

College Procedure: 701.18 – Vendor Management

Policy Reference: 701 – IT Security
Responsible Department: Information Technologies
Approval Authority: Cabinet
Procedure Owner: Vice President, Information Technologies
Effective Date: 03/09/2026

Version Number: 1
Legal Counsel Reviewed (yes/no): No
Legal Reference(s): Info here
Scope: College-wide

Reason for Procedure

As part of an effective security program having a vendor management program is important.

The Procedure

Contract review is required for all new technology vendor agreements and renewals over \$10,000. IT, Insurance, and Legal will each review the contract and recommend inclusion of our standard addendum as part of the negotiation process. The addendum addresses key contractual requirements, establishes minimum insurance coverage levels, and outlines security protections. Vendors are also required to provide a HECVAT Light document, which outlines their baseline security controls. Upon contract execution the contract, addendum and supporting documents are included in the contract management system.

References

NIST SECURITY FRAMEWORK

Revision Log

Table 1 Revision Log

Version Number	Date Approved	Approved by	Description of Change
1	03/09/2026	Cabinet	New Procedure