

Information Technology Procurement Policy

Source: Chief Data and Technology Officer
Department: Campus Technology

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I. Purpose

The purpose of this policy is to ensure that the procurement of information technology assets, including hardware, software, and services, adheres to the established policies and guidelines of Lewis and Clark Community College. It ensures due diligence is conducted to confirm compatibility with current systems and policies, and that technology acquisitions are accompanied by appropriate planning. Additionally, this policy seeks to mitigate risks associated with technology investments, including compliance with legal and regulatory standards, and to safeguard the security and privacy of the college's data and information systems.

This policy is applicable to all technological resources and associated services owned, utilized, or managed by the College, irrespective of the funding source, location, or intended use. These resources encompass, but are not limited to, computers and servers; software and information systems; technology services, consulting, and maintenance contracts; peripheral devices such as printers and scanners; tablets; and network devices.

II. Policy

Prior to the acquisition of any technology by the College, approval must be secured from Campus Technology. A list of standard technology, along with the procedures for technology procurement, will be delineated and disseminated by Campus Technology. Additionally, all technology installations must be reported to Campus Technology, including any devices that connect to the campus network or any software, regardless of whether they are designated as standard technology.

III. Exclusions

Consumable supplies purchases are not subject to this policy. This includes items such as batteries, toner cartridges, and ink cartridges.

IV. Procedures

1. Technology Purchasing Object Codes

- a. Technology requisitions should use computer software and technology object codes when possible. This will ensure Campus Technology approves the purchase.

Applicable object codes are:

- 5401001044 Office Supplies-Technology Hardware (non-taggable)
- 5401001844 Office Supplies-Technology Hardware (taggable)
- 5401002044 Instructional Supplies-Technology Hardware (not-taggable)
- 5404001044 A/V Materials-Technology Hardware (non-taggable)
- 5404001844 A/V Materials-Technology Hardware (taggable)
- 5404002000 Computer Software
- 5409000044 Technology Hardware (non-taggable)
- 5409000844 Technology Hardware (taggable)
- 5806000044 Equipment-Instructional: Technology Hardware
- 5807000044 Equipment-Service: Technology Hardware
- 5809000044 Capital Outlay-Tech Hardware

If the appropriate account code combination does not exist for your program, please contact Finance and it will be added.

- b. If approval through object codes is not possible, approval must be obtained using alternative methods. Purchasing will only process technology orders with approval from Campus Technology.

2. Standard Software, Hardware, and Services

- a. Campus Technology will establish and maintain a list of standard computer technology and vendors.
- b. Standard technology solutions undergo a comprehensive evaluation to ensure their value, supportability, and compatibility.
- c. Approval from Campus Technology is required for standard technology purchases.

3. Nonstandard Software, Hardware, and Services

- a. If a technology purchase is not listed as a current standard, it is considered nonstandard. Requests for purchasing or installing nonstandard technology must be approved by Campus Technology. Additional justification may be required for nonstandard technology.
- b. Nonstandard technology may not be supported by Campus Technology. Before purchasing nonstandard technology, the purchaser must identify the source of support for the technology being purchased.

4. Workstation and Laptop Replacement Guidelines

- a. Desktops and laptops funded by Campus Technology will be eligible to be replaced every six years. Systems may be replaced early if repair is not feasible, or if there is adequate justification that the system does not meet the requirements for the job function.

- b. Desktops and laptops not funded by Campus Technology will not be eligible for refresh cycles unless granted authorization by the Chief Data & Technology Officer (CDTO).
- c. Campus Technology has the authority to decommission systems that are beyond their end-of-life or pose a security risk to the college.

5. Repair costs

- a. Repair costs for systems funded by Campus Technology will be covered by Campus Technology.
- b. Repair costs for systems not funded by Campus Technology will not be covered, unless authorized by the CDTO.

6. Computer Software

- a. All computer software must be evaluated and approved by Campus Technology before purchase. When computer software is considered for purchase, it must be evaluated in terms of its fit with the campus, and the support requirements associated with the software.