



# Administrative Procedure

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Effective	3/9/89
Supercedes:	
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**Subject:** INFORMATION TECHNOLOGY PROCUREMENT APPROVAL

1.0. PURPOSE:

To ensure that information-technology procurements are based on informed decisions: that they take into account (a) the University's strategic plans for information resources, (b) the nature of support that can be provided for the purchase, and (c) the University's data communications networking standards and protocols.

2.0. ORGANIZATIONS AFFECTED:

All organizational units of the University, including auxiliary organizations.

3.0. REFERENCES:

- 3.1. Office of the Chancellor Executive Order, Number 447, Subject: Information Resource Management Program.
- 3.2. State University Administrative Manual (SUAM), Section 2400, Subject: Purchase, Sale, Lease and License of Personal Property; Section 2441, Subject: Electronic Data Processing (EDP) and Telecommunications Acquisitions; Section 2442, Subject: Procedures for EDP Procurement; Section 2444, Subject: Communications Equipment; Section 2500, Subject: Service Contracts.

4.0. POLICY:

- 4.1. Delegation of Authority--As provided for in Executive Order 447, the President has been delegated approval authority for information technology purchases which are under \$100,000 in cost. This authority has been delegated to the Vice President for Information Resources Management who serves as the campus Information Resources Management Program Designee. In addition, either Assistant Vice President for Information Resources Management has been delegated approval authority for purchases under \$10,000 and serves as Information

**Approved:**

**Date:**

Resource Management Program Delegate. Generally, either Assistant Vice President will only exercise approval when the Vice President is not available. The authority for technically oriented review by the Vice President for Information Resources Management will in no way supersede or negate the procurement policy oriented review of the Vice President for Operations, the Associate Vice President for Operations, or the Director of Procurement and Support Services. General fund procurements over \$1,000 and under \$100,000 require formal review and approval.

- 4.2. General Fund Procurements Under \$1,000--Review of Information Technology procurements which use general funds is required. However, this review is advisory in nature, and no formal approval is required.
- 4.3. General Fund Procurement over \$1,000 and under \$100,000--Review of Information Technology procurements which use general funds require formal review and approval.
- 4.4. Procurements Over \$100,000--Projects which exceed \$100,000 in total cost are first approved at the campus level by the Information Resources Management Program Designee. Requests are then forwarded to the Purchasing Office for processing and submittal to the Office of Computing and Communications Resources (CCR) for review and approval. Once approved by CCR, procurements which exceed \$100,000 in value will be conducted or supervised by the Department of General Services. The program designee is responsible for coordinating procurements valued over \$100,000 when such procurements have been delegated to the campus.
- 4.5. Procurements Which Limit Competitive Bidding--All noncompetitive or limited competitive information-technology procurements are subject to the same procedures as all other procurements, except that they must be approved by the President. The President has delegated approval authority for projects which have a total cost of less than \$10,000 to the Associate Vice President for Operations. For purchases of more than \$10,000, where the President is unavailable to review these procurements because of special circumstances, the Vice President for Operations will have approval authority. To ensure technical accuracy, justifications for procurements which limit competitive bidding must be approved by the Vice President for Information Resources Management. The technically-oriented review of the Vice President for Information Resources Management will in no way supersede or negate the procurement-policy-oriented review of the Vice President for Operations or the Associate Vice President for Operations.

- 4.6. Non-General Fund Procurements--All non-general fund procurements, including those of all auxiliary organizations, are subject to review. However, this review is advisory in nature, and no formal approval is required.
- 4.7. Further Delegation--Project approval authority cannot be further delegated by either the Information Resources Management Program Designee or the Information Resources Management Program Delegate. Approval of limited competitive procurement cannot be further delegated by the Associate Vice President for Operations or the Vice President for Operations.
- 5.0. DEFINITIONS:
  - 5.1. Information Technology Procurements Requiring Approval--All computing, media, and telecommunications-related purchases defined in the broadest sense greater than a total single cost of \$1,000. Maintenance and other contracts for services, such as consulting, are also included. All media equipment, such as projectors, video cassette recorders and television equipment are included. Supplies, such as printer ribbons and diskettes, up to a total single purchase cost of \$1,000, are excluded from this policy. (Examples are provided in Appendix 8.3.: Examples of Purchases.)
  - 5.2. Information Technology Procurements Requiring Review--All computing, media, and telecommunications-related purchases defined in the broadest sense up to a total single purchase cost of \$1,000. Supplies, such as printer ribbons and diskettes, up to a total single purchase cost of \$1,000, are excluded from this policy. (Examples are provided in Appendix 8.3.)
  - 5.3. IRM Procurement Approval Form--The IRM Procurement Form is the vehicle by which review and approval is indicated. The IRM Procurement Approval Form is attached to the Purchase Requisition for all information-resource-related procurements.
  - 5.4. Limited Competitive Bidding Request Form--A Limited Competitive Bidding Request form is the document, following University format, which clearly demonstrates that a specific brand or trade name is the only one which will properly meet the needs of the campus.
  - 5.5. Purchase Requisition--The standard Purchase and Campus Stores Requisition form (Form 42) of the University.

6.0. RESPONSIBILITIES:

6.1. The President will:

- 6.1.1. Appoint the Information Resource Management program designee and delegates as Executive Order 447 requires.
- 6.1.2. Maintain a current record identifying the campus program designee and campus program delegates as Executive Order 447 requires.
- 6.1.3. Approve all Limited Competitive Bidding Requests for information-resource-related procurements which exceed \$10,000 in total value.

6.2. The Vice President for Information Resources Management will:

- 6.2.1. Serve as the Information Resources Management Program Designee.
- 6.2.2. Approve information-resource-related procurements which have a total cost less than \$100,000.
- 6.2.3. Review and approve projects which exceed \$100,000 and submit them to the Purchasing Office for processing to the Chancellor's Office.
- 6.2.4. Ensure that all units are provided with adequate guidance and assistance in the development of IRM related procurements.
- 6.2.5. Consult with the Vice President for Academic Affairs on any purchase that may have a significant effect on the University's instructional program.
- 6.2.6. Consult with the Vice President for Student Affairs on any purchase that may have a significant effect on the University's Outreach and Educational Equity Administration, Educational Support Services, and Student Services and Advocacy programs.

6.3. Either Assistant Vice President for Information Resources Management will review and approve procurements under \$10,000 whenever the Vice President is not available.

6.4. The Vice President for Operations will approve all information-resource-related procurements over \$10,000 which limit competitive bidding in the absence of the President.

- 6.5. The Associate Vice President for Operations will approve all requests to limit competitive bidding which do not exceed \$10,000 in total value when the Vice President for Operations is temporarily unavailable to review them.
- 6.6. The Director of Procurement and Support Services will:
  - 6.6.1. Ensure that records of approved procurements are maintained for post-audit purposes.
  - 6.6.2. Ensure that all information-technology procurements comply with State and campus policy.
  - 6.6.3. Review all requests which limit competitive bidding.
- 7.0. PROCEDURES:
  - 7.1. Requesting Units will:
    - 7.1.1. Consult with appropriate Information Resources Management personnel (the Director of Administrative Support Services for administrative purchases and the Director of Academic Technology Support for instructional purchases), as necessary, before preparing procurement documents.
    - 7.1.2. Prepare a purchase requisition and the Information Resources Management Procurement Approval form. A separate Information Resources Management Procurement Approval form must be attached to each purchase requisition.
    - 7.1.3. Prepare a Limited Competitive Bid Request form, if applicable. Separate justifications must be prepared for each item when limited competitive bidding is being requested.
    - 7.1.4. Obtain unit level approval for purchases. Limited competitive bidding justifications must also receive separate unit level approval.
    - 7.1.5. Submit all forms to the Office of the Vice President for Information Resources Management.
  - 7.2. The Vice President for Information Resources Management will:
    - 7.2.1. Have each Information Resources Management Procurement Approval form reviewed by the appropriate IRM staff following internal operating procedures.

- 7.2.2. Have each Limited Competitive Bidding Request reviewed by IRM staff.
- 7.2.3. Indicate approval of the Information Resources Management Procurement Approval form by signing and dating the form.
- 7.2.4. Indicate approval of the Limited Competitive Bidding Request by signing and dating the form.
- 7.2.5. Record approved purchases.

7.3. The Procurement Office will:

- 7.3.1. Review the Purchase Requisition, Information Resources Management Procurement Approval form, and Limited Competitive Bidding Request form for authorizing signatures. (These signatures must be originals and not reproduced by xerographic or other means.)
- 7.3.2. Return information resource related purchases which do not have appropriate approval to the originating department.
- 7.3.3. Submit Limited Competitive Bidding Requests to the Director of Procurement and Support Services regardless of monetary amounts.
- 7.3.4. Process approved requisitions according to policies and procedures.

8.0. APPENDICES:

- 8.1. Purchase and Campus Stores Requisition, Form 42.
- 8.2. Information Resource Procurement Approval (Revision to existing form in process).
- 8.3. Limited Competitive Bidding Request (in development).
- 8.4. Examples of Information Technology Purchases.