

# ISO/IEC/IEEE 41062:2019-02 (E)

## Software engineering - Recommended practice for software acquisition

---

### Contents

	Page
1. Overview .....	11
1.1 Scope .....	11
1.2 Purpose .....	12
2. Normative references.....	12
3. Definitions and terms .....	13
3.1 Definitions .....	13
3.2 Use of should, may, and can.....	13
4. Software acquisition alternatives.....	13
4.1 Introduction .....	13
4.2 Custom-developed software .....	14
4.3 Off-the-shelf (OTS) software.....	14
4.4 Software as a service (SaaS).....	15
5. Software acquisition process .....	18
5.1 Purpose .....	18
5.2 Eight steps in acquiring quality software.....	19
5.3 Step 1: Planning the software acquisition strategy .....	22
5.4 Step 2: Defining the acquisition and software requirements .....	24
5.5 Step 3: Identifying potential suppliers .....	26
5.6 Step 4: Preparing contract requirements .....	28
5.7 Step 5: Evaluating proposals and selecting the supplier .....	30
5.8 Step 6: Managing for supplier performance .....	32
5.9 Step 7: Accepting the software .....	33
5.10 Step 8: Evaluating the process and identifying improvement opportunities.....	34
6. Quality assurance for software acquisition .....	36
6.1 Objectives of quality assurance in software acquisition .....	36
6.2 Implementing quality assurance in software acquisition .....	36
Annex A (informative) Checklists for quality software acquisition processes.....	38
A.1 Checklist 1: Organizational strategy .....	39
A.2 Checklist 2: Define the software .....	40
A.3 Checklist 3: Supplier selection evaluation .....	42
A.4 Checklist 4: Supplier and acquirer obligations .....	44
A.5 Checklist 5: Quality and maintenance plans .....	45
A.6 Checklist 6: User survey .....	46
A.7 Checklist 7: Supplier performance standards .....	49
A.8 Checklist 8: Contract payments .....	50
A.9 Checklist 9: Monitor supplier progress .....	51
A.10 Checklist 10: Software evaluation .....	52
A.11 Checklist 11: Software testing .....	55
A.12 Checklist 12: Software acceptance .....	56
Annex B (informative) Software safety assurance and software information security assurance .....	57
B.1 Software safety assurance .....	57
B.2 Software information security assurance .....	58
Annex C (informative) Rights in technical data and software usage.....	61

Annex D (informative) Acquisition plan guidelines.....	62
D.1 (AP Section1) Introduction.....	62
D.2 (AP Section 2) References .....	63
D.3 (AP Section 3) Definitions.....	63
D.4 (AP Section 4) Software acquisition overview .....	63
D.5 (AP Section 5) Software acquisition process.....	64
D.6 (AP Section 6) Software acquisition reporting requirements.....	64
D.7 (AP Section 7) Software acquisition management requirements.....	64
D.8 (AP Section 8) Software acquisition documentation requirements.....	65
Annex E (informative) Bibliography.....	66