I. POLICY AND SCOPE

SUNY Old Westbury's Policy No. B-10 *Procurement of Goods and Services* outlines the processes and procedures used to purchase goods and services for the College. Such purchases must meet the College's needs at the lowest possible cost consistent with the quality needed for the proper operation of the various academic departments and administrative offices. In general, purchases should be made in a manner that maximize opportunities and create the best value for each dollar expended.

This policy provides guidelines and outlines procedures for the review, approval and purchase of all technology related goods and services by faculty, staff and administrators of the College, the Auxiliary Services Corporation, the Old Westbury College Foundation, and the Campus Office of the Research Foundation. It applies to the purchase of all information technology (hardware; software; services; cloud or externally hosted systems, software and services using institutional (i.e., New York State operating or capital) or external grant funds (governmental agencies or sponsors).

II. RESPONSIBILITIES

Requests for purchases of technology by faculty, staff or administrators must be coordinated with both the College's Purchasing Office *and* the Information Technology Services (ITS) Department to ensure the reasonableness of the purchase (taking advantage of discounts and economies of scale for large purchases) and its compatibility with the College's technology software, equipment and infrastructure.

The Purchasing Office and ITS, headed by the College's Chief Information Officer (CIO), together are responsible for the review and acquisition of all technology hardware; software; services; and any cloud or externally hosted systems, software and/or services requested by faculty, staff and administrators.

The campus' Research Foundation Grants Management Office is responsible for purchases of technology funded by external grants. Their standards for procurement are based on a combination of sponsor guidelines and College policy. Research Foundation technology purchases may include any software, project specific computer for data analysis, field collection device or hand-held device for project communications.

ITS has a full complement of personnel to assist faculty, staff and administrators in reviewing their technology needs, participating in selection of an appropriate solution, and ensuring that technology solutions integrate with other systems on campus. ITS has standards in place for: technology hardware; software; services; and externally hosted systems, software, and services. These standards ensure all technologies operate effectively with the College's information technology (IT) environment, meet College and SUNY security standards, utilize the best pricing received through consolidation of College and SUNY purchasing power, meet proper licensing agreements, and establish clear expectations for schedule of implementation, support, maintenance, network connectivity, and life cycle replacement.

III. DEFINITIONS

Technology hardware includes, but is not limited to: desktop and laptop computers and peripherals, external storage drives (except thumb drives, CDs/DVDs, smartcards), servers, tablets/PDAs, monitors, printers, copiers, plotters, scanners, projectors, multi-media players, flat panel displays/televisions, fax machines, desk and cell phones, cameras and network devices.

Software includes, but is not limited to, any software application that is loaded on SUNY Old Westbury-owned technology hardware (desktops/laptops/tablets) or used in the cloud. This includes Departmental/Enterprise/Web Application Software which is any software that will be housed on a College server. Usually this type of software is multi-user, but it can also be dedicated for a specific business practice or purpose.

Cloud-based or externally hosted systems include, but are not limited to, any server or storage hosted outside of the College's data center infrastructure.

IV. PROCEDURES

Requests for SUNY Old Westbury IT related purchases requiring the use of New York State operating or capital funds must be coordinated with the Purchasing Office and pre-approved by the CIO or designee within ITS. The Purchasing Office will ***not*** process purchase orders for technology without the accompanying written or electronic approval from the Office of the CIO or designee*.* Technology purchases are ***not*** to be purchased on College-issued P-cards without advance approval from the College's P-Card Program Administrator and written or electronic approval of the purchase from the CIO.

Requests for IT purchases funded by external grants require pre-approval from the Research Foundation Operations Manager (OM) and are subject to Research Foundation purchasing standards, sponsor approval and funding, agency terms and conditions, and the approved scope of work. Any technology that connects to the SUNY Old Westbury network, integrates with other SUNY Old Westbury technologies, or needs ongoing maintenance and support requires pre-approval of the CIO and the OM prior to purchase.

Technology Printer Purchases:

ITS maintains a list of supported printers which are listed on the [ITS Standard Printer Request Form](#) (Exhibit A).To order an approved printer, please use this form and obtain the appropriate signature approvals.

If you do not see your item on the list of supported printers, contact ITS before submitting a request. ITS will review your request to ensure the adequacy of standards, security, interoperability and available support. ITS will also assist you in establishing an implementation schedule and provide approximate costs for your requested purchase.

Software/Desktop/Laptop/Tablet and Cloud Purchases:

ITS also maintains a list of workstations and software applications which can be found on the ITS webpage. To order these software applications, please use the ITS Standard Computer Workstation/Software Request Form (Exhibit B). This form should be routed through appropriate personnel for signature approvals. ITS will assist you in determining the adequacy of support standards, security, and interoperability with other technologies. ITS will also assist you in establishing an implementation schedule and provide approximate costs for your request.

Departmental/Enterprise Software Purchases:

ITS must be included in review of any departmental/enterprise software, whether hosted on a desktop computer or a server. (This includes both fee based and zero dollar provided software.) ITS will review your request to ensure the adequacy of security and support standards, interfaces with other technologies, and licensing compliance. ITS will also assist you in establishing an implementation schedule and provide approximate costs for your request. Contact the Office of the CIO before pursuing any vendor discussions.

Cloud or Externally Hosted Systems, Software and Services Purchases:

ITS must be included in the review of any cloud or externally hosted systems, software and services to ensure that they meet security and support standards, interface with other technologies, licenses are in compliance, schedule of implementation is attainable, etc. This includes both fee-based and zero-dollar provided services. Contact the Office of the CIO before pursuing any vendor discussions.

V. GENERAL INFORMATION REGARDING PROCUREMENT POLICIES

As an entity of the State of New York, SUNY Old Westbury is required to follow SUNY and New York State laws, regulations and guidelines related to procurement of goods or services. Depending on the value and scope of the purchase, there may be advertising and formal bid procedure requirements and participation goals for Minority and Women-owned Businesses (MWBE's) and Service Disabled Veteran Owned Businesses (SDVOB's). A preliminary review by the Purchasing Office will help determine if any of these requirements are applicable to your request and assist the College in meeting its participation goals.

VI. REFERENCES

   A. State University of New York Document No. 7553 – *"Purchasing and Contracting."*
   B. SUNY Old Westbury Policy No. B-10 – "*Procurement of Goods and Services."*

VII. REVIEW AND APPROVAL

This policy was reviewed with the Information Technology Governance Committee and the President's Cabinet.

EXHIBIT A

SUNY OLD WESTBURY

ITS Standard Printer Request Form

Information Technology Services (ITS) maintains an updated list of supported printer models for use at the college. Standardizing supported models enables us to more effectively support and service college printers. Select the model that best fits your department's needs, please fill out the form below, and submit to the Service Desk NAB 0107.

Primary Contact: _____

Department: _____

Phone: (ex 516-876-3098) _____ - _____ - _____

Email Address: _____

Location where printer will be deployed: _____

How many people will be using the printer? _____

Printer Models

◯ **Mid to Large work group B&W** – Dell B3465dn, 50 ppm, 250 sheet tray (15k pages/month, #225-4056).

◯ **Large work group B&W** – Dell B5465dn, 60 ppm, 550 sheet tray (30k pages/month, 300k monthly max #225-4009).

◯ **Mid to Large work group Color** – Dell C5765dnf 45ppm, 550 sheet tray (15k pages/month,110k monthly max, # 225-4627).

◯ **Large work group Color** – Dell C7765DN 35 ppm, 4x560 sheet trays (30k pages/month,153k monthly max, #225-4574).

◯ **Please indicate if a fax line is in use in that location**

◯ **Extra paper tray(s) needed**

Additional requests/requirements/comments:

EXHIBIT B

SUNY OLD WESTBURY

ITS Standard Computer Workstation/Software Request Form

Information Technology Services (ITS) maintains an updated list of supported workstation models for use at the college. Standardizing supported models enables us to more effectively support and service college workstations. Select the model that best fits your needs, please fill out the form below, and submit to the Service Desk NAB 0107.

Primary Contact:

Department:

Phone: (ex 516-876-3098)

Email Address:

Location where workstation will be deployed:

Desktop Workstation

○ Wyse 5030 PCoIP Zero Client, BTX (210-AEMS)

Laptops & Tablets

⊙ **DELL XPS 13 (210-AFLW):** 8GB LPDDR3 1866MHz, 256GB SSD, 6th Gen. Intel(R) Core(TM) i5-6200U (3M Cache, up to 2.8 GHz)

○ **Apple MacBook Pro 13-inch with Retina Display (MF839LL/A):** 2.7GHz Dual-core Intel Core i5, 128GB SSD, 8GB SDRAM

○ **Microsoft Surface Pro 4 (210-AHGX):** I5 6300 2.4ghz processor, 4gb memory, 128gb SSD hard drive

○ **Apple iPad Air 2 Wi-Fi 16GB (BKQ92LL/A)** - Space Gray with Logitec Canvas Bluetooth Keyboard Case

Software

○ Please list software required and purpose (Please, consult the ITS Software List provided):

_____

_____

_____

Note: All Forms can be found on the ITS Webpage.