Central Office Technology Procurement Policy

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Issuing Authority: Research Foundation President
Policy Owner: John Paris
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Reason for Policy

The Research Foundation Information Technology Services Department is responsible for the ongoing maintenance and support costs that are associated with technology purchases (hardware, software, cloud-based services) in support of Research Foundation operations. Because these costs are paid through the Information Technology Services Department budget; the need to ensure compatibility with existing systems; and the need to provide technical support; the procurement of technology products and services needs to be managed and approved by the Information Technology Services Department.

Statement of Policy

This policy applies to all technology products and services owned, used, or operated by the Research Foundation Central Office, regardless of the original source of funding (including indirect cost pool), or intended purpose.

1. All Research Foundation Central Office staff and departments shall route requests for technology-related purchases and services to the Information Technology Services Department via a request through Customer Services (customerservices@rfsuny.org)
2. Upon receipt of a technology purchase request, a Business Analyst will be assigned and will work with designated department staff to define business requirements.
3. The assigned Business Analyst will work with the department to identify technology solutions or services that may meet the defined business requirements. Existing Research Foundation technology solutions and services will be considered as part of this analysis.
4. The assigned Business Analyst will work with the department to identify resources (RFCO or External Technology Resources) that may be required to implement the requested technology or services.
5. If possible and feasible, the assigned Business Analyst and requesting department should obtain temporary licenses to evaluate technology solutions before submission for consideration and approval by the Research Foundations Chief Information Officer.
6. The assigned Business Analyst will work with the department to determine the total cost of ownership of the requested technology product or service, including ongoing maintenance and support costs.

7. The assigned Business Analyst with the requesting department will submit a business justification for all technology solutions or services for consideration and approval by the Research Foundations Chief Information Officer.
8. The approval of the Research Foundations Chief Information Officer or delegate shall be obtained before the procurement of any technology solutions or services.
9. The RF Procurement Policy must be followed in the procurement of all technology solutions or services.

Responsibilities

The following table outlines the responsibilities for compliance with this policy:

Responsible Party	Responsibility
Office of Information Technology Services	- Maintain a Catalog of all technology solutions and services in use by the Research Foundation Central Office. - Assist requestors in defining business requirements for technology solutions and services. - Assist requestors in the evaluation of technology solutions and services. - Assist requestors in drafting business justifications for technology solutions and services - Ensure compatibility of new technology solutions with existing information technology systems and services. - Work with vendor and requesting department to determine appropriate licensing of technology solutions. - With the assistance of the requesting department and counsel, negotiate contract terms and pricing.
Departments	- Work collaboratively with Information Technology Services in defining business requirements for technology solutions and services, including Technology Consultants. - Draft business justifications for the procurement of technology solutions and services.
Chief Information Officer	Provide final approval for the procurement of technology solutions and services.
Finance Office	Provide assistance to departments in the procurement of goods or services ensuring compliance with RF Procurement Policy.

Definitions

Hardware – Hardware is defined as a physical piece of computer or other equipment that utilizes an underlying software or firmware operating system to function or integrates with another piece of computer technology to function. Examples of hardware include, but are not limited to, PC's, tablets, printers, data center hardware, network hardware, telephone products, and conference room related technology products.

Software – Software is defined as any program, application, or applet, that requires installation on a PC, tablet, or other devices.   Software commonly requires a license or licenses for use.   Software typically has associated maintenance and support costs that provide for technical support and upgrades to the software. Maintenance and support costs are usually renewed on an annual basis and are priced as a percentage of the original cost of the software.

Cloud Services – Cloud services are comprised of hardware and software services that are typically offered via subscription type service, requiring a monthly or annual fee to utilize the service. Examples include:

- Infrastructure as a Service (IaaS) - a form of cloud services that provides virtualized computing resources (hardware) over the internet
- Software as a Service (SaaS) - a software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted. SaaS applications are also known as Web-based software, on-demand software, and hosted software.
- Platform as a Service (PaaS) - a form of cloud services that provides customers a complete platform (hardware, software, and infrastructure) for developing, running, and managing applications.

Change History

Date	Summary of Change
9/1/2020	New policy created.