Rock Valley College

IT Hardware, Software, and Services Purchasing

RVC Administrative Procedure (2:30.060)

Purpose

The Rock Valley College Information Technology Department (RVC-IT) is responsible for assessing and monitoring all new hardware, software, and IT service offerings (cloud storage/hosting) to ensure compliance with RVC Security Standards and cost-effectiveness of proposed IT solutions. In addition, RVC-IT maintains a standard computer configuration for all new computers, creating a consistent environment for all RVC-IT supported devices and software installations.

Scope

This Procedure applies to all hardware, software, and IT service offerings purchased with College funds, or that resides on the RVC network.

General

- New technology purchases will be evaluated by RVC-IT based on the following criteria:
  - cost-effectiveness
  - compatibility with existing RVC-IT services and infrastructure
  - compliance with the College's security standards
  - duplicate services with an existing RVC software or hardware platform
- The RVC-IT Department will provide recommendations to the requesting department/individual prior to purchase.
- Only RVC sources of funding may be used for the purchase of College technology. No personal funds may be used.
  - Exception – personally owned hardware purchased using stipends is permitted. However, connection of equipment not owned by RVC is supported only through a virtual desktop. The Department of Information Technology installs client software on the device, and the user then interacts with that software on the device. (Note: All hardware purchased via this exception will require a virtual desktop to access the RVC network after Fall Semester 2023.)

Responsibilities

- RVC-IT is responsible for:
  - Managing the College's technology infrastructure and ensuring compliance with the RVC Security Standards.

    - Maintaining and publishing a list of supported computer models.
    - Offering quotes and recommendations for other supported devices, such as laptops based on the department or individual's needs.
    - Maintaining and publishing a list of current software assets and supported IT service offerings.
- Departments/Individuals requesting technology solutions are responsible for:
    - Seeking guidance from RVC-IT related to proposed technology solutions.
    - Abiding by all RVC Security Standards.
    - Understanding that they may receive limited technical support and services for purchases other than those recommended by RVC-IT.

Procedures

1. The requesting department/individual will submit an IT Service Request to RVC-IT identifying the proposed purpose, issues with the present technology, business need being addressed, anticipated cost, and any future support and/or integration needs.

2. RVC-IT will evaluate the request and will provide written recommendations to the requesting department/individual regarding cost-effectiveness, compatibility, and compliance with security standards within 15 business days of the initial request.

3. Purchases impacting a single department exceeding $9,999.99 will require the additional approval of the appropriate Vice-President prior to purchase.

4. Purchases impacting multiple departments or exceeding $9,999.99 will require the additional approval of the Cabinet prior to purchase.

Enforcement

Should a request be denied by the Information Technology Department and the requesting department or group feels the software is still needed they can request a review of the information by the Vice President of Operations / COO. The COO will review all the information gathered by both IT and the department and decide on allowing or rejecting the request.

Reference: Board Report 8120
Implemented: March 2023
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