

# Software Approval Request Form

The Technology Information Services Office (TISO) is responsible for the Prince George's County Fire EMS Department's IT approval process. Software, cloud-based software, commercial off the shelf (COTS) software and software as a service (SAS) must be approved by TISO and the County's Office of Information Technology (OIT) before ordering. Please complete the IT Approval request form below and send to [pgfdtiso@co.pg.md.us](mailto:pgfdtiso@co.pg.md.us). TISO will only accept requests from a Civilian Manager or Deputy/Assistant Fire Chief. Please work with the software vendor to answer all questions in this form, failure to do so may prolong approval process. If you have further questions, please contact TISO at 301-883-7183 or Email [pgfdtiso@co.pg.md.us](mailto:pgfdtiso@co.pg.md.us).

Name:

Date:

Phone:

Location:

Rank/Manager:

Name of Software:

How many licenses: (n/a if unknown)

Please justify need:

Does the Department or County have similar software?

What will this software accomplish?

Please provide software vendor point-of-contact (POC):

Name and contact info for Fire (POC):

Is software a one-time fee or annual?

Is there a maintenance fee? If so, list cost:

Software cost?

How soon do you need software?

Does software collect data? If so, what type? Ex. PII, name, date, phone

If Cloud-based or 3<sup>rd</sup> party, who owns the data?

If vendor/data is compromised, how quickly is data restored?