

Simmons University Department Technology Procurement Policy

Introduction

This policy is a subset and in accordance with the [Simmons University Purchasing Policy](#). It is intended to clearly outline the procurement process for any type of technology purchase at Simmons University.

The Simmons Technology Department is responsible for the purchasing, maintenance, replacement, and upgrade of all software and technology endpoints used on campus for faculty and staff. Faculty and staff are required to consult with the Technology Department for all software and hardware needs. This consultation process ensures all purchases comply with campus standards including information security, accessibility standards, and compatibility with campus systems.

Procurement Process

All technology purchases, whether made with credit card, invoice, etc., must follow the process outlined below:

- 1) Submit your request via the Technology Procurement Request form found on the Simmons Technology website: <http://servicedesk.simmons.edu/getsupport/techpurchase>
 - a) Keys to a successful purchase submission:
 - i) Be sure funding is available and approved.
 - ii) If you have an approved capital project, you will need to work with Technology to discuss an RFP and timeline.
 - iii) Provide a clear, concise written summary of what problem you are trying to solve and what the purchase is expected to deliver.
 - iv) Explain what viable alternatives may exist.
 - v) Share all available documentation.
 - vi) Identify any critical deadlines that might be associated with the procurement.
- 2) Upon receipt, Technology will review the request for system compatibility, information security, and accessibility standards. The request will also be reviewed to check if there is already a solution in our current system or any other alternatives. Open communication will be needed between the requestor and the technology reviewer for questions. Additionally, the Technology Department will work with Finance to determine if the software should be funded by the Technology Department or the requestor's department.
- 3) The Simmons Technology Department is responsible for funding the annual maintenance of all software used university-wide. There are exceptions in which a department may purchase and manage the software on their own, however, it is required for the department to consult with Technology to make this determination before making the purchase. Prior authorization from Technology is required for all technology purchases and commitments, including those made with a credit card.

- 4) Once the determination has been made, the requestor will be notified if the software is approved and if Technology needs to complete the purchase or if the purchase can be made by the requestor's department.
- a) **Technology purchase:** Technology will purchase the software and charge to the determined budget. Upon receipt, the item(s) will be configured, delivered, installed, and tested by the Technology department.
 - b) **Departmental purchase:** The individual should follow the university's [purchasing policy](#). To provide verification that the item was reviewed by Technology, the Service Desk ticket number must be provided in the memo entered as IR-XXXXXXX. If it is a recurring charge on a purchasing card, use the same number each month. If the item is a trackable asset, Technology will reach out to the individual after delivery to collect all necessary data and install the asset tag.

Funding

All technology purchases greater than \$5,000 must be reviewed as part of the budget cycle as either a capital or new initiative project. Purchases will be reviewed at this time for cost, however upon approval the requestor will still need to submit a Technology Procurement Request form and work with Technology on the RFP process. The department is responsible for budgeting for any purchases under \$5,000 in their operating budget.

Standard Peripherals

The following peripherals are approved standards which departments can purchase through Zones *without* consultation from the Technology Department:

- Webcam
- Headset
- Mouse
- Keyboard

This can be done by "Connecting to supplier website" when creating a requisition in Workday ([instructions here](#)). If an approved peripheral is purchased by a department for a specific employee, the item will stay in the department even after that employee leaves. It does NOT need to be returned to the Technology Department.

Special requests for a particular product that is not found on the Zones standard peripherals page must go through the technology procurement process for approval.

Technology Endpoints

Technology centrally manages and funds the allocation and replacement of all endpoint devices that are owned by Simmons University, including desktop computers, laptop computers, thin clients, tablet devices, and [mobile devices](#). Endpoint hardware is allocated to individual faculty and staff based on job function needs and will be replaced on a cycle determined by the offices of the Chief Financial Officer and the Provost based on academic need, financial resources, and the university's strategic plans. When an employee leaves Simmons, their endpoint devices must be returned to Technology.

Please refer to the [Simmons University Technology Endpoint Guidelines](#) for more information.

Technology Discounts

All Simmons University staff and faculty are eligible for discounts on technology such as computers and software through various vendors. Visit the [Simmons Technology Discount page here](#). Please note that all software purchases using these discounts must be installed on your personal computer, NOT Simmons-owned property. The Technology Department can serve as a resource for recommendations for software or hardware for personal use, if needed.

Accessibility

All software purchases must follow the Web Content Accessibility Guidelines (WCAG), specifically WCAG 2.0 Level AA. It is imperative that the university meets these standards which is why the Technology Department must review each software request prior to purchase or commitment.

Additional Resources

- [Simmons University Purchasing Policy](#)
- [Simmons University Technology Endpoint Guidelines](#)
- [Simmons University Mobile Device and Subsidy Policy](#)
- [Workday Procurement Training: Creating Requisitions - Step by Step Guide](#)
- Accessibility Policy (coming soon)

Contact the Technology Service Desk with any questions at 617-521-2222.