

Policy 2.14—Information Technology Procurement and subsequent procedure as represented before the 12/19/2017 update.

2.14—Information Technology Procurement

Effective: 08/26/2013

Senate Proposal: No

Responsible University Officer: Chief Information Officer

Responsible Office: Office of Information Technology

Policy Statement

Information Technology Services (ITS) is responsible for maintaining the University network, servers, workstations, and peripherals, as well as maintaining quality of information technology (IT) equipment and resources at a reasonable cost. As such, procurement of all University IT resources and services is to be centrally managed by ITS regardless of the source of funding; all information technology related purchases must be made following the Procurement of Information Technology Equipment, Software, & Consumables procedure. ITS manages the purchase of IT-related items in collaboration with the Purchasing Department, which has the final responsibility and authority for vendor selection and all purchasing decisions.

Reason for Policy

The purpose of this policy is to provide a framework for standardizing the procurement of all University information technology resources and services. Standardization allows the University to efficiently select and manage technology, to obtain better technology pricing, to reduce maintenance costs, and to increase access to training and assistance.

This policy establishes standards, guidelines, and procedures for the procurement of information technology resources and services to support excellent stewardship of University resources.

Related Policy Information

See also:

- [University Policy 2.10 Selection of Vendors](#)
- [University Policy 2.11 Approval for Purchases](#)

Exclusions

Per the Procurement of Information Technology Equipment, Software & Consumables procedure, certain purchases may be made outside of ITS under circumstances where procurement and/or replacement of critical equipment cannot be done practically by following the regular process.

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Contacts

| Office/Unit Name | Telephone Number |
|---------------------------------------|------------------|
| Information Technology Services (ITS) | 906-487-1111 |

Definitions

Information Technology Resources - All computers and electronic data storage, networking, transmission, and manipulation devices owned and/or controlled by any part of the University, including departmental computers and the University's information technology network facilities accessed by anyone from anywhere.

Consumables - Any IT resource that is expended in the course of operating an IT resource. Examples of consumables include, but are not limited to, paper, toner, writable CDs or DVDs, projector bulbs.

Network - A telecommunications network that allows computers to exchange data.

Server - A computer system which primarily provides one or more network services by communicating across a network.

Workstation - A general purpose computer intended for use by end-users.

Peripheral - A device that is connected to a personal computer and extends its capabilities. Examples of peripherals include, but are not limited to, mice, keyboards, monitors, printers.

Users - Individuals, whether a member of the University community or not, who are granted access to and use of the University's information technology, whether on campus or from remote locations. Those individuals include, but are not limited to faculty, students, staff, guests, visitors, and those working on behalf of the University.

Responsibilities

Financial Managers, Chairs, Directors/Deans and Executives - Ensure procurement of IT resources are approved according to University policy and procedures and external restrictions, such as donor and sponsor intent.

Information Technology Services – Responsible for centrally managing procurement of IT resources, ensuring compliance to University policies, procedures, and guideline.

Office of Information Technology (OIT) — Develops and implements IT policies and procedures.

Purchasing Department – Establishes policies and procedures regarding all University purchases.

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User – Complies with the policies and procedures established for procurement of IT resources and services.

Procedures

In support of this policy, the following procedures are included:

- [2.14.1 Procurement of Information Technology Equipment, Software & Consumables](#)
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Adoption Date

08/26/2013 Approved by the Chief Information Officer.

Revisions

04/10/2017 Transfer of policy page from HTML to CMS. Business and Finance numbers renamed from "2.2000" to "2. Business and Finance". Specifically from "2.2014—Information Technology Procurement" to "2.14—Information Technology Procurement".

2.14.1—Procurement of Information Technology Equipment, Software, and Consumables

Effective: 08/23/2011

Senate Proposal: No

Responsible University Officer: Chief Information Officer

Responsible Office: Office of Information Technology

Introduction

Information technology (IT) resources require on-going investment of professional time and effort, and financial resources in order to perform acceptably. The total expense to acquire and operate IT equipment typically involves much more than the initial purchase price of hardware or software. The collective costs of running a computer system over its lifespan can include network connections, license renewals, software upgrades, and IT support. Information Technology Services (ITS) is responsible for maintaining the University network, servers, workstations, and peripherals to ensure that quality is maintained at reasonable costs.

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- A centralized IT procurement procedure benefits Michigan Tech by providing:
- brand and model standardization where appropriate
- a campus-wide inventory of hardware and software to facilitate effective planning, maintenance, upgrades, and disposal
- pricing advantages obtained through volume purchasing and working with preferred vendors
- license compliance for software purchases
- hardware and software with a known "support state" at the time of purchase

Process

When a department decides to purchase IT equipment, software, and/or consumables:

1. Contact IT User Services at it-help@mtu.edu or 906-487-1111 to place the initial request.
2. User Services will work with the customer to verify and determine the equipment which best meets their needs.
 - Non-standard equipment purchases must be authorized by the appropriate departmental supervisor.
3. Once the appropriate equipment has been chosen, the customer will provide User Services with a valid index to charge the purchase.
 - If the customer is not authorized to approve the request, ITS will contact the appropriate individual(s) for approval.
4. Upon approval, ITS will work with the Purchasing Department to procure the item(s).
5. Upon receipt, the item(s) will be configured, delivered, installed, and tested by ITS personnel.

All expenditures will be allocated directly to the department when purchasing via Purchase Order, Blanket Order, or Purchasing Card. For items held as inventory, the department will be billed directly through BANNER.

All IT equipment purchased with University funds remain the property of the University until the disposal and media destruction procedure outlined within the University's Information Security Plan is completed.

Standardized IT Resources

ITS has established a standard set of equipment for the University. The list of standardized equipment will be updated periodically to ensure recommended equipment remains current and beneficial to the University.

The items designated as standard by ITS are:

- Desktops
- Laptops
- Tablets
- Printers - Small (Desktop)
- Printers - Medium (Workgroup)
- Printers - Large (Department)

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- Multifunction Printer/Copy/Scan/Fax Devices
- Black and White Copiers
- Color Copiers
- Servers (Compute or Application)
- Storage Units (Disk/Tape Units and Network-attached/Local-attached)
- Smart Phones (Android or iOS only)
- Two-Way Radio Equipment
- All Networking and Telecommunications Equipment
- Audio/Visual Equipment
- Software

Non-Standardized Equipment

It is acknowledged that standardized IT resources will not meet the needs of all faculty, staff, and administrators. These situations may require specialized or customized equipment. Reasons might include:

- Specialized software determining the choice of hardware
- Special performance requirements
- Faculty whose teaching and research responsibilities require an alternative to the standard configuration
- Administrators and staff whose specific technical, environmental, or functional job responsibilities require an alternative to the standard configuration

Non-standard equipment should be exceptions, and justification for the need of the equipment must be documented by the department to ITS. ITS will procure the requested non-standard equipment on behalf of the user once approval is received from the appropriate departmental and financial managers. ITS will make every reasonable effort to support non-standardized equipment, but this support may be limited.

Provision for Purchase under Special Circumstances

It is acknowledged that under special circumstances, where purchases must be made by University employees who are away from campus due to travel or field work, and equipment must be replaced due to damage, loss, or theft, that it is not practical to purchase IT related equipment via the regular process. When this happens, University employees are required to report the purchase and special circumstances to IT as soon as is possible by sending an email to it-help@mtu.edu, describing the purchased equipment and requesting any set-up assistance if needed.

Related Information

Board of Trustees Policy

- [11.11 Disposal of Surplus Property](#)
- [11.13 Signing Contracts and Other Legal Documents](#)

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University Policy

- [1.09 Information Security Compliance](#)
- [2.10 Selection of Vendors](#)
- [2.11 Approvals for Purchases](#)
- [2.14 Information Technology Procurement](#)

Additional Resources

- [Michigan Tech Information Security Plan](#)
 - [Michigan Tech Data Sanitization Standard](#)
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Revisions

04/10/2017 Transfer of policy page from HTML to CMS. Business and Finance numbers renamed from "2.2000" to "2. Business and Finance". Specifically from "2.2014.1—Procurement of Information Technology Equipment, Software, and Consumables" to "2.14.1—Procurement of Information Technology Equipment, Software, and Consumables".