HSCEP OP: 56.20.01, Information Technology Procurement Review

PURPOSE: The purpose of this policy is to establish procedures and guidelines for the procurement of technology.

REVIEW: This HSCEP OP will be reviewed on December every odd year by the Managing Director of Finance in Information Technology (IT) at Texas Tech University Health Sciences Center El Paso (TTUHSC EP).

POLICY/PROCEDURE:

1. Introduction

With the increased deployment of Information Technology resources at TTUHSC El Paso, the Institution must strategically review IT purchases to ensure they are consistent with the direction of the institution in order to meet cybersecurity and network compatibility requirements to achieve an integrated environment. This policy will not only establish IT procurement procedures but will also enforce the standardization of technology purchases.

2. General Principles

The CIO is the delegated authority for establishing guidelines that both comply with the IT purchasing requirements and needs of the Institution.

Prior to making technology purchases, please review the following:

- In order to standardize hardware, third party applications and video conference equipment utilized by TTUHSC El Paso, review the recommendations below.
  
  Hardware and Third Party Applications Standards – OP 56.30.01
  Institutional Videoconferencing Systems – OP 56.60.01

- Technology products are supported by the Information Technology Department. Hardware and third party application recommendations are based on the ability to provide ongoing support.

- Technology products will not adversely affect the integrity and/or security of the TTUHSC El Paso network. Products that are connected to the network or that access TTUHSC EP data will require pre-approval from the TTUHSC El Paso Information Cybersecurity Office and Networking Section.

3. Procurement Procedure

TTUHSC El Paso Department of Purchasing rules and regulations govern all Institutional purchases, regardless of the procurement method of the purchase or the items purchased. Detailed purchasing guidelines can be found in the Department of Purchasing’s online Procurement Manual.

IT Procurement that requires pre-approval must be submitted to the appropriate approval application or system put in place by the CIO and/or the Information Security Officer prior to submitting the procurement documents to Purchasing or obligating the Institution. For example, an unapproved purchase could
inadvertently cause an IT security, accessibility and or compatibility issue within the TTUHSC El Paso network.

- The CIO and or their designee must approve all technology purchases to include hardware, third party applications which include licenses, publications and subscriptions, and technology related contracts.

- Technology purchases that, when utilized, could affect the normal operation, functionality, and/or security of the TTUHSC El Paso technology environment must also be approved by the CIO, regardless of the cost. Requisitions for technology purchases will be routed to the CIO or his appointed designee for approval.

- Procurement of desktops, laptops, monitors, printers, storage, tablets or any peripherals connecting to TTUHSC EP equipment require a quote from the IT helpdesk prior to submitting a requisition to the purchasing department.

- All network devices, services and maintenance support to include but not limited to servers, switches and routers must be reviewed by the IT Managing Director of Network Operations and procured by the IT department. Contact the IT Managing Director of Finance for this type of purchase and further guidance.

- All IT Cybersecurity products and services will be reviewed and approved by the Information Security Officer. These include but not limited to security hardware and third party applications which include licenses, publications and subscriptions, and technology related contracts. A summary of the review process can be viewed here and the form to initiate the process can be accessed here.

- All IT Classroom technology equipment will be reviewed by IT Classroom Technology Associate Managing Director. To include but not limited to video equipment, digital signage and other miscellaneous classroom IT hardware.