

Software Procurement Policy

Scope:

This policy governs the use, issuance and purchasing of software or related services using college funds.

Purpose:

This document defines the process through which institutional software purchases are made. The purpose of this policy is to ensure the safety and reliability of college systems and data. The purpose of this policy is to ensure that the procurement of software and services follow established the Mississippi Department of Information Technology Services (ITS) policies and guidelines, that due diligence is performed to ensure compatibility with existing systems and policies, that appropriate plans are associated with software acquisition and that the approval of the Director of IT 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 College, regardless of the source of funding, location or intended purpose. These resources include but are not limited to software; technology services, consulting, and maintenance contracts are also included.

Policy:

The Director of IT will follow established College and ITS policy and guidelines for technology procurement.

The technology procurement process will follow established procurement and property management processes approved by the Vice President for Administration and Finance. The approval of the Director of IT shall be obtained before any technology is acquired by the College.

Before submitting budget requests for technology items, the IT department should be consulted to determine if what is being requested is compatible with current technology and future technology plans. The requester is required to provide in detail the software or service requested, the need and use concept for it, as well as what support will be needed from IT and who will be the responsible party for the operation and maintenance of the software or services being requested.

If the technology request is made after the budget approval process the same procedure must be followed.

The Director of IT and/or the IT Manager will review technology acquisition request to ensure current technology does not already meet the needs of the department making the request.

Software requests for Computer Labs must be compatible with the College's current operating system platform. Software purchases/installs during the course of a semester are not advantageous to students or faculty as the lab must be shut down and cannot be used for classes during that time. The deadlines identified below allow the IT Staff sufficient time to test the software for compatibility and identify/resolve any potential conflicts before purchase and implementation.

<u>Semester</u>	<u>Request Deadline</u>
Fall	May 1
** Spring	October 15

** Software installs for the spring semester will be considered on a case-by-case basis. Evidence of a critical need and proof of prior planning must be submitted before consideration.

Procedures:

1. When software is approved as a campus standard it is considered to be preapproved for procurement without additional consideration by IT Services or Materials Management. Example, Adobe Pro.
2. If a package is approved as a current standard, it is considered to be nonstandard. 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. A list of software approved as a campus standard and the SRF will be posted on the Northwest website.
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.
4. For computing lab software requests, all software media, installation instructions, licensing information, necessary username/passwords, and technical support information must be submitted with the completed SRF to the IT Manager by the deadlines identified in this policy.

Vendor Reviews:

Vendor performance will be evaluated in several categories, including but not limited to: cost; reliability; service times and performance; and acquisition time.

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 Director of IT before purchase.

Examples of Information Systems are: Student Information Systems, ERP Systems Resource Planning Systems, 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.

IT Involvement:

1. Software purchases require IT involvement if any of the following are true:
 1. Assistance will be required to install or implement the software.
 2. Software or data used by the software will be stored on an internal server.
 3. Software will use and/or store data other than Directory Information.
Directory Information is defined as the following per the College Privacy Policy:
 - a. Name, home address, phone number and email address.
 - b. Classification (Fr., Soph., etc.), major field of study, dates of attendance, full or part-time student, degrees awarded and dates granted, and campus attended.
 - c. Participation in College and /or civic sponsored activities and sports and vital statistics recorded for participants in such activities, such as height and weight
 4. Software or hardware required to utilize the software will require campus credentials (Active Directory or Single Sign On) for authentication.
 5. Software or hardware utilized will be made generally available to students and/or employees.
 6. Integration with other campuses is required.
 7. Ongoing support from IT is expected.
2. Sufficient notice must be given to IT for software installation, as it must be scheduled in advance. As needed, IT will draft a statement of work that outlines:
 1. Requirements for implementation of the software.
 2. Expected milestones and timelines.
 3. Levels and expectations for post implementation support.
3. IT generally does not support software that has been purchased without IT involvement. Support for such systems would be best effort and only as time allows.

Accessibility:

1. Accessibility should be considered when software purchasing decisions are made by the College.
2. The office making the purchase will provide to IT documentation regarding accessibility supplied by the vendor.