

Tips for Purchasing Software

There are numerous steps and at least three offices involved in the purchase of software. You have to plan ahead in order to have our software when you need it. Please note that this process has changed significantly in the past couple of years, hopefully it is getting smoother but it is best to plan for a lot of back and forth and an extended amount of time.

Whether it is first time purchase or a renewal it involves SDA and Procurement:

Risk and Compliance - SDA (what was Software Decision Analysis and is now Solutions Discovery Form) – starts with submission of a Solutions Discovery Analysis form - [Solutions Discovery Analysis | Old Dominion University](#).

Point of Contact - Chelsey Zirkel

Procurement – Whether you are purchasing the software for the first time or renewing a purchase, Procurement is involved. They will need:

- Vendor agreement, MSA, SLA, etc.
- Quote/proposal/renewal doc
- Vendor terms & conditions

Go ahead and get these to submit with the SDA.

Point of Contact – Janis Hall

Department – once the SDA and Procurement have given their approval, we can purchase the software.