

TECHNOLOGY PURCHASES

PURPOSE

The purpose of this policy is to establish guidelines and procedures for the acquisition of technology resources within the College. Edison State Community College is committed to ensuring that all technology purchases align with the organization's strategic goals, meet the needs of the users, and adhere to budgetary constraints.

POLICY STATEMENT

Technological adoption and purchase at Edison State considers factors of:

- Versatility in support of the College's mission
- Cost (within acceptable budget and purchasing guidelines as established by the College)
- Administration (of licenses, rights, etc.)
- Security / Privacy (in compliance with FERPA, HIPAA, and other Federal and State regulations)
- Support, via IT employees and the IT Help Desk
- Training of IT staff, employees, and students

The College does not implement products of an untested nature (e.g. Beta-phase hardware or software), open-source "freeware" or "shareware," or products without proven, sound, and compelling pedagogical merit.

Conflicts of interest in the purchasing process are avoided by designing RFPs (Requests for Proposals) for high-ticket items, and multiple quotes are secured for items and services whenever possible.

All technology purchases must be evaluated and approved by the IT Department in consultation with the Department(s) requesting any hardware/software item(s).

PERSONS AFFECTED

All Edison State Community College employees.