Columbian College of Arts & Sciences
THE GEORGE WASHINGTON UNIVERSITY

COMPUTER HARDWARE AND SOFTWARE PROCUREMENT & COMPLIANCE POLICY

Policy Statement

Faculty, staff, and students within the Columbian College of Arts and Sciences' (CCAS) departments and programs must coordinate all computer hardware, peripherals, and software purchases used for teaching, research, and all other purposes with the College's Office of Technology Services (OTS) *before* purchasing. Any purchase not previously reviewed and authorized by OTS will result in limited hardware support, or rejection of the procurement expense, or must be returned to the original vendor. Depending on the hardware type, unapproved purchases will also result in access not being granted to GW resources, including authorized systems, networks, software, or University services.

Policy Context and Purpose

The purpose of this policy is to provide consistently high-quality, reliable, IT service and support within the Columbian College in terms of an acquisition, security, IT service labor, and planned lifecycles.

Sourcing

The University maintains several strategic sourcing contracts with local and national IT vendors. Primarily, OTS maintains close relationships with Apple and Dell. These agreements often change on an annual basis and may provide greater or lesser benefit than previous fiscal years. As such, OTS is responsible for maintaining a comprehensive knowledge of these agreements and leveraging them for the benefit of the College. OTS conducts regular source selection reviews and bids projects as necessary for hardware and services not covered by a University-level agreement.

Efficiency

Centralized IT procurement within CCAS ensures that the College is receiving the best pricing and not duplicating existing hardware and software resources. OTS has agreements in place with vendors to provide next business day support for hardware/software issues that are unable to be solved internally. In addition, standardizing hardware reduces the total time between purchase and installation and reduces IT service time and expense over the lifetime of the IT resource. Lastly, standardizing on specific hardware and software models/versions allows OTS to ensure full compliance with University security policies and procedures.

Compliance

GW maintains several enterprise systems with varying system requirements. OTS is responsible for maintaining the College's compliance with the University's computer hardware and software acquisition policy (see policy.gwu.edu for more details) and ensuring compatibility with enterprise systems. OTS reserves the right to reject access to GW resources if computing equipment and supporting devices do not meet the security compliance requirements in place. This includes anti-virus software managed by CCAS, operating systems patched with the latest security requirements, and enrollment in CCAS endpoint management systems for Linux, MacOS, and Windows. All other instances not meeting the above requirements are subject to approval (see Custom Workstations/Instrument Workstations).

Software Licensing

The Columbian College manages and maintains software licensing with over 20 vendors. All software agreements inside of CCAS are subject to different terms and agreements. The majority of software provided from the Columbian College can be accessed virtually and installed on a University-owned asset. A University-owned asset must be procured in compliance with all procurement policies and procedures and must be used solely for university business. Anything outside of this scope is unable to receive licensing from CCAS, per the agreements in place with many of the software vendors. Violation of these enterprise software license agreements can result in permanent forfeiture of software licenses and installations, excess fines, or legal action.

Custom Workstations/Instrument Workstations

All workstations that do not meet the standard compliance requirements will be deemed custom workstations. Before acquiring any custom workstations, direct approval is required from OTS ensuring that all specifications/requirements are documented and procedures are set in place to determine whether or not it can be supported on the trusted GW networks. In order to protect the University and its constituents, OTS will work to ensure security policies are implemented and will not hinder research.

Who Approved This Policy

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For more information on IT procurement, visit:
ots.columbian.gwu.edu/procurement