Product Information Form (PIF) v3.0

If you have any questions about this process, contact the person who sent you this form or UO Digital Accessibility Architect, Mx. Grey L. Pierce (they/them), at [ictaccess@uoregon.edu](mailto:ictaccess@uoregon.edu). For an online version of this form, visit <http://digitalaccessibility.uoregon.edu/pif>

After completing this form, please upload it to the folder specified in the "Instructions for Digital Accessibility Procurement Review" document that was sent to you. If you were not sent an Instructions document, please send the completed form back to the person who initially sent it to you, and they will upload it.

# Department Contact Information

## Primary Contact at UO

Generally, this will be the project manager – the person knowledgeable about how the product is used at UO or responsible for the procurement.

* **Name**:
* **Email Address**:
* **Title**:
* **Department/Unit**:

## Additional UO Contacts

* If anyone else should be CCed on emails related to this procurement's Information Services review, please provide their names and email addresses:

# Product Information

1. **Procurement type.** [select only one answer]
   * Purchase or renewal of off-the-shelf/existing products or services
   * Custom content creation (e.g., website development)
   * Writing a new competitive procurement (RFP/RFQ)
   * Review of competitive procurement vendor responses
   * Creation or delivery of digital documents, reports, data, or media
   * Not sure
   * Other - provide details below:
2. **Product name.** Provide the name of the vendor/company and the specific product or service, if known/applicable.
   * *Examples [delete after completing this section]:*
     + *SampleCo's SampleLMS learning management system*
     + *TravelExpense from SampleCo*
     + *SampleStats 11*
     + *SampleDevs, Inc.*
3. **Product description.** Provide a brief description of the product or service.
   * *Examples [delete after completing this section]:*
     + *SampleLMS is a learning management system that is used in higher education settings*
     + *The TravelExpense plugin will be added to the existing SampleAdmin web-based administrative system already in use*
     + *SampleStats 11 is specialized data analysis software used in fMRI labs*
     + *SampleDevs, Inc. will provide graphic and media creation services to develop content that will be used on goducks.com*
4. **Users.** What groups of people will use this product or service? Include both current/planned users and potential expansion, not just primary or initial users of the product. [select all that apply]
   * UO employees (including student employees)
   * UO students (not including use only in the capacity as a student employee)
   * UO alumni
   * Prospective UO students
   * Members of the public
   * Other - provide details below:
   * Not sure
5. **User Details.** For each user group selected in the prior question, please provide approximate numbers and a description of their use. Specify both current/planned users and potential expansion. Please be brief, and **do not include individuals’ names.**
   * *Examples [delete after completing this section]:*
     + *30 undergraduate students enrolled in PSY 304 and 1 faculty member teaching the course, potentially expanding to up to 4 faculty and 100 undergraduate students in Department of Psychology if successful*
     + *10 staff in Business Affairs, around 100 admin staff from various departments on campus involved in accounting/budgeting, and all employees submitting travel reimbursement requests (around 1,000 per year)*
     + *10 faculty in the Department of Biology and 5 graduate employees working for them, potentially expanding to 50 faculty and 100 graduate employees if things go well*
     + *Members of the general public visiting the Athletics website (thousands per month)*
6. **Context.** Where will it be used and what will it be used for? Include the specific UO departments or units, and if it will be used in an educational context, include the specific course(s). Please be brief.
   * *Examples [delete after completing this section]:*
     + *Quizzes and assignments in PSY 304*
     + *Processing reimbursements for employee travel*
     + *Data analysis for two grant-funded research projects in the Department of Biology*
     + *Interactive football statistics tool on the Athletics website*
7. **Web.** Does this product or service include **any** component that will be accessed or made available via the web or a mobile app, including web pages, web apps, online videos, documents linked from web pages (PDFs and word processing, presentation, or spreadsheet files), etc.? [select only one answer]
   * Yes
   * No
   * Not sure
8. **Integration.** Will the product or service be integrated with or part of another product or service? If so, provide a brief explanation, and include the names of the other product(s)/service(s).
9. **Data access.** Will the product or service involve the transmission of financial, legal, library, medical, personal, personnel, research, CUI, FERPA, HIPAA, UO ID numbers (95#), or other confidential or sensitive data to external parties? [select only one answer]
   * Yes
   * No
   * Not sure
10. **Alternatives.** What other products or services could be used instead? Include competitors or alternatives that can serve the same general need, even if they aren't identical in functionality. If no known alternative could serve the need, provide a brief explanation why.
11. **Renewal.** Is this a contract renewal or a new purchase? [select only one answer]
    * Yes. If known, when was the last time a contract was signed and what was the prior matter number:
    * No
    * Not sure
12. **PCS Submission.** Have you submitted this to UO Purchasing and Contracting Services? [select only one answer]
    * Yes, I submitted it to PCS already. Provide matter number, if known, below:
    * No, but I plan to submit it to PCS later
    * No, and I don't plan to submit it to PCS
    * I'm not sure
13. **Timeline.** Is there a date by which this *must* be procured? [select only one answer]
    * No specific date, but needed as soon as possible
    * Yes. Enter date and provide reason below:
    * No set timeline