

 <p>Confederation COLLEGE</p> <p>COLLEGE PRACTICE</p>	Number: 7-2-02	# of Pages: 2
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PROCUREMENT OF INFORMATION TECHNOLOGY RESOURCES		

Confederation College is committed to the appropriate use of College resources – including the purchase of IT hardware/software and audio visual (AV) equipment. Proper procurement of such resources will:

- Ensure that the College receives competitive and/or consistent pricing.
- That purchased software and equipment meet appropriate standards and configurations for use within the College.
- Ensure that purchased software and equipment will be able to be properly supported.
- Protect the College and its employees from implied liability, or questions of legal or ethical practice.
- Provide the College with a ‘one-stop shop’ for all IT and AV resource purchasing.

For the purposes of obtaining any IT hardware, software, as well as e-classroom AV equipment in the College, the Computer Services Department should be consulted prior to any such purchases being made.

Specifically:

- Computer Hardware such as **personal computers, laptops, monitors, keyboards/mice, and workgroup printers** shall be purchased through the Computer Services Help Desk Department. Computer Services maintains agreements for this equipment through a ‘preferred hardware vendor’. This preferred vendor is selected through public Request for Proposals, issued every 3 to 5 years, through the College’s Purchasing Department.
- Computer Software such as **workstation operating systems, desktop office suite programs, workstation security software** (virus, malware, firewall), and other **College/Site-wide standard software** are provided to all College computers through the Computer Services Department. Such software is already purchased and maintained through established licensing agreements and/or vendor contracts. **Other application software can be purchased** for use by individual College users/departments if required. All such software requests must be made through the Computer Services Help Desk Department. Technical staff will then ensure that the requested software is applicable, suitable, and compatible for College use and that proper purchasing as well as licensing requirements are met.
- Network Infrastructure Hardware includes servers (high-capacity computers which run a network operating system and provide file, print, application, and institutional software services to connected users), routers, switches, hubs, wireless access points, and other

such central network devices. These devices are only purchased through the Computer Services Department. **Under no circumstances** should such a device be purchased by a College employee or department without first consulting the Technical Services Department.

- Audio Visual Equipment includes typical e-classroom equipment such as **projectors/screens, interactive displays (Smartboards/Sympodiums)**, commercial use **cameras/camcorders, video/audio conference equipment, TV's, VCR/DVD players, AV switching devices, microphones, and document cameras**. All e-classroom audio visual equipment must be purchased through the Computer Services Help Desk or Technical Service Departments.

Minor computer or audio visual accessories or peripheral devices such as power cables, connector cables, scanners, personal cameras/camcorders, tablets, specialty keyboards/mice, electronic pointer devices, etc. do not need to be purchased through the Computer Services Department and may be purchased by the individual user or department themselves. Applicable College Purchasing Department policies must still be followed on all such purchases.

Policy Procedural Notes:

1. **Requisition for a New Computer (Staff/Faculty)** – It is generally the responsibility of the requesting department to pay for all new computer hardware. However, there are some instances where computer purchases may be centrally funded by the College (eg. annual faculty PC renewal). Requests are made through the Computer Services Help Desk where an authorized technical staff person will provide a quote for the cost of the new equipment. Upon receiving proper authorization (an account code) from the requesting department's manager, Computer Services will order the requested equipment. New computer equipment will be shipped first to Computers Services for proper inventorying, installation of applicable software or configuration, and finally deployment to the user. **The department making the purchase will assume full responsibility for replacing/repairing lost, stolen, damaged, or off-warranty hardware.**
2. **Computer Labs** - All College computer labs/classrooms are purchased and supported through the Computer Services Help Desk through supplied College funds. Requests for departmental or academic program-specific (specialty) labs may also be made through the Help Desk and will be the responsibility of the requesting department for financing (if not already approved for purchase through general College funding by Computer Services).
3. **E-Classrooms** – All College e-classroom audio visual equipment is purchased and supported through the Computer Services Help Desk. Requests for new e-classrooms are also made through the Help Desk.

Monitoring

The Computer Services and Purchasing Department are responsible for monitoring compliance with as well as the effectiveness of this policy. College employees or departments found in non-conformity of this policy will be subject to a review by the Colleges Financial Services Department. Further, IT or AV equipment or software purchased outside of Computer Services may not be guaranteed to be supported by the department.