COMPUTER HARDWARE AND SOFTWARE PROCUREMENT POLICY

Policy Statement

Faculty, staff, and students within the Columbian College of Arts and Sciences’ (CCAS) departments and programs must coordinate all computer hardware and software purchases with the College’s Office of Technology Services (OTS). Any purchase not previously reviewed and authorized by OTS will be rejected by finance approvers and/or subsequently denied IT service by OTS.

Policy Context and Purpose

The purpose of this policy is to provide consistent high quality IT service and support at the lowest cost to the College in terms of acquisition, IT service labor, and lifecycle.

Sourcing

The University maintains several strategic sourcing contracts with local and national IT vendors. 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 comprehensive knowledge of these agreements and leveraging them for the benefit of the College. For hardware and services not covered by a University-level agreement, OTS conducts regular source selection reviews and bids projects as necessary.

Efficiency

Centralized IT procurement within CCAS ensures that the College is receiving the best pricing and not duplicating existing hardware and software resources. 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.

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), ensuring compatibility of systems with enterprise systems. OTS is also responsible for maintaining compliance with GW Procurement policies and procedures.

Who Approved This Policy

Sean Connolly, Director of Information Technology, CCAS
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For more information on IT procurement, visit: columbian.gwu.edu/ots/procurement