TECHNOLOGY PURCHASES

Policy Statement
The University has established guidelines for contracts with technology vendors.

Reason for Policy/Purpose
This policy defines the review and approval process for The University of Southern Mississippi technology procurements to ensure compliance with Mississippi Department of Information Technology Services (ITS) policies and state purchasing laws, as well as to promote the resourceful, informed utilization of technology within the University.

Who Needs to Know This Policy
All University employees who procure information technology through contracts.

Website Address for this Policy
www.usm.edu/institutional-policies/policy-acaf-it-024

Definitions

Acquisition: the purchase, lease, rental, or acquisition in any other manner of any such computer or telecommunications equipment or services. Miss. Code Ann. § 25-53-3(d).

Services: technology services, whether for direct, hands-on skills such as application development and network support, or for such technology consulting services as technology
training (both classroom and on-the-job), technology studies, project management, technology advisory roles, quality assurance support, and facilities management

**Telecommunications equipment, systems, and related services:** the equipment and means to provide telecommunications transmission facilities; telephone systems, including voice processing systems; facsimile systems; radio paging services; satellite radio, telephone, and dispatch services; mobile telephone services, including cellular mobile telephone services; intercom and paging systems; video teleconferencing systems; personal communications networks and services; and any and all systems based on emerging and future telecommunications technologies related to any of these devices or services. Miss. Code Ann. § 25-53-3(l).

**Policy/Procedures**

1.0 ITS Authority Over IHLs Technology Acquisitions

1.1 The Mississippi Department of Information Technology Services (ITS) has been given statutory authority pursuant to Miss. Code Ann. § 25-53-3 (West 2012) over the acquisition of any information technology, computer or telecommunications equipment, electronic word processing and office systems, or services utilized in connection therewith, including, but not limited to, all phases of computer software and consulting services and insurance on all state-owned computer equipment. As such, ITS has established procedures for the acquisition of information technology equipment, software, and services for Mississippi Institutions of Higher Learning (IHLs). See ITS Policy 015-020, Procurement Limit Policies: IHLs and ITS Policy 001-020 Acquisitions within ITS Purview.

1.2 ITS’ purview over technology acquisitions includes services. All technology services, whether for direct, hands-on skills such as application development and network support, or for such technology consulting services as technology training (both classroom and on-the-job), technology studies, project management, technology advisory roles, quality assurance support, and facilities management, are within the purview of ITS.

1.3 By law, all acquisitions of information technology products or services by IHLs must be approved by ITS. However, ITS has delegated this responsibility to the Chief Information Officers (CIOs) of the State's Institutions of Higher Learning for certain types of purchases and lifecycle cost limits which may be found in ITS Policy 015-020, Procurement Limit Policies: IHLs.

2.0 Exemptions from ITS Approval

1 http://dsitspe01.its.ms.gov/its/procman.nsf/f4ad43bd44ad9d8c86256daa0063e1f0/d97f5ed17f4d26fb86256e95005f386b?OpenDocument

2 http://dsitspe01.its.ms.gov/its/procman.nsf/f4ad43bd44ad9d8c86256daa0063e1f0/1ec37fbd2ec85fe386256b7d00707711?OpenDocument
2.1 Acquisitions of computer equipment and services by IHLs wholly with federal funds and not with state general funds are exempt from ITS approval pursuant to Miss. Code Ann. § 25-53-25(3). However, these acquisitions are not exempt from public purchasing laws.

3.0 General Provisions

3.1 All procurement requests submitted to ITS must be signed by the University’s CIO or that person’s designee.

3.2 Any services or contract by a software/hardware vendor that has access to Personal Identifiable Information (PII) must be reviewed by legal counsel.

Review

The Chief Information Officer is responsible for the review of this policy every four years or whenever circumstances require immediate review.

Forms/Instructions

N/A

Appendices

N/A

Related Information


History

Amendments: Month, Day, Year – summary of changes
Authorization

Technology Purchases
ACAF-IT-021

RECOMMENDED BY:

[Signature]
Responsible University Administrator

[Signature]
Responsible University Officer

Date

6/20/13

06/11/2013

REVIEWED BY:

[Signature]
Director of Compliance

Date

7/9/13

10-7-13

APPROVED:

[Signature]
President

Date

10/10/13