

## **Supplier Contracts Module Standard Intake Questions**

\*Denotes a required field

1. **\*Brief description of the product / service to be purchased**
  
2. **\*Total contract spend or spend per year (for a multi-year contract)** \_\_\_\_\_
  
3. **\*Will the vendor have access to:**
  - a. Northwestern's sensitive IT systems    Yes    No
  - b. Northwestern's sensitive or confidential information (i.e., Level 2, 3, or 4 Data under Northwestern's [Data Classification Policy](#))?    Yes    No  
If so:
    - i. How much of this data will the vendor have access to?
  
    - ii. Will such data be stored or manipulated by the vendor?
  
    - iii. Will such data be exchanged between countries?
  - c. Proprietary university materials or human biological samples?    Yes    No  
i. If so, please provide a description:
  
4. **\*Will the vendor be developing or creating custom work product, materials, goods, software or other custom deliverables that should be owned entirely by Northwestern?**    Yes    No
  - a. If so, please provide a description of the custom items to be delivered by the vendor:
  
5. **\*Will the vendor be providing IT services/software?**    Yes    No  
If so:
  - a. Is the vendor hosting the software remotely on their servers / systems (e.g., Software-as-a-Service or "cloud-based" product), or is the software installed locally on our systems?    Yes    No  
i. If installed locally, when will the hardware, network, or database be ready for deployment?
  - b. If the vendor is providing a cloud-based or on-premises software solution, has NUIT completed a Service Provider Security Assessment of the vendor's product?    Yes    No

6. \*Is the vendor the single source (or one of few sources) of the product/service? Yes No

7. \*Any significant deadlines or timing constraints for completing the contract? Yes No

8. \*Vendor Name (suppliers must be registered to create a record) \_\_\_\_\_

9. \*Begin Date \_\_\_\_\_

10. End Date \_\_\_\_\_

11. Supplier Contract Reference (vendor agreement #) \_\_\_\_\_

12. Short Description \_\_\_\_\_

13. Maximum Amount \_\_\_\_\_

14. Categories \_\_\_\_\_

ADVERTISING & MARKETING	ELECTRIC SUPPLY	LAB-RADIOACTIVE MAT RESTRICTED	PLUMBING SUPPLIES
ANIMAL SERVICES	ELECTRONICS	LAB-SELECT AGENTS RESTRICTED	POLICE EQUIPMENT & SUPPLIES
ANIMAL SUPPLIES	ELEVATOR BUILDING SUPP ASSET	LAB-SERVICES UNRESTRICTED	POSTAGE
ANIMALS	ELEVATOR MAINTENANCE	LAB-SUPPLIES UNRESTRICTED	PRINTING SERVICES
APPLIANCES & HOUSEWARES	ENTERTAINMENT	LANDSCAPE SERVICES	PROFESSIONAL SERVICES - MISC
ART & DRAFTING EQUIPMENT	EQUIPMENT GENERAL	LANDSCAPE SUPPLIES	PROMOTIONAL ITEMS
ATHLETIC & SPORTS EQUIPMENT	EQUIPMENT RENTAL	LAUNDRY SERVICE EQUIPMNT ASSET	REAL ESTATE
ATHLETIC EQUIPMENT ASSET	FAX MACHINES	LAUNDRY SERVICES	RECYCLING SERVICES
AUDIO/VISUAL EQUIPMENT	FOOD & GROCERIES	LEASES - BUILDING	RESPIRATORS
AUDIO-VISUAL EQUIPMENT ASSET	FOOD , ALCOHOL	LEASES - EQUIPMENT	ROYALTIES
AWARDS & HONORS	FOOD SERVICE EQUIPMENT ASSET	LICENSING & TAXES	SCIENTIFIC EQUIPMENT ASSET
BOOKS	FOOD SERVICES, INTERNAL	MAILING SERVICES	SECURITY EQUIPMENT
CARPETING	FOOD, BEVERAGE SERVICES	MAINTENANCE - FACILITIES	SECURITY GUARDS
CATERING	FUEL	MAINTENANCE - GENERAL	SECURITY SERVICES
CELLULAR PHONE AND SERVICES	FURNITURE ASSET	MAINTENANCE EQUIPMENT ASSET	SERVICE_MAINTENANCE AGREEMENT
COMPUTER EQUIPMENT ASSET	FURNITURE CLASSROOM	MAINTENANCE, REPAIR, OPERATION	SHELVING, SEATING LIGHTS ASSET
COMPUTER HARDWARE	FURNITURE CLASSROOM ASSET	MEDICAL SUPPLIES	SHOP EQUIPMENT ASSET
COMPUTER HARDWARE ASSET	FURNITURE DORM	MESSANGER SERVICES	SIGNS & FLAGS
COMPUTER PRINTERS	FURNITURE DORM ASSET	MOVING & RELOCATION	SUBCONTRACTS < 25K
COMPUTER SERVICES (PROG, REPAI	FURNITURE OFFICE	MUSIC INSTRUMENTS & SUPPLIES	SUBCONTRACTS > 25K
COMPUTER SOFTWARE	FURNITURE OFFICE ASSET	MUSICAL INSTRUMENT ASSET	TELECOMMUNICATIONS EQUIP ASSET
COMPUTER SUPPLY	HVAC ASSET	OFFICE EQUIPMENT	TELECOMMUNICATIONS EQUIPMENT
CONFER, SUBSCRIP, MEMBER	HVAC SERVICES (REPAIR, MAINT)	OFFICE EQUIPMENT ASSET	TEMP LABOR 3RD PARTY
CONSTRUCTION NEW	INSTALLATION SERVICES	OFFICE SUPPLIES	TOOLS & HARDWARE
CONSTRUCTION RENOVATE	JANITORIAL SERVICES	PAINT	TRAINING
CONSULTING SERVICES - CORPORAT	JANITORIAL SUPPLIES	PAPER - DISPOSABLE	TRANSPORTATION SERVICES
CONSULTING SERVICES GENERAL	LAB-ALCOHOL UNRESTRICTED	PAPER - OFFICE PRODUCTS	TRASH REMOVAL
CONSULTING SERVICES GRANT	LAB-CHEMICAL UNRESTRICTED	PERFORMING ARTS	TRAVEL & HOTELS
CONSULTING SERVICES IT	LAB-EQUIPMENT ASSET	PEST CONTROL	UNIFORMS
COPIER	LAB-EQUIPMENT UNRESTRICTED	PHARMACUETICALS & NARCOTICS	UTILITIES
DOCUMENT DESTRUCTION SERVICES	LAB-GASES UNRESTRICTED	PHOTO EQUIPMENT & SUPPLIES	VEHICLES
DRAPERIES	LAB-HAZARDOUS GASES RESTRICTED	PHOTO SERVICES	VEHICLES ASSET