

Vendor Review		SOP #: IT.009.01
Effective Date	5.20.2024	
Last Revision/Review	2.1.2026	

1. Purpose

The objective of this SOP is to outline the procedure for evaluating the security standards of external vendors before engaging in business partnerships to ensure the protection of our organization's data and assets.

2. Related Policy/Authority

N/A

3. Faculty/Staff Responsibilities

1. **Procurement Department:** Initiates the vendor security review process.
2. **Information Security Team:** Conducts the assessment and provides recommendations.
3. **Decision-Making Authority:** The CIO approves vendor partnerships based on security assessment results.

4. Definitions/Abbreviations

NA

5. Procedural Steps

1. Initiation of Vendor Assessment:

The procurement department initiates the vendor security review process when considering new vendor partnerships or renewing existing contracts.

2. Documentation and Information Gathering:

The procurement team collects necessary vendor information, including services offered, data access requirements, and security policies.

3. Security Questionnaire Distribution:

The Information Security Team sends a comprehensive security questionnaire to the vendor to evaluate their security protocols, including:

- a. Information security policies and procedures.
- b. Data protection measures.
- c. Security incident response plans.
- d. Compliance with industry standards and regulations.
- e. Previous security incidents or breaches.

4. Vendor Evaluation:

The Information Security Team assesses the received information and conducts further checks if required, such as:

- a. On-site visits or audits.
- b. Reference checks with other clients.
- c. Security scans and assessments.

5. Risk Analysis and Recommendation:

Based on the assessment, the Information Security Team performs a risk analysis and provides recommendations for mitigating identified risks or enhancing security measures.

6. Approval and Decision-Making:

The decision-making authority reviews the recommendations and determines whether to proceed with the vendor partnership, negotiate additional security measures, or reject the partnership based on identified risks.

7. Ongoing Monitoring and Review:

If approved, the vendor's security measures will be monitored regularly to ensure compliance and address any emerging security concerns.

7. Maintenance

Reviewed annually by CIO

8. Signature

Approved by

2.1.2026

CIO

Date

9. Distribution List

Internal

10. Revision History

Revision Date	Subsection #	Summary of Changes	New/Cancellation/Replacement Procedure? (if applicable)	Approval Date
2.1.2026		Reviewed		2.18.2026

