



THIRD PARTY REMOTE ACCESS REQUEST QUESTIONNAIRE

INFORMATION REQUIREMENTS DOCUMENT

In accordance with the Third Party Remote Access Policy, all requests for Third Party Remote Access must be accompanied by this completed Information Requirements Document. This document should be completed by the Erie County Technical School and Third Party requesting remote access.

A. ERIE COUNTY TECHNICAL SCHOOL CONTACT INFORMATION

Name: _____

Title: _____

B. THIRD PARTY INFORMATION

Third Party Name: _____

Management Contact: Name: _____

Phone Number: _____

Email Address: _____

Location – address of termination point
of the Connection (including
building number, floor, and
room number) _____

Main Phone Number _____

Local Technical Support Hours (7X24, etc.) _____

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Host/Domain/IPs/Names of the Third Party:

Names (Email addresses, phone numbers) of all employees of the Third Party who will use this access. If not appropriate to list the names of all employees, then provide a count of the number of employees who will be using the connection.

Number of employees using the connection: _____

Name

Email Address:

Phone #:

C. PROBLEM STATEMENT / PURPOSE OF CONNECTION

What is the desired end-result? *(Third Party must include a statement about the business needs of the proposed connection.)*

D. SCOPE OF NEEDS (In some cases, the scope of needs may be jointly determined by the supporting organization and the Third Party.)

What services are needed?

What are the privacy requirements (i.e., do you need encryption)?

How long is the connection needed?

Future requirements, if any.

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E. WHAT TYPE OF WORK WILL BE DONE OVER THE CONNECTION?

Applicable System the connection is required for?

How will data transfers be done?

What are the estimated hours of use each week? What are peak hours?

F. ARE THERE ANY KNOWN ISSUES SUCH AS SPECIAL SERVICES THAT ARE REQUIRED? ARE THERE ANY UNKNOWN ISSUES AT THIS POINT, SUCH AS WHAT INTERNAL ERIE COUNTY TECHNICAL SCHOOL SERVICES ARE NEEDED?

G. IS A BACKUP CONNECTION NEEDED? (e.g., are there any critical business needs associated with this connection?)

H. WHAT IS THE REQUESTED INSTALLATION DATE?

I. WHAT IS THE APPROXIMATE DURATION OF THE THIRD PARTY NETWORK CONNECTION?

J. HAS A NON-DISCLOSURE AGREEMENT BEEN SIGNED WITH THE THIRD PARTY OR THE APPROPRIATE EMPLOYEES OF THE THIRD PARTY?

K. ARE THERE ANY EXISTING NETWORK CONNECTIONS AT ERIE COUNTY TECHNICAL SCHOOL WITH THIS COMPANY?

L. OTHER USEFUL INFORMATION: