



SOUTHERN UNIVERSITY AND A&M COLLEGE SYSTEM Division of Information Technology

INFORMATION TECHNOLOGY PROCUREMENT POLICY

1.0 Overview

Technology plays a key role in academic pursuits, research endeavors, daily operations and administrative functions. The rapid expansion of technology in all aspects of the university provides opportunities for academic innovation, collaboration, and increase administrative efficiencies. Coordinating technology purchases allows the university to maximize its technology investment by utilizing existing services when appropriate and sharing expertise between departments. The Division of Information Technology (DoIT), which comprises of IT units at the SU Systems Office and five campus locations, will help purchasers make informed decisions that maximizes SUS return-on-investments (ROI).

2.0 Purpose

The purpose of this policy is to utilize University Information Services' expertise to help purchasers make technology purchases that best benefit the university and avoid potential problems. DoIT can help purchasers purchase the most cost effective technology and the technology DoIT is best able to support, as well as avoid potential incompatibilities and legal issues. The policy also ensures that technology that needs to be tracked is recorded in DoIT property databases and that the ownership of technology is clear.

The IT procurement policy framework for acquisition and IT deployment at SUS includes broad consideration in providing maximum flexibility in IT utilization while yielding to the following overarching business and efficiency principles:

- Seek first to provide maximum value to the SUS campus system, then campus, then college, then departmental organizations and individuals.
- Adhere to established Information Technology standards established by the Division of Information Technology.
- Utilize existing University Information Technology resources, assets and services before non-university services are considered.
- Protect against un-authorized un-funded mandates.
- Where there are conflicting priorities, provide a means for resolution.

3.0 Scope

This policy applies to all Southern University System campuses, employees, and students.

This policy applies to any technology resources, software, data or information services that is paid for with university funds, including grant funds, 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;

Network devices; multimedia equipment, surveillance and projection equipment; and door locking, alarm, and environmental monitoring equipment. Some parts of this policy (those that deal with technology ownership, lifecycle replacements, computer growth and asset tagging) also apply to technology that has been donated to the university.

4.0 Policy

Information Technology Procurement

All University Information Technology procurements require approval from DoIT. DoIT will provide the Purchasing department a list of authorized personnel and will update this list as needed, or annually during the annual budget process.

5.0 Procedures

5.1 Pre-Purchase Consultations

Purchases require a consultation with DoIT before purchasing if they meet any of these qualifications:

- Subscriptions to and renewals (annual, monthly, etc.) of online services.
- Computer software (does not include apps purchased from a mobile device app store).
- Computers and tablets.
- Devices with the intent to connect them to wired or wireless networks.
- Technology with a cost of \$5,000 or more, including Application Software packages.
- Contractual services with a cost of \$5,000 or more
- Technology which requires DoIT aid to deploy.

5.2 Standard and Non Standard Approved Software, Hardware, and Services

DoIT 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.

- When technology is approved as a campus standard it is considered to be preapproved for procurement without additional consideration by DoIT.
- If a package is not listed as a current standard, it is considered to be nonstandard. Requests for non-standard software must be made using the Technology Request Form (TRF), and must be approved by the Dean or department head and DoIT
- Non-standard software may not be supported by DoIT. Before purchasing non-standard software, the purchaser must identify the source of support for the software being purchased.
- 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.

5.3 Applications and Information Systems Software

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.

- All Information Systems must be evaluated and approved by the DoIT before purchase
- Examples of Information Systems are: Banner Student Information Systems (ERP), Learning Management Systems (LMS), and enhanced functionality applications software that interfaces or derives data from ERP or LMS 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

5.4 Lifecycle Replacements

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. DoIT has a procedure for the annual replacement of computers, taking place each summer, with priority given to the primary computers of full-time employees. Computers may be replaced via departmental funds or replaced with used computers from DoIT stock. All old computers that have been replaced with newer computers are returned to DoIT for reuse or disposal. The following schedule provides a guideline to follow for planning replacements of computer technology.

- Computer Labs funded by Student Technology Fees will be eligible to be refreshed every four years.
- Faculty/Staff laptops and tablets will be eligible to be refreshed every four years.
- 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.

5.5 Contractual

All contracts must comply with the university's Conflict of Interests policy. Purchasers of technology services are expected to take all reasonable precautions to ensure that their outside financial interests do not place them in conflict with carrying out their duties and responsibilities as employees of the university, or as investigators. Before contracting with vendors to procure services, departments must determine if the services can be obtained from internal university resources, specifically from DoIT.

- All technology service contracts must be reviewed by DoIT for the benefit of the University in terms of cost, service and reliability.
- All technology service contracts must be approved by Associate Vice President for Information Technology or his designee

- It is the policy of Southern University System DoIT to review and evaluate performance by suppliers of technology in several categories, including but not limited to: financial stability of vendor; security clearances; cost; reliability; service times and performance; and acquisition time.

5.6 Computer Growth and New Employees

To keep the number of computers it supports at a manageable level, DoIT requires that in most situations where a new computer is purchased, an older computer is returned to DoIT. DoIT makes the final decision on exceptions to this practice. New employees are expected to use the computers of their predecessors. New employees for new full-time positions will generally receive new computers paid for from the startup budgets for the program or position. DoIT may have a small contingency fund for cases where no such budget exists.

5.7 Asset Tagging

The Office of Property Management places asset tags on, and keeps records of, all university owned technology with a total cost of \$1,000 or more, that may be eligible for lifecycle replacements, that has the potential to connect to the wired or wireless networks or that is at a significant risk for theft or loss. Special tags may be used to designate technology items deemed to be “fixed assets”. Users of technology are required to inform Property Management of changes to the location, usage or employee responsible for tagged technology.

5.8 Who Pays For What

The responsibility to pay for technology, including repairs and consumable supplies, lies with the departments using said technology. Generally, DoIT pays for lifecycle replacements of Datacenter servers and computers, network-telecommunications hardware, and enterprise applications systems and software. Most other technology, repairs and supplies are paid for by the departments using the equipment.

5.9 Technology Approvals

The SUS campus CIOs are authorized by the Associate Vice President for Information Technology to approve IT equipment purchases up to a threshold amount of \$10,000. Any IT purchases over this amount must also include the Associate Vice President’s approval.

5.10 Technology Ownership

All technology purchased with university funds, including grant funds, is owned by the university. DoIT has final say on how and where technology is deployed and how and when it is discarded.

6.0 Enforcement

Individuals not following this policy may be personally liable for costs associated with those purchases. The departmental budget manager or direct supervisor will be contacted to take appropriate action on a violation.

7.0 Exclusions

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

8.0 Definitions

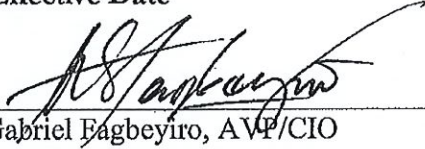
- **Technology** is herein defined as any computer, computerized device, audiovisual device, or device that works with or as part of a computerized device or network.
- **Information Services** are herein defined as any software, data, web or Internet based service that is paid for.

9.0 Revision History

None

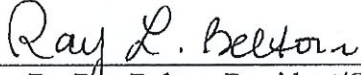
10.0 Approval and Effective Date

Approved:


Dr. Gabriel Egbeyiro, AVP/CIO

10/11/2016
Date

Approved:


Dr. Ray Belton, President/Chancellor

10-27-16
Date