Information Technology Purchasing Policy

Purpose

This policy outlines procedures for the review, approval and purchase for all technology.

The SUNY Cortland Purchasing Office, the Office of the Associate Provost for Information Resources and the Research Foundation for SUNY Fiscal Office are responsible for the acquisition of all technology hardware; software; and any cloud or externally hosted systems, software and services.

Purchases of technology funded by grants are the responsibility of the Research Foundation for SUNY in which standards for procurement are based on a combination of sponsor guidelines and campus policy.

All other technology purchases are the responsibility of the SUNY Cortland Purchasing Office and the Office of the Associate Provost for Information Resources. Information Resources has a full complement of personnel to assist faculty, staff and departments in reviewing their technology needs, participating in selection of an appropriate solution, and ensuring that technology solutions integrate with other systems on campus. Information Resources has standards in place for: technology hardware; software; and externally hosted systems, software, and services. These standards ensure all technologies operate effectively with the College's IT environment, meet College and SUNY security standards, utilize the best pricing received through consolidation of College and SUNY purchasing power, meet proper licensing agreements, and establish clear expectations for schedule of implementation, support, maintenance, network connectivity, and life cycle replacement.

Scope

This policy applies to the purchase of all IT (technology hardware; software; cloud or externally hosted systems, software and services) by faculty and staff using institutional, Research Foundation and any grant funds regardless of whether it is a fee based purchase or zero dollar acquisition (provided for free but still requires agreement to terms and conditions).

Technology hardware includes but is not limited to: desktop and laptop computers and peripherals, external storage drives (except thumb drives, CDs/DVDs, smartcards), servers, tablets/PDAs, monitors, printers, plotters, scanners, projectors, multi-media players, flat panel displays/televisions, fax machines, desk phones, cameras and network devices.

Software includes but is not limited to any software application that is loaded on SUNY Cortland-owned technology hardware (desktops/laptops/tablets) or used in the cloud.

Departmental/Enterprise/Web Application Software is any software that will be housed on a College server. Usually this type of software is multi-user, but it can also be dedicated for a specific business practice or purpose.

Cloud-based or externally hosted systems include, but are not limited to, any server or storage hosted outside of the College's data center infrastructure.

Cloud-based or externally hosted software and services include, but are not limited to, any software application or service that is hosted outside of the College's data center infrastructure.

Research Foundation purchased technology includes any software, project specific computer for data analysis, field collection device or hand-held device for project communications.

Procedures

IT purchases funded by grants require approval from the Research Foundation Fiscal Officer and are subject to Research Foundation purchasing standards, agency terms and conditions, and the approved scope of work. (Please see *Research Foundation IT Purchasing Policy*. http://www2.cortland.edu/offices/rspo/policies-and-procedures/.) Any technology that connects to the Cortland network, integrates with other Cortland technologies, or needs ongoing maintenance and support requires discussion with the Office of the Associate Provost for Information Resources (or designee) and Research Foundation personnel prior to purchase.

All other IT related purchases (technology hardware; software; and any cloud or externally hosted systems, software and services) need the approval of the Office of the Associate Provost for Information Resources or designee. All IT purchases will be placed by Information Resources on behalf of the College unless an exception is made by the Associate Provost for Information Resources. The Purchasing Office will not process purchase orders for technology that does not have accompanying written or electronic approval from the Office of the Associate Provost for Information Resources or designee. Technology purchases are not to be purchased on College-issued pcards without advance approval from the Purchasing Office and written or electronic approval of the technology from the Associate Provost for Information Resources.

Technology Hardware Purchases:

Information Resources maintains a list of standard hardware on the Tech Help tab within myRedDragon. To order approved hardware, please use the Request for Computer Equipment form. This form should be routed through appropriate signature approvals.

If you do not see your item on the list of standard hardware, contact the Office of the Associate Provost for Information Resources for consultation before submitting a request. IR will work with you to ensure standards, security, interoperability, available support, schedule of implementation is attainable and approximate costs. After consultation, please use the Request for Computer Equipment form (green sheet for institutional purchases and blue sheet for research foundation purchases) to request technology equipment. Please write your item(s) in the "Special Needs" category. This form should then be routed through appropriate signature approvals. Please include the IR consultation approval (usually an email) with your form.

Software

Desktop/Laptop/Tablet and Cloud Software Purchases:

Information Resources maintains a list of standard software applications on the Tech Help tab within myRedDragon. To order these software applications, please use the Request for Software form (white sheet). This form should be routed through appropriate signature approvals.

If the software you are requesting is not listed on the Tech Help tab, you need to consult with Information Resources before submitting a request. IR will work with you to ensure standards, security, interoperability, available support, schedule of implementation is attainable, and approximate costs. After consultation, please use the Request for Software form and write in the software in the "Special Needs" category. This form should then be routed through appropriate signature approvals. Please include the IR consultation approval (usually an email) with your form.

<u>Departmental/Enterprise Software Purchases:</u>

Information Resources must be included in review of any departmental/enterprise software (whether hosted on a desktop computer or a server) to ensure security and support standards, interfaces with other technologies, licensing compliance, schedule of implementation is attainable, etc. This includes both fee based and zero dollar provided software. Contact the Office of the Associate Provost for Information Resources before pursuing any vendor discussions.

<u>Cloud or Externally Hosted Systems, Software and Services Purchases:</u>

Information Resources must be included in the review of any cloud or externally hosted systems, software and services to ensure they meet security and support standards, interface with other technologies, licenses are in compliance, schedule of implementation is attainable, etc. This includes both fee based and zero dollar provided services. Contact the Office of the Associate Provost for Information Resources before pursuing any vendor discussions.

NY State Finance Law

As a New York State agency, SUNY Cortland is required to follow State laws related to procurements. Depending on the value and scope of the purchase there may be advertising and formal bid procedure requirements. Procedures may include: Requests for Information, Requests for Proposals, or Invitations for Bid. Additionally SUNY has participation goals for Minority and Women Owned Businesses. A preliminary review by the Purchasing department will help determine if any of these requirements are relevant to your request.

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