

Policy on Purchasing Technology
Policy Number 40001.1

Type of Policy: Administrative

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Reason for Policy: This policy outlines procedures for the review, approval and purchase for all technology, regardless of funding source, including purchases made for Research Foundation funded projects. This policy will also help ensure the most prudent use of College resources.

Information Technology Services (ITS) has a full complement of personnel to assist faculty, staff and departments in reviewing their technology needs, participating in selection of an appropriate solution, and ensuring that technology solutions integrate with other systems on campus. ITS has standards in place for: technology hardware; software; and externally hosted systems, software, and services. These standards ensure all technologies operate effectively with the College's Information Technology (IT) environment, meet College and SUNY security standards, utilize the best pricing received through consolidation of College and SUNY purchasing power, meet proper licensing agreements, and establish clear expectations for schedule of implementation, support, maintenance, network connectivity, and life cycle replacement.

Policy Statement: It is the policy of SUNY Cobleskill to have all IT (technology hardware; software; cloud or externally hosted systems, software and services) purchases be approved by ITS. ITS approval may be sought by emailing itsprocurement@cobleskill.edu. All IT purchases will be placed by ITS on behalf of the College and Research Foundation unless an exception is made by the Vice President for Operations. The Business Office will not process purchase orders for technology that does not have accompanying written or electronic approval from the Vice President for Operations or designee. Technology purchases are not to be purchased on College-issued Procurement Cards without written or electronic approval of the technology from the Vice President for Operations.

ITS must be included in the review of any hardware, software, cloud or externally hosted software and services to ensure they meet security and support standards, interface with other technologies, licenses are in compliance, schedule of implementation is attainable, etc. Please contact ITS (itsprocurement@cobleskill.edu) before pursuing any vendor discussions.

Definitions

Technology hardware includes but is not limited to: desktop and laptop computers and peripherals, external storage drives (except thumb drives, CDs/DVDs, smartcards), servers, tablets/PDAs, monitors, printers, plotters, scanners, projectors, multi-media players, flat panel displays/televisions, fax machines, desk phones, security cameras and network devices. ITS establishes campus hardware/software standards, in accordance to SUNY recommendations, industry standards, and consultation with the Technology Committee.

Software includes but is not limited to any software application that is loaded on SUNY Cobleskill-owned technology hardware (desktops/laptops/tablets) or hosted in a Cloud environment. ITS establishes campus hardware/software standards, in accordance to SUNY recommendations, industry standards, and consultation with the Technology Committee.

Departmental/Enterprise/Web Application Software is any software that will be housed on a College server. Usually this type of software is multi-user, but it can also be dedicated for a specific business practice or purpose.

Cloud-based or externally hosted systems include, but are not limited to, any server or storage hosted outside of the College’s data center infrastructure.

NY State Finance Law

As a New York State agency, SUNY Cobleskill is required to follow State laws related to procurements. Depending on the value and scope of the purchase there may be advertising and formal bid procedure requirements. Procedures may include: Requests for Information, Requests for Proposals, or Invitations for Bid. Additionally, SUNY has participation goals for Minority and Women Owned Businesses.

Policy History:

Revision Date	Author/Owner	Description of the action on the revision date
November 12, 2019	Bonnie Martin	Adoption of the policy