
Will the vendor access our network/systems?	System Access	Yes = 3, No = 1
Will the vendor process/store data?	(Trigger only)	No score; enables data sensitivity scoring
What type of data is involved?	Data Sensitivity	PII/PHI/PCI = 3
		Internal = 2
		Public = 1
Will the vendor access sensitive data?	Data Sensitivity (New)	Yes = 3, No = 1
Will they integrate with critical systems?	Vendor Criticality	Yes = 3, No = 1
Is this vendor the sole provider?	Vendor Criticality (New)	Yes = 3, No = 1
Would a disruption impact business operations?	Business Impact	Major = 3, Moderate = 2, Minimal = 1
Is this vendor customer-facing?	Reputational Exposure	Yes = 3, No = 1
Known breaches or legal issues?	Reputational Exposure	Confirmed breach, regulatory action, lawsuit = 3
		Reputational issue / minor privacy concern = 2
		No known issues = 1
Are subcontractors involved?	4th Party/Subcontractor Risk	Yes = 3, No = 1

NEW RISK TIER LOGIC

Total Score (out of 30)	Assigned Tier
24 – 30	High
16 – 23	Medium
≤ 15	Low