I. PURPOSE & INTENT

The purpose of this Policy is to ensure that information technology resource acquisitions, including renewals, within the University of South Florida System (“USF System”) align with the University and Regional Institutions strategic objectives through standards and review processes established by the University Technology Standards Board (UTSB), in order to:

- Provide efficient and effective technology system operation by ensuring that acquisitions are compatible with the current and planned technology infrastructure at USF.
- Obtain the most cost effective information technology resource solutions for USF.
- Enhance end-user experience through efficient and effective acquisition processes.
- Protect the institution from security threats and vulnerabilities.

II. APPLICABILITY & AUTHORITY

This Policy applies to all acquisitions of IT resources made by all entities and funding sources at the USF System, including all campuses, auxiliaries, component departments and division, grants, and any other units. Examples of IT resources under the scope of this Policy include but are not limited to the following:

- Desktops, laptops, notebooks, and tablets
- Copiers, printers, and scanners
- Personal storage devices
This Policy supplements existing purchasing policies for those IT resources under its scope. It does not replace any existing purchasing policies or procedures. For more details on purchasing Policies and standards visit the Purchasing Services website.

III. DEFINITION OF TERMS

A. Information Technology Resource (IT Resource): A resource used for electronic storage, processing or transmitting of any data or information, as well as the data or information itself. This definition includes but is not limited to electronic mail, voice mail, local databases, externally accessed databases, CD-ROM, recorded magnetic media, photographs, digitized information, or microfilm. This also includes any wire, radio, electromagnetic, photo optical, photo electronic or other facility used in transmitting electronic communications, and any computer facilities or related electronic equipment that electronically stores such communications.

B. Acquisition: For the purpose of this Policy the term acquisition includes IT Resources purchased regardless of method of purchase (e.g. payed in full, leased, financed, etc.) constructed, acquired by gift, donation, or payment of a nominal sum which is not reflective of the assets' true market value.

IV. PROCESS STEPS

A. Involving Information Technology

USF System units considering information technology resource acquisition (within the scope of this policy) and are planning to engage in negotiations or evaluations (such as an Invitation To Negotiate or Requests for Proposals) are required to engage the appropriate Information Technology organization as early as possible in the process of determining the appropriate IT

- Software
- Audio/visual equipment
- Network equipment
- Technology consulting services
- Other IT resources as defined on ISSP-022, IT Resource Purchasing Standards and Thresholds

• Other IT resources as defined on ISSP-022, IT Resource Purchasing Standards and Thresholds

This Policy supplements existing purchasing policies for those IT resources under its scope. It does not replace any existing purchasing policies or procedures. For more details on purchasing Policies and standards visit the Purchasing Services website.
resource solution. This will provide seamless operation through compatibility with the technology infrastructure at USF.

B. **Software Application Acquisition**

**ISSP-017, Application Owner and Vendor Questionnaire**, must be completed for software acquisitions and contract negotiations meeting any of the criteria listed in **ISSP-022, IT Resources Acquisition Standards and Thresholds**. Additional documentation, such as a copy of the vendor’s SOC 2 report, may also be required if the application includes Personally Identifiable Information, PII (as defined in **USF System Policy 0-501**) or other Restricted Data (as defined in **ISSP-001, Sensitivity and Criticality of Data**).

Completion of the questionnaire allows Information Technology to ensure the following:

1. The confidentiality, integrity, and availability of the data is maintained;
2. appropriate IT system units and functional units are notified prior to the start of the project and are allowed to provide feedback;
3. approvals are secured from the appropriate data owners; and
4. work on data interfaces is appropriately identified and prioritized according to the relevant governance processes

All applications being put in production that require user login and password for access must be equipped and designed to use NetID credentials. Exceptions can be granted on a case by case basis.

C. **Standard Acquisitions**

Standard acquisitions, as outlined in **ISSP-022**, may proceed in accordance with USF System Regulations and Policies. The Vice President for Information Technology in conjunction with the University Technology Standards Board shall review and modify the list of Standard Acquisitions as deemed necessary.

D. **Non-Standard Acquisitions**

Non-standard IT resources, as outlined in **ISSP-022**, must be reviewed and approved by the Office of the Vice President for Information Technology or their designee prior to the acquisition.
E. Disability Accommodations

All IT Resources are subject to accessibility requirements and minimum web access standards as set forth in USF System Policy 0-108 Disability Accommodations. IT Resources acquired by IT will be evaluated for accessibility prior to acquisition in accordance with the USF System Policy. The USF System will evaluate and strive to implement emerging technologies related to accessibility.

*Current Responsible Office: Information Technology

*Refer to the appropriate Responsible Office website for a current name of the Vice President or other Responsible Officer.