

1. Does this product require any client software to be installed on Boise State machines? Yes. Admin rights are required for a full install.

2. Are there any client OS compatibility requirements? Windows OS only. No Apple OS.

3. What are the supported browsers? Not applicable because the software works within Microsoft PowerPoint 2010 or newer.

4. Will there be any browser plugins required? No.

5. Will you be needing Boise State's resources to support this product? No. **Who is the first line of support?** Not applicable.

6. Will a software integration be required with other systems? (List all systems.) No. Not applicable.

7. If there is integration, how is the data being transferred? No integration required. The software only operates and exists on the user's computer.

8. Will the software use Boise State authentication? No.

9. What SSO technology will be used? No. The user is given activation credentials that activates the software for one year.

10. How will users be provisioned/deprovisioned? Users or IT can install each instance of the software. Once installed and activated the software is operational until the user cancels or fails to renew in one year. To uninstall, the user can click the installer and Uninstall or deactivate the PowerPoint plug in (<https://support.microsoft.com/en-us/office/view-manage-and-install-add-ins-in-office-programs-16278816-1948-4028-91e5-76dca5380f8d>)

11. How will the user be authenticated? The activation credentials unlock the software. Not Internet connection required.

12. How are levels of access assigned within the system to users? Please define the levels. Only one level of users. Not applicable.

13. Will a test and/or development environment be provided? There is no need to a test environment; however, All interested parties are welcomed to download and install the software at no charge (<https://www.billiondollargraphics.com/Build-a-Graphic.zip>). Activation credentials will supplied after payment is received. Use the following PDF to resolve any *potential* IT related questions: <http://bit.ly/2GXBS78>.)

14. Will customizations affect warranty? No.

15. Will Boise State IT resources be required for product configuration, installation, storage, or setup? Yes.

16. How often is the software updated? Rarely. **Will it be automatic or on-demand?** On-demand.

17. Do you require a server? No.

18. If you do not require a server, will the software be installed on a work machine or cloud-hosted? Work machine.

19. If the software is cloud-hosted, what is the name of the cloud-hosting provider? Not applicable.

20. If the software is cloud-hosted, where will the data and database backup be physically stored (Boise State wants to know if physical storage will be in the continental United States and, specifically, in which state?). Not applicable.

21. If a server is required, can we use a virtual machine? Not applicable.

22. If a server is required, will there be any hardware or wires that need to be plugged in? Not applicable.

23. If a server is required, do you support Windows Server or Red Hat Linux? Not applicable.

24. What type of database does the software use? Microsoft Access Database.

25. If the system allows for automatic Operating System Patching does it require vendor approval for OS? Not applicable.

26. Does the system availability impact your ability to operate? Not applicable.

27. Type of data being stored/processed on this system? .PPTX (PowerPoint), .JPG (images), .ACCDB (Microsoft Access Database), .PPAM and .PPTM (PowerPoint add-in), .DLL (Dynamic Link Library—code and data for the add-in—stores the credential activation decoder)

28. Is sensitive data (PCI, PII, FERPA, or HIPAA) being stored or transmitted? If so, a Boise State Vendor Security Assessment or the latest full [HECVAT](#) is required. Not applicable.

29. Boise State requires without exception that all sensitive and/or regulated University data must be stored within the continental United States so that US regulations and law apply. This vendor must comply with this requirement and disclose to OIT, the State, and/or Region where the data will be stored as part of the SARB approval process. (Upon submitting the request, there is a 30 day maximum period of time to complete the information and present it to the Cybersecurity team, otherwise the SARB request will not be approved.) We are in 100% compliance. No user data is saved / stored / accessed by the vendor (Billion Dollar Graphics).

30. Is the stored data encrypted? All Boise State data should be encrypted if at all possible, but is required for sensitive data. Not applicable. No user data is saved / stored / accessed by the vendor (Billion Dollar Graphics).

31. Will the vendor send emails on the University's behalf (e.g., as @boisestate.edu and/or @u.boisestate.edu)? No. If so, does the vendor support DKIM (Domain Keys Identified Mail)? Not applicable.

Accessibility Questions Required of Vendor

University Policy Requirement

Boise State Policy 8140 requires the University to evaluate software purchased or acquired to assure it meets accessibility standards, to the extent feasible.

Please answer the following questions only if the software will be used by the general public and/or students (not student employees):

Accessibility Questions

1. Please provide the contact information for a person or team in your company who handles accessibility.

Mike Parkinson, mike@billiondollargraphics.com, 703-608-9568

2. Does the vendor have an accessibility roadmap? Yes.

3. What is the process for responding to accessibility issues? All content is supported through Microsoft PowerPoint who has robust and evolving accessibility compliance standard operating procedures. All content is 100% editable by the end user and can be quickly and easily be modified to meet any existing or new accessibility requirements / laws.

4. What is the process for testing/fixing accessibility issues during development? The software meets Microsoft's accessibility requirements while operating within PowerPoint. We take every reasonable step to ensure that all content remains 100% editable/flexible to meet any and all evolving accessibility requirements. We have no control over end user modifications of the content they create using our add-in and all text is soft (for e-readers) and contrast ratios are optimized as much as possible to be compliant.

5. Does the vendor have a current VPAT available? No. **If so, please provide the most recent version of the VPAT.** We support accessibility in all that we do. Due to the nature of our product the VPAT form is not applicable. Our software runs within PowerPoint, which is already Section 508 compliant. Microsoft is dedicated to making PowerPoint as accessible as possible. They are on the forefront and will be so for the foreseeable future. Additionally, all of the assets that Build-a-Graphic provides are 100% customizable and users create their own graphics from these assets. We have no control over what the author chooses to modify, company brand standards that changes colors and styles, font choice, PowerPoint backgrounds, and other variables. For that reason, we cannot certify that the final graphics will be customized for accessibility. However, PowerPoint has a built-in "Accessibility Checker" that a user can activate AFTER they have created their unique graphic to verify compliance with Section 508.

I hope this helps resolve any concern that the tool is aligned with accessibility needs now and going into the future.

6. How have VPAT claims been verified? Not applicable.

7. Does the vendor have accessibility reviews they can share? Not applicable.

8. Is the vendor aware of the [Boise State accessibility policy](#)? Yes.