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 and CC: approving department manager.

**Division Information**

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

**Software Information**

|  |  |
| --- | --- |
| Software Name |  |
| Software Version |   |
| Software Developer |  |
| Type of Software orMobile 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 LocationSelect 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)