I. PURPOSE AND INTENT

- The goal of this Policy is to ensure that information technology resource acquisitions, including renewals, within the University of South Florida System (USF System) wide, align with standards and review processes established by the Vice President for Information Technology through the University Technology Standards Board. The University of South Florida is comprised of separately accredited institutions. In order to:

  - Provide seamless operations effort and functionality through interoperability between institutional technology systems. 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 functionality experience through efficient and effective infrastructure acquisition processes.

  - Protect the institution from security threats and vulnerabilities.

  - Ensure differentiating strategic mission objectives are recognized and addressed throughout the USF System and campuses.

  - Ensure the accessibility of electronic and information technology for individuals with disabilities as required by the Americans with Disabilities Act, Section 508 of the Rehabilitation Act and Florida Statute Chapter 282, Part III, Accessibility of Information and Technology.

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 whereby the cost of such purchase or the

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1 USF System Policy 0-512, Information Technology Governance Structure
development shall exceed minimum defined thresholds as identified herein. Organizations with extraordinary missions may be exempted by the University Vice President for Information Technology from portions of the acquisition procedures. 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
- Software
- Audio/visual equipment
- Network equipment
- Technology consulting services
- 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, http://www.usf.edu/purchasing.

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 purposes of this Policy the term acquisition includes IT Resources purchased, 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 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**

Acquisition of IT Resources requiring disability accommodations will be handled in accordance with USF System Policy 0-108 Disability Accommodations (Public/Employees/Students).

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III. RESPONSIBILITIES

Organizations and individuals shall adhere to the technology acquisition policy and procedures established, published and maintained by the University Vice President for Information Technology through the University Technology Standards Board (UTSB).

The University Technology Standards Board (UTSB) shall be comprised of key technology leaders from all campuses and shall be named and chaired by the University Vice President for Information Technology. The group will establish, maintain, and publish University System-wide standards each year, or as necessary, which shall provide guidance for standard acquisitions. The UTSB will, at the direction of the Vice President for Information Technology, review requests for exceptions to standard acquisitions.

IV. THRESHOLDS

Purchases of technology established as a standard by the UTSB may proceed without further approval unless other established thresholds make the purchase subject to approval. Purchases through the USF Computer Store and authorized by the UTSB may be processed directly through the Store without further approval unless other thresholds require approval. All other purchases of technology which exceed the following thresholds must be reviewed and approved by the Office of the Vice President for Technology or his designee:

- Software purchases in excess of $1,000 or purchase of a 10 user license pack or greater, or software designated for use in general use classrooms and labs.
- Technology purchases which require construction/renovation for the accommodation of technology (Infrastructure purchases requiring Space Impact Request approval).
- Purchases of Audio Visual and PC equipment for conference rooms and classrooms.
- Non-USF Computer Store standard hardware, network, or communications infrastructure where the cost exceeds $1,000.
- Technology contracts that exceed $5,000.
- Consulting contracts exceeding $5,000.

The Vice President for Information Technology in conjunction with the University Standards Board may, from time to time, modify these thresholds as deemed necessary, providing updated information to the community through the website.

The policies and procedures shall be reviewed at minimal every two years and shall at all times be in compliance with University regulations, policies and procedures; BOG regulations, policies and procedure; and Florida and federal laws.

Authorized and signed by:

Sidney Fernandes, Vice President Information Technology, CIO

Judy Genshaft, President