Complete this form to request software that is not currently on the [DPS Approved Software List](https://dpstexas.sharepoint.com/sites/CYB/Lists/DPS%20Approved%20Software%20List/Enterprise%20View.aspx).

Email the completed form and supporting software documentation for this request (privacy policy, user guide, etc.) to [enterprisedepot@dps.texas.gov](mailto:enterprisedepot@dps.texas.gov) and CC: approving department manager.

**Division Information**

|  |  |
| --- | --- |
| Requesting Division |  |
| Requestor Name |  |

**Software Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Software Name |  | | | |
| Software Version |  | | | |
| Software Developer |  | | | |
| Type of Software or  Mobile Application | **Category** | | | **Licensing Model** |
| Antivirus/Security  Communication  Creative  Development  E-Commerce  File Management  Health/Fitness  Media Player | Navigation/Mapping  Operating System  Photo/Video Editor  Productivity Tool  Social Media  Utility  Virtualization  Web Browser | | Freeware  Open Source  Purchased  Subscription-Based |
| Installation Location  Select all that apply | **Laptop/Desktop** | | **Mobile Device (cell phone/tablet)** | |
| Windows  MacOS  Linux | | iOS  iPadOS  Android | |
| Data Type | Public  Non-Public | | | |
| What categories of data will be stored/processed/transmitted by the system/application? Select all that apply. | N/A  CJI  Financial  PHI  PII | | | |
| Software Website or App Store Link |  | | | |
| Number of Installation Locations |  | | | |
| Software Description |  | | | |

**Business Justification and Alignment with DPS Strategic Plan/Goals**

1. Please provide a business justification or operational requirements for implementing this software.

|  |
| --- |
|  |

1. How long will this software be in use?

|  |
| --- |
| Mission Essential – Foreseeable Future  Temporary – To address immediate need of project or mission task but not required for day-to- day operations once the business need is met  Temporary – Software Trial or Testing\* |
| \* For temporary implementations, please provide an estimate of how long the software will be needed in terms of weeks or months. |

1. How does this align with identified agency strategic goals and priorities: [strategicplan2023-2027.pdf (texas.gov)](https://www.dps.texas.gov/sites/default/files/documents/dpsstrategicplan/strategicplan2023-2027.pdf)?

|  |
| --- |
|  |

1. Is there any software already on the [DPS Approved Software List](https://dpstexas.sharepoint.com/sites/CYB/Lists/DPS%20Approved%20Software%20List/Enterprise%20View.aspx) that would meet the business need?

|  |  |
| --- | --- |
| YES – the following approved software meets the business requirement: | ☐ NO |
| YES but can't be used\*.  Reason existing approved software cannot be used: | |

1. What is the Business Impact if the software request is not approved?

|  |
| --- |
|  |

**Supporting Software Documentation**

* Attach or provide link to software privacy policy (REQUIRED)
* Attach the End User License Agreement and Terms of Use (REQUIRED)
* Attach or provide link to software user guide (IF AVAILABLE)