

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE

CLOUD SERVICES AND INFORMATION TECHNOLOGY PROCUREMENT

<u>Number</u>	06.01.09
<u>Division</u>	Finance and Administration - Office of Information Technology (OIT)
<u>Date</u>	April 2018
<u>Purpose</u>	The purpose of this policy is to provide a framework for procurement of IT hardware, software, and externally hosted systems or software.
<u>Policy</u>	This policy establishes a framework for the procurement of information technology (IT) hardware, software, and any externally hosted systems or software for The University of Alabama in Huntsville (UAH).

UAH is committed to providing a wide range of high quality information technology (IT) services to students, faculty, and staff in support of the mission of the university. In order to provide the best, most cost-effective and secure IT resources to UAH, IT resources which exceed a one-time cost of \$100,000, or which integrates with either Banner or other enterprise data systems must be reviewed before procurement.

This policy applies to all procurement of UAH owned or OIT supported IT resources.

Procedure

1.0 Standardized IT Resources

UAH's OIT will establish and periodically update a standard set of IT resources that have been pre-approved for support and usage at UAH. This list shall be published on the OIT website and contain:

- x Software licenses available to UAH
- x Vendors for popular software packages
- x Supported desktop computers
- x Supported laptop computers
- x Supported tablets

Whenever possible, IT resources shall be chosen from the pre-approved list. If it is not possible to use a pre-approved IT resource, the purchase

shall be verified through the Non-Standardized IT Resources process listed below.

## 2.0 Non-Standardized IT Resources

If it is not possible to purchase and utilize an IT resource from the pre-approved list, then the IT resource must be vetted by OIT to determine total cost of ownership including verifying functionality, integration, support, environmental, computing, security, and legal requirements. OIT will make every reasonable effort to support non-standardized IT resources; however, because of fiscal and staffing constraints, this support may be limited.

The IT resource review is documented below.

## 3.0 Resource Review

To request the review of non-standardized IT resources, complete the “IT Resource Review Form” on the OIT website at <http://www.uah.edu/oit/>.

### 3.1 IT Resource Procurement Review Process

IT resources will be reviewed, at minimum, in the following areas to determine total cost of ownership and integration with existing IT resources and infrastructure:

**Functionality:** The business need will be compared to the capabilities of currently supported IT resources to determine if the need can be met through current resources. If it cannot, then a selection process will be performed to determine the best product for the required function.

**Integration:** Whenever possible, new products shall integrate with core functionality, including, but not limited to, Trusted Identity Management System and Banner.

**Support Requirements:** Network, staff, storage, and monetary support requirements will be reviewed to verify that UAH will be able to support the IT resource. This support may include custom code development that will require time to plan, produce, and maintain.

**Environmental Requirements:** Review of the environmental requirements will include space, cooling, power, and physical security considerations.

**Computing Requirements:** Processing, memory, and storage requirements will be evaluated.

**Security Requirements:** IT resources will be reviewed to verify that the solution is secure in communications, authentication, and storage of data. This includes verifying that the solution is compliant with all UAH

policies and applicable regulations, such as Family Educational Rights and Privacy Act (FERPA), Health Insurance Portability and Accountability Act (HIPAA), Federal Information Security Management Act (FISMA), Payment Card Industry Data Security Standard (PCI DSS), International Traffic in Arms Regulation 6.8 (T 1 Tf ..H-( )10 A(F)5 (E)1 (S)1 ( ))7 2Tw 3.518P0 Td ( )T -0.001 Tc 0.1 T41 14.13 r6.3 oc