



UNIVERSITY OF MIAMI POLICY AND PROCEDURE MANUAL

TITLE:	Acquisition of Computer Hardware and Software	REFERENCE:	Revised
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APPROVER:	David Ertel Interim Senior Vice President Business and Finance	VERSION:	2
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PURPOSE:

To state the authority, responsibility, and duties of the Information Technology department (UMIT) with regards to acquisitions of computer hardware, software, consulting services and/or information technology services.

SCOPE:

This policy applies to faculty, staff and the UMIT personnel involved in the UMIT Governance approval process.

POLICY:

The UMIT Strategic Initiatives office provides the structure and oversight needed to accomplish the effective integration of technology into University operations. Integral to this objective is the allocation of UMIT resources to Requests for Service (RFS) that are well aligned with institutional priorities.

Prior to the purchase of hardware, software or IT consulting services, a Request for Service (RFS) must be submitted to UMIT Governance. The UMIT Governance process is an efficient and transparent due diligence process that provides leadership with focused information to help them make informed decisions on UMIT's strategic direction and priorities. Upon UMIT Governance review and approval, the purchase can proceed as planned. Refer to UMIT Governance SOP: Request for IT Services Governance for detailed process steps.

It is the policy of the University that acquisitions of computer hardware and software will be performed expeditiously and within the constraints imposed by federal, state and local laws and regulations, Business Services Policy BSJ015 (Competitive Bids), as well as prudent management.

Acquisitions of embedded or dedicated computers, peripherals and software associated with a single item of research equipment will be justified and approved in the same manner as for any other item of research equipment.

Acquisitions covered by this policy are free standing and/or general purpose computers, computer peripherals, computer software and/or consulting agreements (whose subject is or includes computers, peripherals, software and/or software development), and information technology services.

DEFINITIONS:

Acquisition shall mean the act of coming into possession. To gain, procure, secure or obtain includes but is not limited to finding, buying, renting and leasing as well as accepting as a gift or donation.

Dedicated shall mean to set apart and devoted for its expected life, to the single purpose of support of an item of research equipment.

Embedded shall mean to set within an item of research equipment in such a way as to render itself useless if removed from the research equipment.

UMIT Governance: An efficient and transparent process that provides UMIT leadership with focused information that helps them make informed decisions concerning resource allocation and prioritization of requests for IT services.

Pre-approved Acquisitions shall mean recommended products/services, conforming to prevailing technical specifications and Purchasing Department policies.

PROCEDURE:

I. REVIEW AND APPROVAL

Review and approval by UMIT Governance will be required for acquisitions if their costs exceed the limits specified within this policy.

UMIT will maintain a list of pre-approved hardware products/services that conform to recognized industry standards, have a high market share, and/or are compatible with the technological direction of the University. Requests for software should be directed to the UMIT Procurement Software Team.

Acquisitions of products/services not on the pre-approved list when approved alternatives are available will require approval of UMIT.

II. IMPLEMENTATION

Acquisitions of pre-approved computer products/services will be reviewed by UMIT during the ordering process.

Acquisitions of computer products/services not on the pre-approved list when a suitable pre-approved product has been defined will require justification from requesting department to allow UMIT to review, and provide guidance. Requesting department will need to sign an exception form that stipulates agreed upon duties of all parties.

Acquisitions of computer products/services for which there is no defined pre-approved alternative will require justification from requesting department to allow UMIT to review, and provide guidance. Requesting department will need to sign an exception form that stipulates agreed upon duties of all parties.

III. ACQUISITIONS SUBJECT FOR REVIEW, GUIDANCE, AND EXCEPTION

The documentation listed below is required for the review and approval process by UMIT.

1. That the proposed computer or software has been benchmarked against typical computational loads or system needs that it will be subject to in proposed usage.
2. That multiple vendor offerings have been considered (see Business Services Policy J015, Competitive Bids).
3. That adequate software (licenses) are purchased and a software support plan exists.

4. A plan for integrating the new computer system or software acquisition into the overall computer architecture of the department, school or other University component that is sponsoring the acquisition.
5. That the proposed computer system or software acquisition will satisfy the computing requirements of the department, school or other University component which is sponsoring the acquisition, for a period of four to seven years.
6. The economic support plan which demonstrates an ability to satisfy reasonably predictable operating and site preparation costs.
7. An impact analysis relative to the work load and operating costs of other department or school.
8. That the proposed computer system or software acquisition complies with industry and legislative regulations, University policies and standards, and does not risk the safety of the University's information technology assets.

IV. ACQUISITIONS SUBJECT TO UMIT GOVERNANCE REVIEW AND APPROVAL

The following criteria will be used to determine if the Request for Service (RFS) requires Governance review and approval:

1. The implementation requires UMIT supported system integrations or significant UMIT support or resources.
2. The project requires physical and/or virtual server configurations, storage or backup equipment over \$10K.
3. New software being introduced to the University.
4. Implementation of a new module of an existing software, system or vendor.