Augusta University
Policy Library

Procurement of Information Technology Policy

Policy Manager: Information Technology Support and Services

POLICY STATEMENT

All Augusta University procurements of information technology services and products must be reviewed and approved by the Vice President for Information Technology and Chief Information Officer (CIO) or their designee prior to the purchase or acquisition of such services or products.

The reasons for this policy are to:

1. Maximize Augusta University's existing technology investments by avoiding procurement of duplicative systems and services;
2. Ensure technology investments are in alignment with the University's strategic goals and priorities;
3. Ensure that technology acquisitions are in alignment with existing technology standards;
4. Ensure that requestors of new technology understand the total cost of ownership, such as the long-term costs of ongoing support;
5. Ensure appropriate methods of acquisition;
6. Minimize the risks of exposing electronic date to individuals unauthorized to view this date;
7. Ensure compliance with state and federal data privacy statutes and software licensing agreements;
8. Maintain a centralized inventory of University technology assets;
9. Protect against unauthorized and unfunded mandates; and,
10. Adhere to the Board of Regents (BOR) of the University System of Georgia (USG) requirement that the Office of the Vice President for IT and CIO, or a designee, approve all University purchases of computer hardware, software, and audiovisual equipment and services.

AFFECTED STAKEHOLDERS

Indicate all entities and persons within the Enterprise that are affected by this policy:

☐ Alumni   ☒ Faculty   ☐ Graduate Students ☐ Health Professional Students
☒ Staff   ☐ Undergraduate Students   ☒ Vendors/Contractors   ☐ Visitors
☐ Other:

DEFINITIONS

Acquisition: The purchase or obtaining of items.

Cloud Services: A cloud service is any resource that is provided over the Internet. The most common cloud service resources are Software as a Service (SaaS), Platform as a Service (PaaS) and Infrastructure as a Service (IaaS).

Data: Facts and statistics collected together for reference or analysis. In computing, the quantities, characters, or symbols on which operations are performed by a computer, being stored and transmitted in the form of electrical signals and recorded on magnetic, optical, or mechanical recording media.

Desktop Computer: A desktop computer is a personal computer that fits on or under a desk. They usually consist of a monitor, keyboard, mouse and either a horizontal or vertical (tower) form factor. Unlike a laptop, which is portable, a desktop computer is meant to stay at one location.

Duplicative Systems and Services: Systems or services who provide a function which is already provided by an existing system or service.

Funding Source: The origin of financial resources.

Information technology: Hardware, software, licenses and services used to create, collect, record, process, store, retrieve, display and transmit information in any electronic format.

Information Technology Services: Work that is performed related to the implementation or support of software or hardware.

Medical and Scientific Devices: Mechanical or electronic equipment that generates or stores data for the purpose of scientific research or medical treatments.

Mobile Computing Device: A personal computer that is designed to be easily transported.

Open Source: denoting software for which the original source code is made freely available and may be redistributed and modified.

Software: The programs and other operating information used by a computer.

Software Licensing Agreement: The legal contract between the licensor and/or author and the purchaser of a piece of software which establishes the purchaser's rights. A software license agreement details how and when the software can be used, and provides any restrictions that are imposed on the software.

State and Federal Data Privacy Statutes: These may include but are not limited to HIPAA, FERPA, Georgia Personal Identity Protection Act

Technology Standards: An established norm or requirement in regard to technical systems.

Total Cost of Ownership: A financial estimate intended to help buyers and owners determine the direct and indirect costs of a product or system.

Unauthorized: Something that is not approved through the process outlined in this policy.

Unfunded Mandate: A requirement that is not adequately funded to fulfill the requirement.

PROCESS & PROCEDURES

To initiate an acquisition, the customer should contact either the IT manager designated to support their unit, or the Office of the CIO. The IT manager designated to the customer's request will first triage the request to determine if the procurement is standard and routine (i.e. buying University approved desktop software or hardware). If further IT procurement review is necessary, a business analyst will be assigned to assist the customer with completion of a business case and risk assessment.

The degree of formality required for an appropriate review of information technology is dependent upon the risk to the University, to include the following factors:

- size of the investment
- level of complexity
- level of innovation
- whether regulated data is involved
- degree of reliance on the following for success:
    - technology
    - level of criticality
    - level of visibility
    - applicable laws, rules, regulations, and policies
    - amount of business process change introduced
    - number of individuals and/or entities affected

REFERENCES & SUPPORTING DOCUMENTS

USG IT Handbook

RELATED POLICIES

Acceptable Use of Information Technology Information
Information Technology Configuration Standards Policy

APPROVED BY:

Executive Vice President for Academic Affairs and Provost, Augusta University
Date: 6/13/2023

President, Augusta University   Date: 6/13/2023