Alfaisal University

Policy Name:	Information Technology Procurement Policy

Version #	**01**
Date Approved	
Effective Date	
Policy Owner	IT Services

Summary:

Purchases of technology related items for Alfaisal including software(s), computer hardware, peripherals that interface with computers, software and audio-visual equipment, regardless of funding source, are to be ordered through IT Services (ITS).

Signature: …………………………………………………………………..

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1. Introduction

Purchases of technology related items for Alfaisal including software(s), computer hardware, peripherals that interface with computers, software and audio-visual equipment, regardless of funding source, are to be ordered through IT Services (ITS).

2. Purpose

The principal objective of this policy is that the university gains benefits from the practice of purchasing all IT related equipment according to agreed-upon standards. This policy could benefit the university in the following ways:

a) Compliance with Alfaisal security & information systems privacy policy.
b) Volume purchasing could provide better pricing (academic pricing if applicable) for all computer software and hardware supplies.
c) Faster processing of requests.
d) Less administrative overhead.
e) Standardization & compatibility which insures compatibility between other hardware at the university.
f) To insure collaboration and integration with the applications and services. Staffing competences, ITS provides training with technologies purchased & Less costly maintenance & better after sales support (SLA's).

3. Policy Scope

This policy applies to Software(s), Computer/ Communication Hardware equipment procured or to be procured, owned, supplied or maintained by ITS.

4. Policy

4.1.1.   All IT related purchases are required to be routed through ITS only.

4.1.2.   All ITS purchases are to be made by the approved vendors only for the product(s) to be procured. No technology-related purchases are not made from individuals.

4.1.3.   Vendors are periodically reviewed; it is the policy of the university to periodically review performance of the suppliers (technology) in terms of cost, service(s) and reliability. Performance reviews will be conducted annually by ITS along with representatives from other business units of the university.

4.1.4.   ITS has defined hardware standards for laptops, desktops, servers, peripherals and audio-visual equipment. These standards are re-evaluated periodically based on university requirements, vendor offerings, cost, reliability, support, quality and timeliness of vendor support.

4.1.5.   If a hardware component is not listed as a current standard, it is non-standard. Requests for non-standard hardware must be approved by the Dean or department

head and the ITS.

4.1.6. Non-standard hardware will not be supported by IT Services. Before purchasing non-standard hardware, the requester must mention the source of support for the hardware being purchased.

4.1.7. ITS will maintain inventory of all hardware/ procured only through ITS (desktop computers, printers, laptop computers, servers, as well as AV equipment). ITS will provide support services for equipment listed in this inventory only.

4.1.8. ITS will include equipment maintenance contracts (support) in all of the purchases. Should individual departments prefer to purchase hardware manufactured by unknown vendors or vendors not from the list of approved suppliers, ITS will evaluate the items on a case-by-case basis and may reject the requests. If so, an alternative equipment solution will be provided to meet the user requirements.

4.1.9. All payments for the equipment procured will made as per the rules defined by the Finance department.

5. Exemptions

Exception to or exemptions from any provision of this policy must be approved by the VPFA. Similarly, any questions about the contents of this policy, or the applicability of this policy to a particular situation should be referred to the IT Director.

6. Enforcement

Non-compliance with this copyright policy is a serious matter. Such violation is without Alfaisal consent and is subject to disciplinary action to be determined by the university management. Effectively, any violations will result in loss of computing privileges, among other university determined sanctions. It may also expose the individual or the university to legal action.

7. Definitions

P.O.C   A proof of concept or a proof of principle is realization of a certain method to demonstrate its feasibility, or a demonstration in principle, whose purpose is to verify that some concept or theory is probably capable of being useful. A proof-of-concept may or may not be complete, and is usually small and incomplete

SLA (Contracts)   A service level agreement (SLA) is a part of a service contract where the level of service is formally defined. In practice, the term SLA is sometimes used to refer to the contracted delivery time (of the service) or performance.

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