Secure IT procurement

Connect business need to contract terms, total cost and a safe exit.

Printable workpaper. The detailed guide and all scenario branches are in the Markdown file.

Software, SaaS and managed services. Fictional costs are not quotations; assess tax, exchange rates, discounting and contract escalation separately.

Process and expected evidence

1. Define the need

Requirements and acceptance criteria

2. Validate the supplier

Scoped due diligence and gaps

3. Compare cost

Assumptions and comparable cost table

4. Make the contract actionable

Contract terms with owners and timing

5. Test acceptance and exit

Pilot test, open actions and exit record

Work record

Scope / date:
Business / technical owner:
Decision and rationale:
Evidence reference / retest:

Example and closure

Fictional example; not evidence of actual work.

Requirement: BUY-001

Owner: Example service owner

Bid scope: SaaS + support

Evidence: Fictional pilot report

Gap: Permission export missing

Decision: Conditional; not accepted

Acceptance test: Restore with permissions pending

Exit condition: Data + permissions + deletion record

Closure checklist

[ ] Requirements defined before bidding.

[ ] Cost periods and assumptions match.

[ ] Critical gaps have owners.

[ ] No closure before exit and acceptance testing.

Official sources

NIST SP 800-161 Rev. 1, November 2024 update

https://csrc.nist.gov/pubs/sp/800/161/r1/upd1/final

ENISA — Procurement guidelines for hospitals, July 2026

https://www.enisa.europa.eu/publications/procurement-guidelines-for-the-cybersecurity-of-hospitals-and-healthcare-providers