

IT PROCUREMENT POLICY

1 Introduction

1.1 Purpose of Policy /Procedures or Guidelines

The aim of this document is to outline the policy and procedures related to the procurement of IT related goods and services at MMU. The policy aims to ensure that all purchases of these items are subject to a thorough evaluation of all of the implications of the purchase, including support, maintenance, integration with existing systems and the potential impact upon future purchasing decisions.

1.2 Scope

This policy applies to all staff involved in the procurement of IT hardware, software and services within MMU.

1.3 Roles & Responsibilities

The policy will be implemented by IT Services and Finance Division.

2 Policy/Procedure/Guidelines

2.1 Procurement Process

- IT Services shall manage purchasing contracts to ensure best Value for Money in the procurement of all IT related hardware, software and equipment.
- All IT hardware, software and related equipment shall be purchased on behalf of the University by IT Services by using the appropriate IT Services procurement process. All IT orders shall be discussed with the local Campus IT Services Team Leader (or his representative), who will provide advice on procurement related issues.
- No orders will be accepted for IT related hardware and software procured through any other process.
- All requests for purchases of IT hardware, software and related equipment by IT Services must be supported by a valid business case.

2.2 Standardisation

- IT Services shall construct and maintain a list of standard supported hardware and software, which is recommended for use within MMU.
- The list of standard supported hardware and software will form the basis of the purchasing contracts managed by IT Services.
- The list of supported hardware and software shall be reviewed at least annually and shall be published on the IT Services website.
- Any requests for products which are not on the list of standard supported hardware and software shall be subject to a comprehensive evaluation of the business case, taking into account all of the support and maintenance implications and all associated risk factors.

2.3 Governance

- The Head of IT Services or his representative shall countersign all orders for IT related expenditure, once approved by the Campus IT Services Manager.
- Any disputes over any purchasing decision by the Head of IT Services, will be considered by the ICT Strategy Group, whose decision will be final.

2.4 Support

- IT Services shall provide advice and support for all products on the list of standard supported hardware and software.
- IT Services shall negotiate and obtain support and maintenance contracts for all products on the list of standard supported hardware and software.
- The support and maintenance arrangements for non-standard products must be agreed with IT Services before any such products are purchased.
- Full details of support and maintenance arrangements shall be published in the IT Services Service Catalogue.

2.5 Risk

- In evaluating all purchases of IT hardware, software and related equipment, IT Services and the Finance Division shall conduct an assessment of all associated risks, including contractual obligations, on-going financial obligations and any other resource implications.
- All such risks identified through this process shall be documented and shall form a part of the support plan for that equipment.

3 Version Number and Approval Dates

Version	1.1	Author Name & Job Title	Ros Cusack Campus IT Services Manager
Approved Date		Approved by: (Board/Committee)	ICT Strategy Group
Date for Review:			

4 Appendices