

IT Acquisition Standard

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| Revision Notes: _____ Version 1.0 - _____ | Last Updated: 04/2019 Ratified: 4/25/2019 | Status: APPROVED |
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1. Objective

- 1.1. The objective of this standard is to explain the steps to acquire information technology (IT), including IT provided for free by an external group, in order to:
 - 1.1.1. clarify our campus IT acquisition process to streamline IT acquisitions;
 - 1.1.2. ensure that acquisitions are compatible with infrastructure and available resources;
 - 1.1.3. obtain cost effective IT solutions;
 - 1.1.4. ensure that IT solutions meet accessibility standards, and
 - 1.1.5. reduce the risk of security threats and vulnerabilities.

2. Scope

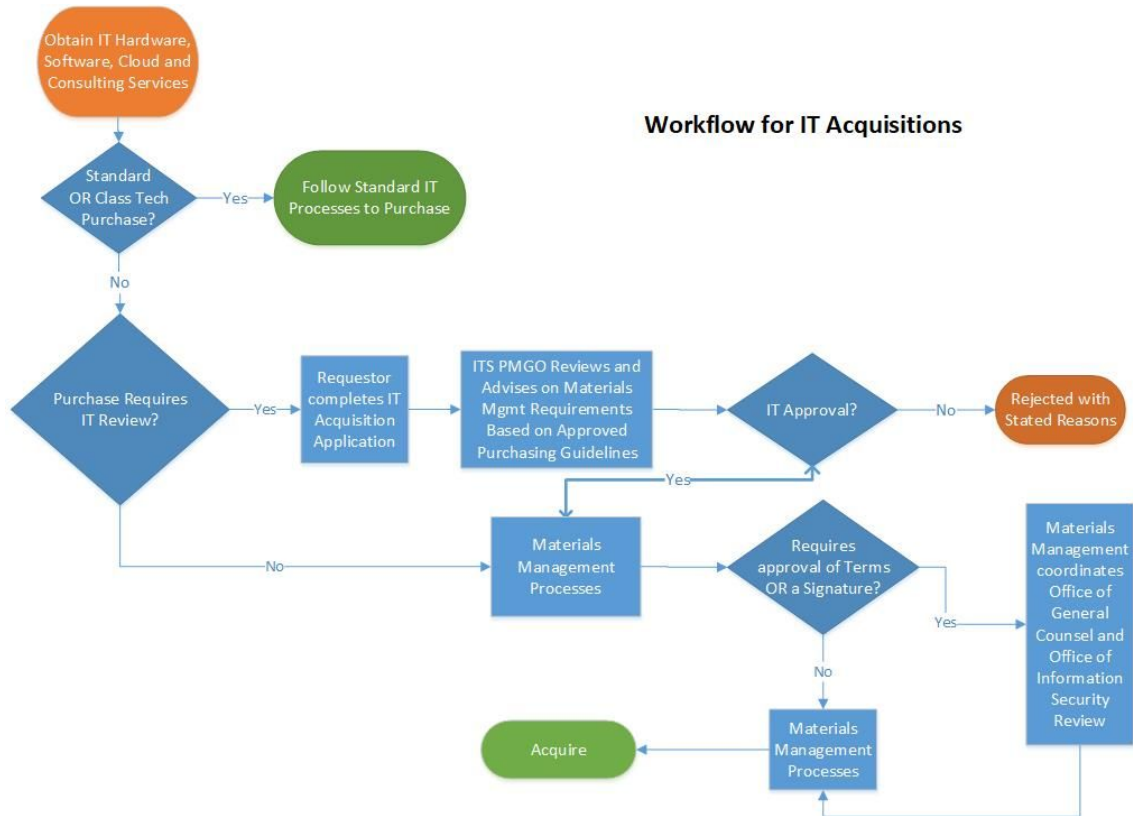
- 2.1. This standard applies to all Appalachian State University employees, students, and affiliates.

3. Requirements

- 3.1. IT Standard Purchases: Information Technology Services (ITS) designates some types of common IT purchases as “standard purchases”. Steps to make a standard IT purchase are listed on the website:
<https://its.appstate.edu/it-standard-purchases>
- 3.2. The requestor must complete the [IT Acquisition Application](#) to acquire the

following Information Technology and related services:

- 3.2.1. servers,
 - 3.2.2. networking equipment,
 - 3.2.3. audio/video equipment intended for a classroom or a multi-use space,
 - 3.2.4. software that will be installed on any device except a single employee workstation/device for a single employee's use,
 - 3.2.5. cloud services, and
 - 3.2.6. IT consulting services.
- 3.3.** To streamline IT acquisitions, ITS will coordinate IT Acquisition Application reviews with the following offices/personnel:
- 3.3.1. Materials Management: ITS will advise the requestor on Materials Management requirements based on approved Purchasing Guidelines;
 - 3.3.2. Payment Card Oversight Committee;
 - 3.3.3. Data Stewards; and
 - 3.3.4. Office of Disability Resources for coordination of review of any software or cloud services regarding Section 508 and ADA website compliance.
- 3.4. IT Acquisition Application Approval and Notification of Rejection:** ITS will provide notification of application approval or rejection with stated reasons.
- 3.5. Materials Management and Office of General Counsel Review of Purchases:** Once the IT Acquisition Application is approved for a purchase, the requestor shares the notification of approval with [Materials Management](#) and follows Materials Management procurement processes, including any applicable Office of General Counsel and Office of Information Security review of any terms and conditions.
- 3.6. Office of General Counsel Review of IT Acquisitions with No Cost:** If the IT Acquisition Application is approved for a no cost acquisition, the requestor shares the notification of approval with the Office of General Counsel for the review of any terms and conditions if applicable.
- 3.7. Simplified IT Acquisition Flowchart**



4. Enforcement, Exemptions, and Advisement

- 4.1. **Authority and Enforceability** - This standard is established under the authority of the Chief Information Officer.
- 4.2. **Exemptions** - Exemptions must receive approval by the Chief Information Officer.
- 4.3. **Review and Advisement** - IT Governance and pertinent Technical Advisory Groups provide collaborative advisement concerning standards.

5. Definitions

- 5.1. **“Information technology (IT)”**: means the hardware and software resources owned, leased, or used by the University and its partners to store, process, or transmit University information. Information technology is a subset of the University’s information resources.
- 5.2. **“IT standard”**: an IT standard establishes requirements and/or processes that provide a reliable basis for shared expectations on how work will be conducted,

and facilitate compliance with University policies, applicable laws and regulations.

- 5.3. **“Audio/Video Equipment”**: refers to devices that reproduce, record, or process sound and/or images, and includes, but is not limited to, video cameras, video/audio conferencing systems, and loudspeakers.

6. References and Related Policies and Standards

- 6.1. [Information Technology Governance Policy](#)
- 6.2. [Information Security Policy](#)
- 6.3. [Standards for Purchasing Classroom Technology Equipment Policy](#)
- 6.4. [Data Management Standard](#)
- 6.5. [IT Standard Purchases Website](#)

7. Contacts for Questions or Information About this Standard

| Office contact | Phone | Online/Email |
|--|--------------|---|
| Chief Information Officer | 828-262-6278 | cio@appstate.edu |
| Project Management, Governance, and Outreach | 828-262-6277 | pmgo@appstate.edu , https://its.appstate.edu/about/central-it/project-management-governance-and-outreach-pmgo |