



Solano Community College

Hardware/Software Procurement Department Policy

Purpose

The purpose of this policy is to provide a framework for the procurement of all Information Technology (IT) hardware, software, and any externally-hosted systems or software for Solano Community College.

Scope

This IT policy, applies to the procurement of all IT hardware, software, and any externally-hosted systems or software.

Definitions

User - Anyone who uses Solano Community College information technology resources, even if they have no responsibility for managing the resources. This includes students, faculty, staff, contractors, consultants, and temporary employees.

Standard Hardware/Software – Standards are based on what is required for day-to-day productivity for all users. Standards are also set by establishing licensing agreements with vendors with the ability to purchase by volume to reduce costs and to reduce support costs. All hardware/software within Solano Community College is installed with standardized, fully licensed software.

SOP- Standard Operating Procedure.

Process

All IT-related purchases must have full approval and authorization prior to requisitioning. Hardware and software cannot be purchased without approval by IT. All equipment or software purchase requests, whether as individual items or as part of a larger project, must be sent to IT which will process the request pursuant to this policy.

- Prior to purchasing any hardware or software, an electronic Equipment/Software request form should be submitted to the IT helpdesk (helpdesk@solano.edu) to initiate the review process.
- The IT Department will work with the requestor to determine if:

- The request meets the requirements of a Standard Hardware/software.
 - The Hardware/software will be compatible with the current District owned standard technologies and networking infrastructure.
 - The IT department will be able to provide technical support for the requested item.
 - There is already a license agreement in-place to cover any software requested
 - Another hardware/software solution already exists within the District.
- The IT Department will determine whether to approve, decline or amend the requirements for the purchase of the equipment.
 - If an equipment or software purchase request is declined or changed, the IT Department will provide a brief explanation to the requesting manager or referred to the Department head for a non-standard equipment request.
 - The District IT department **does not** support non-standard equipment within the district.
 - If the equipment purchase request is approved, with or without changes, IT will obtain a quote and provide to the requestor and purchasing office both the quote and Equipment/Software request form so that the requisition to order process can be done.
 - The IT Department will ensure that all of Solano Community College policies, procedures and SOPs are followed when setting up software and hardware.
 - This policy may be reviewed and updated at any point depending upon current strategy.
 - Further information on this policy can be obtained from the IT Department

Revision History

Version:	Date:	Description:
1.0	10/6/2022	Initial document