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| Document ID  **ITAM103** | Title  **IT VENDOR SELECTION** | Print Date  **mm/dd/yyyy** |
| Revision  **0.0** | Prepared By  **Preparer’s Name / Title** | Date Prepared  **mm/dd/yyyy** |
| Effective Date  **mm/dd/yyyy** | Reviewed By  **Reviewer’s Name / Title** | Date Reviewed  **mm/dd/yyyy** |
|  | Approved By  **Final Approver’s Name / Title** | Date Approved  **mm/dd/yyyy** |

**Policy:** To ensure vendor performance capabilities are sufficient to meet Information Technology requirements.

**Purpose:** Provide methods for determining, documenting, and, where applicable, inspecting vendors for compliance with Company policies and purchase/lease requirements.

**Scope:** This procedure applies to all potential and current vendors of Information Technology products and services.

**Responsibilities:** The Information Technology Asset Manager is responsible for initial Information Technology vendor identification and collecting information regarding potential vendors. The Information Technology Asset Management is also responsible for maintaining vendor performance data for ongoing evaluations.

Information Technology Managers are responsible for final review and approval of new Information Technology vendors, as well as maintaining a file on current vendors.

Financial Management is responsible for evaluating potential vendors’ financial information and for final vendor approval.

Quality Management is responsible for evaluating vendor quality systems, where appropriate, and for reporting vendor quality performance on a regular basis.

**Definitions:** Request For Proposal (RFP) – A document that an enterprise sends to a vendor, inviting the vendor to submit a bid for hardware, software, services, or any combination of the three. An organization will typically issue several RFPs to obtain and evaluate competing bids.

Service Level Agreement (SLA) – Contract between a service provider and an end user, stipulating and committing the provider to a required level of service. An SLA typically includes such features as support options, enforcement or penalty provisions for services not rendered, guaranteed system performance levels related to uptime/downtime, specific levels of customer support, what software or hardware will be provided, and product (and/or service) fees.

**Procedure:**

### 1.0 IT Vendor EVALUATION

1.1 The Information Technology Asset Manager shall select Information Technology vendors in the following manner:

* Conduct vendor and market reviews.
* Request a full profile from the vendor, which should include:
  1. The vendor’s history with firms similar to the Company in size, scope, and nature of business;
  2. The vendor’s capabilities with regard to the Company’s needs;
  3. Sales and marketing information; and
  4. Information on the company’s financial strength.
* Obtain customer referrals – survey the vendor’s current clients to determine their degree of satisfaction with the vendor and the product/service desired by the Company. If possible, visit one or more companies that have been using the vendor’s product/service for a reasonable period of time. Investigate customer complaints against the vendor.
* Determine if the vendor is capable of conforming to minimum performance standards (vendor performance criteria):
  1. Ability to provide value to the Company through its product or service;
  2. Ability to meet Company requirements for quality and service;
  3. On-time delivery – 100% on-time (on-time is defined as “zero days early/ zero days late”); and
  4. Quality Rating (number of items accepted ÷ number of items received x 100). Quality Management must determine the Company’s minimum acceptable quality rating and disqualify vendors that do not meet it. Exceptions to the Company’s quality rating requirement may be granted (at the discretion of Quality Management) where the quantity of items received is small and the number of vendors is limited.
* For critical assets, or for asset purchases where the Company wishes to rely on the quality assurance of the vendor to reduce receiving inspection or testing requirements, an on-site vendor inspection shall be performed and approved.
  1. Quality Management will coordinate with the Information Technology Asset Manager to plan, arrange, and designate staff for vendor inspections.
  2. The Information Technology Asset Manager shall complete ITAM103-2 IT VENDOR SURVEY, noting approval/disapproval of the vendor’s performance capability and quality assurance program, and submit this form to Quality Management and Information Technology Management for review.
* Check the vendor’s certifications – ISO (see Reference A), Microsoft, Oracle, etc. – especially those that apply to the product or service under consideration. If all else between two vendors is equal, preference shall be given to the appropriately certified vendor.
* Conduct a security background check, to confirm the vendor’s compliance with applicable legal and regulatory requirements.
* A vendor demonstration may be advisable if:

1. The vendor is capable of demonstrating the capability/functionality of its product/service with regard to the Company’s needs and concerns; and
2. A client site visit either was not possible or did not adequately address the Company’s needs and concerns.

1.2 Based on the criteria above, the Information Technology Asset Manager shall list a number of qualified vendors and submit the list to Finance for its review.

1.3 Finance shall request and evaluate financial information from vendors identified by the Information Technology Asset Manager.

* Cost is an important consideration, though the value added to the Company by the vendor’s product or service over its useful life span should be the determining factor.
* Finance shall return the list of vendors to the Information Technology Asset Manager, indicating and ranking vendors that are best qualified, according to its criteria.

1. **REQUEST FOR PROPOSAL**

2.1 The Information Technology Asset Manager shall write a Request For Proposal (RFP), based on ITAD101 INFORMATION TECHNOLOGY PLAN and ITAM101 IT ASSET STANDARDS, to each qualified vendor.

* The Company’s requirements, goals, and expectations shall be clearly communicated.
* The RFP shall include a request for proposed Service Level Agreements (SLA).
* The RFP shall clearly indicate a “required no later than” date, the Information Technology Asset Manager’s contact information (office phone, e-mail address, etc.), and instruct the vendor to submit the proposal to the Company’s Information Technology Asset Manager.

2.2 The RFP shall be submitted to Information Technology Managers for approval. The approved RFP shall then be submitted to the vendor(s).

### 3.0 IT VENDOR SELECTION

3.1 The Information Technology Asset Manager shall evaluate vendor proposals received by the due date, note (and attach) recommendations, and forward proposals and recommendations to Information Technology Managers and Finance.

3.2 Finance and Information Technology Managers shall evaluate vendor information and the accompanying recommendations, weigh all factors appropriately, and indicate their recommendation and approval of a vendor or vendors.

* ITAM103-1 IT VENDOR NOTIFICATION FORM shall be completed for all first time vendors. A copy of ITAM103-1 shall be sent to the vendor; the original shall be kept in a vendor file by the Information Technology Asset Manager.

3.3 The Information Technology Asset Manager shall maintain information on each vendor on a separate ITAM103-3 APPROVED IT VENDOR DATA SHEET; this shall be kept with the vendor’s file.

3.4 The Information Technology Asset Manager shall maintain ITAM103-4 IT VENDOR LIST, listing vendors with which it has done business over the last five years, for reference purposes.

3.5 Information Technology Managers shall review the results of the security check and determine the level of vendor access to sensitive information. This security level shall be recorded on ITAM103-3 APPROVED IT VENDOR DATA SHEET.

### 4.0 IT Vendor REVIEW

4.1 Quality Management shall periodically reevaluate Information Technology vendors (to be done at least annually), according to the Company’s vendor performance criteria.

4.2 In the case of critical assets, Quality Management shall periodically request a vendor inspection, as described in Section 1.0.

4.3 If a vendor is found to be out of compliance, Quality Management shall submit a Corrective Action Request, in accordance with ITSD109 IT INCIDENT HANDLING.

* If a vendor does not respond to a Corrective Action Request or is unable to correct problems within a reasonable time frame, it may be disqualified.
  + 1. Quality Management shall submit a copy of ITAM103-5 IT VENDOR DISQUALIFICATION FORM to the disqualified vendor. The original shall be forwarded to the Information Technology Asset Manager, to be kept with the vendor file.
    2. The Information Technology Asset Manager shall update the disqualified vendor’s entry in ITAM103-4 IT VENDOR LIST. Disqualified vendors shall be prohibited from doing business with the Company for one year from date of disqualification.
       - If the vendor elects to take corrective action, Quality Management shall follow up with the vendor immediately and again within three months to verify that:

1. The corrective action has been taken; and
2. The corrective action continues to produce the desired results.

### 5.0 IT Vendor Files

5.1 A vendor file shall be prepared and maintained for each Information Technology vendor. This file shall be used for significant or ongoing purchasing or leasing. Each vendor file should include the following:

* Form ITAM103-1, IT VENDOR NOTIFICATION FORM;
* Form ITAM103-2, IT VENDOR SURVEY;
* Form ITAM103-3, APPROVED IT VENDOR DATA SHEET;
* Form ITAM103-5, IT VENDOR DISQUALIFICATION FORM, if applicable;
* Form REV103-1, CREDIT APPLICATION (see publication ABR31M, ***Bizmanualz*®** ***Accounting Policies and Procedures Manual***, “Revenue Procedures”);
* IRS W-9 Taxpayer Identification Certificate (PDF download available at <http://www.irs.gov/pub/irs-pdf/fw9.pdf>);
* Legal contracts, dealer or marketing agreements, etc.;
* Security, nondisclosure, service level, and other agreements; and
* Any other relevant correspondence or documentation.

5.2 The Company is required to file IRS Form 1099-MISC, “Miscellaneous Income”, at the end of the calendar year for any ***service*** contractor (accountant, consultant, etc.) that is ***not incorporated***.

To determine if Form 1099-MISC must be filed, refer to the IRS Form W-9, “Request for Taxpayer Identification Number Certificate,” submitted by the vendor. All vendors must indicate their reporting status on Form W-9 and all vendors must submit Form W-9 before they can be engaged in business.

**Forms:**

* ITAM103-1 IT VENDOR NOTIFICATION FORM
* ITAM103-2 IT VENDOR SURVEY
* ITAM103-3 APPROVED IT VENDOR DATA SHEET
* ITAM103-4 IT VENDOR LIST
* ITAM103-5 IT VENDOR DISQUALIFICATION FORM

**References:**

1. **ISO 9001:2008, “QUALITY MANAGEMENT SYSTEMS – REQUIREMENTS”**

ISO 9001 describes what is needed for a company to establish and operate its own quality management system, or QMS.

***Clause 6.1*** of ISO 9001 states that an organization must determine and provide resources needed to implement and maintain a QMS and to enhance customer satisfaction. The organization should look for its vendors to promote quality and customer satisfaction. ***Clause 6.2.2*** says that an organization must determine competency requirements for its own employees; the organization should likewise require its vendors to provide qualified, competent staff.

***Clause 7.5.1*** says an organization must plan and execute production and service under controlled conditions. This means that the product/service has to be clearly described, there must be work instructions, workers must have suitable tools to do their job, and activities must be monitored and measured. Vendors likewise must conform to this part of the Standard.

***Clause 7.5.3*** says the product/service must be identified and all of its components must be traceable. The organization must also ensure that its *vendors* conform to identity and traceability requirements.

1. **SARBANES-OXLEY ACT OF 2002**

Sarbanes-Oxley, or SOX, requires that publicly-held organizations have proof of adequate internal controls with regard to financial information. Furthermore, if an organization contracts out (outsources) any work; it is liable for what the outsourcer does on its behalf. It is no longer enough to say that the outsourcer is bound by a contract to do the right thing, either. Companies wishing to comply with SOX will extend their own internal control structure to include their outsourcers.

**Revision History:**

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| --- | --- | --- | --- |
| **Revision** | **Date** | **Description of Changes** | **Requested By** |
| 0.0 | mm/dd/yyyy | Initial Release |  |
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# ITAM103-1 IT VENDOR NOTIFICATION FORM

Date: **Anticipated Usage:**

 One Time Only

Prepared by (source):  Intermittent

 Ongoing

**Contact Information:**

Vendor Name:

Address:

Phone: ( ) Fax: ( )

Contact Person:

Products to be provided: a)

b)

c)

d)

**Vendor Certification:**

Is vendor certified?  Yes  No By what bodies?

Has vendor applied for certification?  Yes  No Effective Date

Is certification current?  Yes  No Expiration date:

**Payment Terms**:

Estimated Annual Dollar Volume Expected with this Vendor:

Has vendor completed an IRS W-9, Request for Taxpayer Identification Number Certificate, and is it on file with the Company?  Yes  No

**Related Party Transactions:**

Is vendor a relative or close friend of any employee of the Company? Yes  No

If yes, please describe relationship:

#### **Distribution**: IT Asset Management (Vendor File)

#### Accounts Payable

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**ITAM103-2 IT VENDOR SURVEY**

Date:

Vendor Name:

Address:

Phone: ( ) Fax: ( ) .

**NOTICE:** I (We) certify that the information contained in the attached survey form is accurate and complete as of the date indicated. Where trade secret or other proprietary information is involved, the person interviewed has initialed those responses not verified by the interviewer. All information obtained will be kept confidential. A corporate officer of the Company surveyed will review all responses made at the time of survey. This survey has been made with the permission of the Company surveyed

Signature Title Location

Signature Title Location

**PART I - GENERAL INFORMATION**

|  |  |  |  |
| --- | --- | --- | --- |
| Annual Sales: | Years in Business: | Privately Owned: | Subsidiary Division: |

Other Locations

Major Customers Type of Contract

\_ Not Available \_ Not Available

List Company

Management Name Title Interviewed

Product for which survey was performed (**Attach Labeling)**:

Total Employees Number of Supervisors Number of Production

Work Schedule Hours Number Shifts Days per Week

Are Training Programs for Personnel Utilized? \_ Yes \_ No

FACILITY

# Buildings on-site

Type:

\_ Single \_ Multistory \_ Wood

\_ Brick \_ Block \_ Steel

Location In:

\_ Industrial Park \_ Suburban

\_ Urban \_ Rural

\_ Equity Owned \_ Leased

Square Footage In:

Production

Administration

Storage

Engineering/R&D

List process capabilities and special production equipment essential to materials being procured:

1)

2)

3)

4)

5)

Is there a document/process flow manual outlining all production steps, records, and controls from raw materials to finished product? (Required for some government contracts.)

\_ Yes \_ No

Does the Vendor have liability insurance?

\_ Yes \_ No

Insured By

List operations managed by outside sources (subassembly, packaging, etc.)

1)

2)

3)

4)

5)

Has the Vendor been inspected by any state or federal agency within the last two (2) years?

\_ Yes \_ No

Name of Agencies:

Were recalls involved?

\_ Yes \_ No

Comments

**PART II - RAW MATERIALS**

PURCHASING

Is Qualification Based On Written Specifications And Approval Of Vendor Sources?

\_ Yes \_ No

Are Reject/Accept Limits Shown?

\_ Yes \_ No

Is Approval Based on:

\_ Quality History \_ Vendor   
\_ On-Site

\_ Own QC \_ Cards \_ Survey

\_ Certificate \_ Testing

\_ Other

Are specification changes reviewed and signed off by QC personnel?

\_ Yes \_ No

TESTING

Are written test procedures in use?

\_ Yes \_ No

Are Test Results On File?

\_ Yes \_ No

Is a Sampling Plan Used?

\_ 100% \_ Mil Spec \_ AQL \_ Random

\_ Other

Do Test Results Indicate

\_ Quantity Sampled

\_ Method of Analysis

\_ Date/Signature of Analyst

\_ Sample Traceability

Is There A Retention Sample System For Raw Materials/Components?

\_ Yes \_ No

IN-PLANT CONTROL

Is Material Assigned Alphanumeric Or Identifying Mark For Each Incoming Lot?

\_ Yes \_ No

Is Material Visibly Marked As

\_ Sampled \_ Approved

\_ Rejected \_ Not Marked

Is an Inventory Log Or Record Kept?

\_ Yes \_ No

Is Storage Area Separate?

\_ Yes \_ No

Is Storage Area Segregated?

\_ Yes \_ No

Is a Stock Rotation (FIFO) System Used?

\_ Yes \_ No

Is There Authorized Custodian Control?

\_ Yes \_ No

Is General Housekeeping Neat And Orderly?

\_ Yes \_ No

Rejected Materials Are:

Clearly Identified \_ Yes \_ No

Physically Segregated \_ Yes \_ No

**PART III - PRODUCTION**

MASTER PRODUCTION Records

Is There A Single Controlled File Of Master Records For Each Product?

\_ Yes \_ No

Are These Master Records Signed And Dated?

\_ Yes \_ No

Double Signature \_ Yes \_ No

Revision Dates \_ Yes \_ No

Are The Process, Assembly, Or Production Steps Fully Described:

In The Master Production Record?

\_ Yes \_ No

In A Separate Document Or Record?

\_ Yes \_ No

Does The Master Document Indicate:

QC Points For In-Process Production?

\_ Yes \_ No

Type Of Test Or Inspection To Be Made?

\_ Yes \_ No

Method Of Measurement?

\_ Yes \_ No

Who Performs Test Or Inspection?

\_ Yes \_ No

Level Of Accept/Reject (Limits)?

\_ Yes \_ No

For Production, Processing, Subassembly, Or Packaging Done By Outside Sources, Are There:

Master Production Records?

\_ Yes \_ No

QC Specifications And Methods Records?

\_ Yes \_ No

Outside Sources Not Used?

\_ Yes \_ No

PRODUCTION AREA

Is The Work Flow Organized?

\_ Yes \_ No

Distinct Staging Area For Raw Materials Or

Components Used In Production?

\_ Yes \_ No

Production Or Assembly Lines Segregated?

\_ Yes \_ No

Are General Housekeeping And Environmental Factors Adequate?

\_ Yes \_ No

Are Written Procedures For Plant Sanitation Available?

\_ Yes \_ No

PRODUCTION EQUIPMENT

Are Maintenance Or Service Records Available?

\_ Yes \_ No

Are Calibration Records Kept On Periodic Basis?

\_ Yes \_ No

Are There Means Of Readily Identifying Type, And Stage Of Processing Being Done, On The Equipment?

\_ Yes \_ No

PRODUCTION RECORDS

Are Production Documents Collected / Filed?

\_ Yes \_ No

Production Documents Kept (Years)

\_ Complete History

\_ Labeling Samples Included

\_ Partial History

\_ Traceability By Lot Or Serial#

PACKAGING

Are Finished Goods Packaging Operations Segregated?

\_ Yes \_ No

Finished Goods Under Supervised Control?

\_ Yes \_ No

Label Records Kept?

\_ Yes \_ No

Pre-Label:

\_ Count \_ Reconciliation

Are Finished Goods Properly Identified, Labeled, And Stored?

\_ Yes \_ No

\_ Prior To Release \_ After Release

REJECTED MATERIALS

Are There Written Procedures For Disposing Of Or Reworking Rejected Items?

\_ Yes \_ No

Are Rejected Products Held In Quarantine Pending Final Disposal?

\_ Yes \_ No

\_ Held In Segregated Area

\_ With Special Markings

Retention Samples

Are Samples Of Finished Goods Retained?

\_ Yes \_ No

\_ From Each Production Run

\_ In A Separate Controlled Area

\_ In The Same Container/Closure System In Which They Are Sold

\_ In Containers Different From Unit As Sold

\_ Kept For A Period Of Years

\_ Written Log or File

**Sterile Components (If Applicable)**

Are There Procedures For Establishing And Maintaining Aseptic Conditions?

\_ Yes \_ No

Are There Methods For Routine Auditing Of Sterile Areas Used?

\_ Yes \_ No

Are There Procedures For Working In Sterile Areas?

\_ Yes \_ No

For Cleaning And Sterilization Of Equipment?

\_ Yes \_ No

For Bulk And Final Product Sterility Testing?

\_ Yes \_ No

Is Process Sterility For Each Run Documented In The Production Records?

\_ Yes \_ No

**Are Sterile Processes Used?**

\_ Radiation \_ Steam \_ ETO

\_ Filtration \_ Chemical

Other:

**PART IV - QUALITY   
CONTROL / ASSURANCE**

Organization And Function

Does The Quality Control-Inspection Group Report Directly To The Top, Independent Of Production, Marketing, Or Other Organization Groups Within The Production Company?

\_ Yes \_ No

Does The Quality Control-Inspection Group Have Full Authority To Withhold Shipment Or Further Production Of Rejected Items?

\_ Yes \_ No

Are The Quality Control Procedures:

Revised On A Periodic Basis?

\_ Yes \_ No

Does The Quality Control/Assurance-Inspection Group Have:

Education, Training Or Experience

\_ Yes \_ No

Understanding Of Their Function

\_ Yes \_ No

OperationS

Are Stamps, Tags, Markers, Etc. Used To Verify Inspection Activity?

\_ Yes \_ No

Are The Markings Used Traceable To An Individual Inspector?

\_ Yes \_ No

**PART V - CUSTOMER COMPLAINTS  
AND RECALL CAPABILITIES**

Is There An Organized Complaint File System?

\_ Yes \_ No

Does Each Complaint State:

\_ Nature Of Complaint

\_ Response To Customer

(Repair, Refund, Replace)

\_ Further Corrective/Preventive Action

By Vendor

Complaint Files Kept For (Years)

Is There A Periodic Review Of Complaint Files For Trends? \_ Yes \_ No

Is The Review File As A Written Summary?

\_ Yes \_ No

Is There A Group Or Individual Assigned To Handle Customer Inquiries And Follow Up On Complaints?

\_ Yes \_ No

Are Product Defects Verified By Vendor Through Testing?

\_ Yes \_ No]

Was Review Of Complaint Files For Survey Product Made?

\_ Yes \_ No

Are Production Samples For QC Testing:

Adequately Identified As To Source

\_ Yes \_ No

Recorded Somewhere At Time Of Sampling

\_ Yes \_ No

Entered On Filed Test Report

\_ Yes \_ No

Written Sampling Plan Based On:

\_ 100% \_ Mil. Spec \_ AQL \_ Random

Other

Is The Product Used Tested Prior To Final Release?

\_ Yes \_ No

Are Outside Sources Used For Production Testing?

\_ Yes \_ No

\_ Under Formal Contract

\_ Used Test Protocols

\_ Written Procedures

\_ Copies In The Production File

\_ Facility Registered Or Licensed By Any Federal, State Or Professional Agency

\_ Outside Test Results Filed By Manufacturer

Is There A Formal Quality Assurance Program Involving Performance Testing Of The Product(S) After Release?

\_ Yes \_ No

Recall Capabilities

Is There A Company Recall Plan?

\_ Yes \_ No

\_ Shows How Decisions Are Made And By Whom

\_ How Recall Will Be Accomplished

\_ Instructions For Recovery And Accountability Of Recalled Product

Do Shipping Or Distribution Records On File Show:

Customer/Distributor Name And Address?

\_ Yes \_ No

Date Of Shipments And Quantity Shipped?

\_ Yes \_ No

Lot Or Serial Number Of Product Shipped

\_ Yes \_ No

Distribution Records Are Maintained \_\_ (Years)

Distribution Records Are Stored As:

\_ Computer Listing

\_ Microfilm/Microfiche

\_ Manual Card/Paper Files

**PART VI - REGULATORY COMPLIANCE**

Is The Plant Registered As A Device Manufacturer?

\_ Yes \_ No

Are The Survey Product(s) Listed With Bureau Of Medical Devices?

\_ Yes \_ No

Are All Necessary Approvals For Marketing Products Available?

\_ Yes \_ No

Is There A File With Past And Current Labeling For Each Survey Product?

\_ Yes \_ No

Is There A Formal Auditing Program Of The QC Operation? If So, Done By Whom

\_ Yes \_ No

**List of Attachments and Comments**

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|  | **ITAM103-3 APPROVED IT VENDOR DATA SHEET** | | | | |  |
|  | 1 | **Vendor ID** |  | | |  |
|  | 2 | **Vendor Name** |  | | |  |
|  | 3 | **Vendor Address** |  | | |  |
|  | 4 | **Vendor Contact First Name** |  | | |  |
|  | 5 | **Vendor Contact Last Name** |  | | |  |
|  | 6 | **Vendor Contact Phone Number** |  | | |  |
|  | 7 | **Vendor Contact Email Addr** |  | | |  |
|  | 8 | **Vendor Part Number** |  | | |  |
|  | 9 | **Item Description** |  | | |  |
|  | 10 | **Item Serial Number** |  | | |  |
|  | 11 | **Number Of Software Licenses, If Applicable** |  | | |  |
|  | 12 | **Contract Status (Active / Inactive)?** |  | | |  |
|  | 13 | **Contract Id** |  | | |  |
|  | 14 | **Contract Start Date** |  | | |  |
|  | 15 | **Contract End Date** |  | | |  |
|  | 16 | **Terms Of Contract** |  | | |  |
|  | 17 | **Service Level Agreement?** |  | | |  |
|  | 18 | **Service Provider Id** |  | | |  |
|  | 19 | **Service Provider Name** |  | | |  |
|  | 20 | **Service Provider Address** |  | | |  |
|  | 21 | **SP Contact First Name** |  | | |  |
|  | 22 | **SP Contact Last Name** |  | | |  |
|  | 23 | **SP Contact Phone Number** |  | | |  |
|  | 24 | **SP Contact Email Addr** |  | | |  |
|  | 25 | **Service Terms** |  | | |  |
|  | 26 | **Security Clearance Level** |  | | |  |
|  |  | **COMMENTS:** | |  |  | |
|  |  |  | |  |  | |

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|  | **ITAM103-4 IT VENDOR LIST** | | | | |  |
|  | 1 | **Vendor ID** |  | | |  |
|  | 2 | **Contract #** |  | | |  |
|  | 3 | **Contract Expiration Date** |  | | |  |
|  | 4 | **Asset Class** |  | | |  |
|  | 5 | **Asset Description** |  | | |  |
|  | 6 | **Vendor Status (Qualified / Disqualified)** |  | | |  |
|  | 7 | **Status Effective Date** |  | | |  |
|  | 8 | **Status Expiration Date** |  | | |  |
|  | 9 |  |  | | |  |
|  | 10 |  |  | | |  |
|  | 11 |  |  | | |  |
|  | 12 |  |  | | |  |
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|  | 14 |  |  | | |  |
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**COMMENTS:**

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# ITAM103-5 IT VENDOR DISQUALIFICATION FORM

Date of disqualification:

Prepared by (source):

**Contact Information:**

Vendor Name:

Vendor ID:

Address:

Phone: ( ) Fax: ( )

Contact Person:

**Reason for disqualification** (attach supporting documentation):

**Signed by:** (IT Management)

(IT Asset Management)

(Quality Management)

#### **Distribution:** IT Asset Management (Vendor File)

#### Disqualified Vendor

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