OKLAHOMA CITY
COMMUNITY COLLEGE

NO. 9003   ACQUISITION OF IT HARDWARE, SOFTWARE AND SERVICES

1.0   POLICY STATEMENT. Oklahoma City Community College ("OCCC") purchases Information Technology (IT) hardware, software, and services to support the mission and vision of the institution. This policy informs employees of their responsibilities regarding the purchase or acquisition of IT hardware, software, or service(s). Pursuant to this Policy, review and approval from Information Technology Services (ITS) is required prior to OCCC acquisitions of hardware, software, and technical services. The purpose of ITS review and approval is to help ensure that newly acquired resources are compatible with existing systems and that they may be installed, implemented, and managed in the existing OCCC IT environment.

2.0   EMPLOYEE AND/OR DEPARTMENTAL RESPONSIBILITIES. Any OCCC employee or campus entity interested in purchasing or acquiring hardware, software, or IT service(s) listed below in Sections 2.1 through 2.8 is required to submit an ITS Hardware, Software or Service evaluation request and obtain ITS approval before entering into an agreement with a vendor to purchase and/or use such items either remotely or locally –

2.1   Any hardware, software, or service not currently supported by ITS but requiring IT support or resources during initial implementation or any time thereafter.

2.2   Hardware or software that will be installed in/on a system that is currently supported by OCCC ITS.

2.3   Software, especially multi-user software that requires ITS networking, programming, or system administration expertise to configure and/or operate.

2.4   Any system or service that requires a locally hosted server and/or database.

2.5   Lab or departmental hardware or software of any type that will require configuration by and resources of OCCC ITS.

2.6   Systems or services that require an interface to OCCC enterprise systems (such as Colleague) regardless of where such systems are physically located or managed. Required interfaces to enterprise systems typically take the form of file extracts, dynamic web services, and APIs, among other types.

2.7   Systems or services that will store or process protected OCCC data (data governed by regulations/laws such as FERPA, HIPAA, etc.).

2.8   Systems or services that will process electronic payments.

If approved, ITS may require contract revisions to meet its standards.

3.0 COMPLIANCE.

    3.1   Any member of the campus community who does not follow and abide by this policy will not be supported by ITS and may be prevented from operating or using hardware, software, or service(s) not acquired in accordance with this policy.

    3.2   Compliance with this policy does not guarantee future ITS support of the hardware, software, or services under consideration (e.g. product uses software that is no longer supported by vendor/manufacturer).

    3.3   All software and hardware purchased or used must comply with regulatory and legal requirements. Under no circumstance may copyright or other legal requirements be violated

4.0 TECHNICAL SUPPORT. Depending on the situation, ITS may be required to acquire equipment or services to implement or install the requested Hardware/Software/Service. In this situation, any costs associated with implementation or installation may become the responsibility of the requesting department or unit.

5.0 ACQUISITION AND ANNUAL COSTS. Departments will be required to secure funding for all acquisition costs, as well as recurring maintenance fees, licenses, upgrade fees, etc. related to supporting hardware, software or services after implementation.

Adopted: October 26, 2021
Effective: May 10, 2023