	UNIVERSITY OF DENVER POLICY MANUAL TECHNOLOGY ACQUISITION	
Responsible Department: Information Technology **Recommended By:** Vice Chancellor of Information Technology and Chief Information Officer, Provost, SVC Business and Financial Affairs **Approved By:** Chancellor	**Policy Number** IT 13.10.040	**Effective Date** 4/4/2023

I.   INTRODUCTION

This Policy establishes the rules for acquisition and use of Technology on University information systems.

II.   POLICY OVERVIEW

A. The acquisition of any Technology by the University, including any department of the University, requires the prior written approval of the Information Technology Department ("IT").

B. IT will identify and publish approved Technology and provide procedures for Technology acquisition.

C. IT may establish requirements for tracking the University's Technology assets that are in addition to, and more stringent than, the requirements of other University policies (*See e.g.* University Policy FINA 2.30.050 – *Property Control).* .

D. IT will make available lists of approved Technology on each of the Software Catalog (For software Technology) and the **Computer Procurement portal** (For hardware Technology).

1. Faculty and staff may acquire and use Technology that appears on the applicable approved list.

2. If a faculty or staff member wants to use a Technology that does not appear on the applicable approved list, the faculty or staff member must submit a request to the Technology Solution Center for evaluation of the Technology and its business requirements. This process applies to hardware, licensed software applications, shareware, freeware, trial programs, and other

software. The Technology Solution Center will evaluate requests and update the approved technologies list on an as-needed basis.

E. Only approved Technologies can access University networks and systems. (*See* Policy IT 13.10.010 – *Use of Computer Networks and Systems*)

F. The **Technology Solution Center** may make an exception to this Policy for specific faculty or staff members.

III. PROCESS OVERVIEW

A. <u>Software installations</u>. All installations of software on University equipment must be reviewed and approved by the University Information Technology division ("IT") prior to installation.

B. All prospective Technology purchases must meet the following requirements:

1. <u>Hardware Procurement</u>:
  a. The **Computer Procurement** portal shall be used to order new computers. The Procurement portal features a variety of standard computer configurations.
  b. Audio Visual technology for learning and collaboration spaces shall be purchased through the request form within the <u>Digital Media Services</u> webpage.
  c. Hardware included within this Policy cannot be purchased using a purchasing card ("P-card"). (*See* University Policy FINA 2.10.034 – *P-Card*). *See* Section IV (Definitions) below for a definition of hardware included within this Policy.
  d. Computer procurement outside of the listed standard configurations requires IT approval.
  e. While peripherals and computer accessories such as monitors, keyboards, mice, and webcams are excluded from this Policy, IT recommends the purchase of such hardware using the computer procurement portal or from DU Bookstore.

2. <u>Software Acquisition</u>:
  a. All software acquisitions must be reviewed for competitive bidding requirements. *See* University Policy FINA 2.10.033 – *Procurement.*
  b. All new software acquisitions (including free and trial) and purchase of additional modules for existing software shall be initiated through the Technology Solution Center. It is a condition to the acquisition of any new software that the Technology Solution Center confirm that there is not existing IT-supported software that could be used for the stated purpose.
  c. All software acquisitions shall go through a Technology and Security Review facilitated through the <u>Technology Solution Center.</u> All software

above five thousand dollars ($5,000) or that capture, store, or process institutional data (as determined by the Technology Solution Center) shall go through a review of vendor terms and conditions. Only specific authorized agents of the University can agree to terms and conditions or enter into contractual agreements on behalf of the University. *See* Policy FINA 2.10.030 – *Limits of Authority*.

C. Standard, approved Technology, and services

1. IT will establish and maintain a list of published, approved computer Technology, acceptable standards, lists of approved software, and approved vendors.

2. The IT website will contain appropriate instructions, forms, and information for the purposes of acquiring Technology resources.

3. For a Technology that is approved through Technology Review:

   a. The unit or department obtaining such approval does not need to submit for re-approval for a renewal/future acquisition of such approved Technology.

   b. If a different unit or department desires to utilize an approved Technology (*other than* an approved Technology for which IT has an enterprise license as noted in subparagraph c below), a Technology Review nevertheless is required to determine:

      (i) if further consideration is necessary for integration with existing infrastructure, and/or
      (ii) if there may be potential cost savings because of such expanded use.

   c. For any approved Technology for which IT has obtained an enterprise license for the University:

      (i) IT will review such approved Technology, and its applicable terms and conditions, at the time of renewal; and
      (ii) a unit or department need not go through a Technology Review to utilize such approved Technology.

4. Approved Technology that costs five thousand dollars ($5,000) or more must be purchased with a purchase order. Software purchases less than five thousand dollars ($5,000) will require approval of the Technology Solution Center before being processed via a P-card.

5. No Technology may be purchased with personal funds to be reimbursed

by the University.

D. Non-standard Technology and services

    1. If a new Technology or service is not listed on the published list from IT, it is non-standard.

    2. Requests for non-standard business operations Technology and academic Technology must be made through the Technology Solution Center.

    3. Any request for purchasing or licensing new software must be approved through IT governance process and security review process. *See IT Third-Party Security Management Policy for more details.*

    4. Requests for non-standard hardware must be made through the Technology Solution Center or using the *Computer Quote* for University Faculty and Staff form and must be approved by IT.

    5. Non-standard Technology may not be supported by IT. Before purchasing non-standard Technology, the purchaser must identify the source of support for the Technology being purchased. An IT security review is required for non-standard Technology not supported by IT.

    6. While purchase of non-standard Technology is allowed, such purchases should be minimized as much as reasonably possible. The purchase must be justified by the existence of special circumstances that require it.

    7. All new enterprise solutions or Technology purchases must be reviewed for the competitive bidding process.

    8. Non-standard software that costs five thousand dollars ($5,000) or more must be purchased with a purchase order. Software purchases less than five thousand dollars ($5,000) will require approval of the Technology Solution Center before being processed via a P-card.

    9. No Technology may be purchased with personal funds.

E. Technology Review. All Technology must be reviewed for security, digital accessibility, and other compliance. Enterprise Technology must also be user tested for digital accessibility before the Technology is acquired.

F. Technology for Institutional Data. All Technology and services that collect, store, or process institutional data must also be reviewed for security, and other compliance.

G. Budget Request and Tracking

    1. All Technology requests that will impact multiple units, should be a joint budget request by IT and stakeholder units. Contracts and budget for such enterprise Technology shall be managed and maintained by IT.

    2. Exception Approvals. The Vice Chancellor for Information Technology and Chief Information Officer is authorized to approve IT purchases according to the University Policy FINA 2.30.010 - *Limits of Authority.*

H. Vendor Reviews: The University shall review performance by suppliers of Technology in advance of contract renewals for the benefit of the University in terms of cost, service, and reliability. These performance reviews are generally conducted annually by IT and Technology representatives from other University committees or taskforces. Vendor performance will be evaluated in several categories, including but not limited to cost, reliability, security, service times and performance, and acquisition time.

IV. DEFINITIONS

A. "SaaS" means "software as a service" and is a method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.

B. "Technology" – for purposes of this Policy, Technology means:
    1. IT infrastructure related (e.g., IP, switches, routers, servers, etc.)
    2. Computer (desktops, laptops, servers etc.)
    3. Mobile devices (e.g. iPads, iPhones, Android Phones, 2-in-1s, Convertibles etc.)
    4. External storage devices (e.g. thumb drives or "flash drives", memory cards, portable hard drives, NAS, optical storage)
    5. Any computer accessories with associated software that collect data or have AI capabilities (e.g., webcams such as Meeting Owl)
    6. Networked printers, copiers, and fax machines
    7. Data security or physical security-related technologies (e.g., application access control software, etc.)
    8. Life safety devices (e.g., emergency notification, etc.)
    9. Devices monitoring critical device or infrastructure (e.g., fire detection monitoring, video cameras, etc.):
    10. Building control systems (e.g., HVAC, door access card readers, elevator controls, etc.) to be connected to a University network
    11. Any software to be installed on University wired or wireless network or computer system, including, but not limited to, spreadsheets and presentation software applications, as well as programs specific to a department or function (e.g., anti-malware, project management, productivity software)

12. Any software subscription or SaaS-based software
13. Audio Visual technologies for learning and collaboration spaces
14. Consulting related to the categories noted above.

V.   RESOURCES

A. University Policy FINA 2.10.033 – *Procurement*

B. University Policy FINA 2.10.034 – *P-Card*

Revision Effective Date	Purpose