Procedure Title	Procurement of Information Technology Resources
Procedure Holder	Senior Director – Computer Services & Project Management
Procedure Approver(s)	Senior Team
Related Policies	
Related Procedures	
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	Oct 28, 2009
Next Review Date	January 30, 2026

Purpose

This procedure outlines the Colleges' procurement of any/all Information Technology (IT) resources at the College.

Scope

This procedure applies to all College staff acquiring College IT resources.

Definitions

Information Technology Resources	Includes all IT hardware/software/network/audio visual (AV) resources such as computers, laptops, tablets, monitors, keyboards/mice, desktop operating systems, desktop software applications, printers, scanners, telephones, televisions, projectors, screens, interactive displays, AV conferencing equipment, AV switching devices, DVD/Blu-Ray players, document cameras, microphone/speaker systems, etc.. It also includes network and telecommunications equipment such as switches, routers, wireless routers/access points, telephones, and cell/smart phones.
HECVAT	Higher Education Cybersecurity Vendor Assessment Tool

Governing Laws and Regulations

Procedure Statements

Confederation College is committed to the appropriate use its IT resources. Computer Services is responsible to ensure the need and proper procurement of any/all IT resources for the College. When procuring any IT resource. Computer Services will

- Ensure that the College receives competitive and/or consistent pricing.

- Ensure that purchased software and equipment meet appropriate standards and configurations for use within the College, and are compatible with existing infrastructure.
- Ensure proper support and project management for implementation if necessary for all purchased software and equipment.
- Protect the College and its employees from implied liability, or questions of legal or ethical practice.
- Provide the College with a consistent/standardized method for all IT resource purchasing.
- Evaluate and respond to potential cyber security issues from new services. For larger acquisitions a HECVAT evaluation may be required.

In meeting these guidelines, Computer Services has standardized on many IT resources used within the College's IT Infrastructure. Competitive procurement processes have been completed and vendors of record chosen for the purchasing/supply of many IT resources.

When any College departments/staff/faculty wish to purchase any IT resources, they must first consult with the Computer Services Department. This will ensure expected purchasing practice, compatibility and ongoing support.

1. **Desktop computer equipment.**
   1.1. Individual departments/staff wishing to purchase this type of equipment must contact the Computer Services Help Desk. It is generally the responsibility of the requesting department to pay for all new computer hardware. However, there are instances where computer purchases may be centrally funded by the College (eg. academic computer labs, annual staff/faculty PC renewal). In these cases the College provides the Computer Services Help Desk with the budget dollars to fund the purchase of the computer equipment to complete the project.
   1.2. Once a purchase request is made through the Computer Services Help Desk, an authorized technical staff person will provide a quote for the cost of the new equipment from the College's selected vendor of record.
   1.3. Upon receiving proper authorization (an account code) from the requesting department's manager to proceed with the purchase, the Help Desk will then order the requested equipment.
   1.4. New computer equipment will be shipped first to the Help Desk for proper documentation, installation of applicable software or configuration, and finally deployment to the user.
   1.5. The Help Desk will pay the vendor invoice for the new computer equipment using the department provided account code provided for the purchase.

2. **Desktop software.**
   2.1. Computer Software such as workstation operating systems, desktop office suite programs, workstation security software (virus, malware), and other College/site-wide standard software (i.e. Microsoft Office) are provided to all College computers through the Computer Services Department via existing software 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.
   2.2. Technical staff will review the software/application requirements and ensure that the requested software is applicable, suitable, and compatible for the College. Proper software licensing requirements will be confirmed.
   2.3. Technical staff will obtain vendor quotes, as per College Purchasing guidelines, for the new software to be purchased. A final quote is provided to the requesting department.
   2.4. If the requesting department wishes to proceed with the software purchase, they will need to provide an account code for the purchase to the Help Desk. The Help Desk will then order the software from the selected vendor.
   2.5. The purchased software will be shipped to or downloaded by Help Desk staff. Software and licenses will be kept and documented at the Help Desk.
   2.6. Help Desk staff will make arrangements with the requesting department to install the new application software.
   2.7. The Help Desk will pay the vendor invoice for the new software using the department provided account code provided for the purchase.

3. **Audio visual and/or e-classroom equipment.**
   3.1. Departments or staff that wish to purchase new e-classroom or AV equipment must contact the Computer Services Help Desk. Outside of centrally funded AV projects by the College (i.e. e-classroom renewal), it is the responsibility of requesting department to pay for this equipment.
   3.2. Once requested, technical staff will obtain vendor quotes, as per College Purchasing guidelines, for the new equipment to be purchased. A final quote will be provided to the requesting department for review.
   3.3. If the requesting department wishes to proceed, they will need to provide an account code for the purchase to the Help Desk. The Help Desk will then order the equipment from the selected vendor.
   3.4. The new AV equipment will be shipped to the Help Desk department for proper receiving, documentation, and eventual deployment/installation.
   3.5. The Help Desk will pay the vendor invoice for the new e-classroom or AV equipment using the department account code provided for the purchase.

4. **Network infrastructure hardware.**
   4.1. This type of equipment is very specialized and typically only used in support of the College's central IT enterprise infrastructure. As such, this equipment would in almost all cases only be purchased through the Computer Services – Technical Services. As unauthorized installations of this type of equipment can cause negative impacts/disruptions to the Colleges IT infrastructure, under no circumstances should this type of equipment be purchased by a College employee or department without first consulting with Technical Services.

5. **Computer accessories, and peripherals.**
   5.1. Minor computer or audio visual accessories or peripheral devices 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.

6. **Smartphones/cell phones.**
   6.1. For procurement of these types of devices, please refer to 7-3-7 Mobile Phones.

Non-Compliance

The Computer Services and Purchasing departments are responsible for monitoring compliance and the effectiveness of this procedure. College employees or departments found in non-compliance will be subject to a review by the Colleges Financial Services department. Furthermore, any IT equipment or software purchased outside of the Computer Services department may not be supported.

Revision History

Version	Change	Author	Date of Change
Original	Original	Lee Johnson	28-10-2009
	Format and minor revisions	Paul Inkila	16-05-2022