



Information Technology Procurement Policy

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I. Purpose

The purpose of this policy is to ensure that the procurement of information technology hardware, software and services follow established University System of Georgia Board of Regents policies and guidelines, that due diligence is performed to ensure compatibility with existing systems and policies, that appropriate plans are associated with technology acquisition and that the approval of the Chief Information Officer is obtained prior to issuance of a purchase order.

This policy applies to all technology resources and related services owned, used or operated by the University, regardless of the source of funding, location or intended purpose. These resources include but are not limited to: Computers and servers of any form factor; Software and information systems; Technology services, consulting, and maintenance contracts; Peripheral equipment (e.g. printers, scanners, etc.); Network devices; Television, audio-visual, surveillance and projection equipment; And door locking, alarm, and environmental monitoring equipment.

II. Policy

The CIO will follow established University and USG BOR policy and guidelines for technology procurement including, when appropriate, approval of the USG CIO.

The technology procurement process will follow established procurement and property management processes approved by the Vice President for Business and Finance.

The approval of the CIO shall be obtained before any technology is acquired by the University.

The CIO may require additional or more stringent property management requirements than USG BOR or institutional policy establishes for tracking technology assets.

The CIO will identify and publish approved technology and provide procedures for technology acquisition.

III. Exclusions

There are no exclusions. The CIO has the sole authority to make exceptions, in writing, to this policy.

IV. Procedures

A. Coordination with Materials Management

Purchases of technology for campus use must be coordinated through Materials Management and Information Technology Services.

B. Standard Approved Software, Hardware and Services

1. The CIO will establish and maintain a website of computer technology acceptable standards, models and vendors. The website will contain appropriate instructions, forms and information for the purposes of acquiring technology resources.
2. When technology is approved as a campus standard it is considered to be pre-approved for procurement without additional consideration by IT Services or Materials Management.

C. Non Standard Software, Hardware and Services

1. If a package is not listed as a current standard, it is considered to be non-standard. Requests for non-standard software must be made using the Software Request Form (SRF), and must be approved by the Dean or department head and IT Services.
2. Non-standard software may not be supported by IT Services. Before purchasing non-standard software, the purchaser must identify the source of support for the software being purchased.
3. Purchase of non-standard technology components is allowed. However, such purchases should be minimized as much as reasonably possible. The purchase of non-standard technology components must be justified by the existence of special circumstances that require it. Also, the purchaser of a non-standard technology component must document the source of support for the component before purchase will be approved.

D. USG Approvals

The CIO is authorized by the University System of Georgia, Vice Chancellor for Information Technology to approve IT purchases up to a threshold amount. Any IT purchases over this amount must also include the Vice Chancellor's approval.

E. Vendor Reviews

It is the policy of Georgia Southern University to periodically review performance by suppliers of technology for the benefit of the campus in terms of cost, service and reliability. Performance reviews will be conducted at least annually by Materials Management, Information Technology Services and technology representatives from other campus organizations. Vendor performance will be evaluated in several categories, including but not limited to: cost; reliability; service times and performance; and acquisition time.

F. Forms and Procedures

All forms and procedures associated with this policy will be made available on a website.

G. Workstation and Laptop Replacement Guidelines

Reliable technology is important to maintaining smooth operations of University functions. Therefore, technology should be kept technically current to remain compatible with required capabilities, security constructs and technology innovation.

The following schedule provides a guideline to follow for planning replacements of computer technology.

1. Computer Labs funded by Student Technology Fees will be eligible to be refreshed every four years.
2. Faculty/Staff laptops and tablets will be eligible to be refreshed every four years.
3. Faculty/Staff workstations will be will eligible to be replaced every five years; or if the workstation is out of warranty and repair is not feasible; or if there is adequate justification that the workstation does not met the requirements for the user's job.

H. Information Systems Software

1. Information Systems software is software that fulfills a specific business purpose, depends on integration with other sources of information, and is typically used by more than one person.
2. All Information Systems must be evaluated and approved by the CIO before purchase

Examples of Information Systems are: student information systems (Banner), resource planning systems (Resource25), and learning management systems. When an application software package is considered for purchase, it must be evaluated in terms of its fit with the campus environment (operating hardware requirements, database management system, operating system requirements, Web environment requirements), and the support requirements associated with the package.