



RICE

Office of the Vice Provost for Information Technology

Contracting for Cloud Services

Feb 2015



4 Things to Remember

1. CLOUD SERVICES ALWAYS INVOLVE A CONTRACT AND/OR TERMS OF SERVICE.
2. ALWAYS contact IT/Admin Systems EARLY IN THE PLANNING WHEN CONSIDERING CLOUD SERVICES.
3. ENSURE THAT THE OFFICE OF GENERAL COUNCIL IS INVOLVED IN ANY CLOUD CONTRACT.
4. WORK WITH PROCUREMENT FOR ALL PURCHASES.



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By [David](#) May 9, 2014 9:24 am



A Brief list of reviewed items

- Best Practices – Due Diligence
- Security and Audit Reviews
- Integration Requirements
- Data Compliance Identification (PII, FERPA, HIPAA, PCI, SOX, GLB, NCAA, Granting Agencies ..)
- Workflow analysis (including exit strategy)
- Data Management planning
- Contract and TOS review
- Review by Procurement
- Vendor review (financial, news, leadership)
- Periodic Review of TOS by stakeholder



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WHO will help me with a Cloud Service?

You will need the assistance of OGC, IT/Admin Systems and Procurement at a minimum.

WHY would I need a Cloud Service?

Software and application vendors are moving more service to a cloud based solution. You may be offered a choice to move.

WHAT should I do if I need a Cloud Service?

Contact via email help@rice.edu, call 713 348 4357 (Help Desk) or speak to your IT Divisional Representative and let us know you would like to discuss a cloud service?

WHEN should I reach out?

The best time to reach out is during any initial discussion phase of a change or as soon as you know.