

NJMS POLICY

SUBJECT: Information Technology Support Services

TITLE: Procurement of Technology Hardware, Software and Services

CODING: NJMS 20-10-:00

ADOPTED: 1/14/03 **AMENDED:**

I. PURPOSE

To set policy determining the appropriate procedures for procurement of NJMS information technology hardware/software and services including the purchase requisition, fund approval, the purchase order, and inquiries.

II. ACCOUNTABILITY

Under the direction of the Associate Dean and Chief Operating Officer, the Manager of Technology Support Services shall ensure that this policy is enforced.

III. REFERENCES

A.	Requisition Processing	00-01-55-15:00
B.	Consultant Utilization	00-01-55-05:00
C.	Code of Ethics: Hiring Consultants	00-01-10-05:05
D.	Vendor Relations-Service Support	00-01-55-10:00
E.	Solicitation of Bids/Awards of Contracts	00-01-55-20:00
F.	Waiver of Bids	00-01-55-40:00

IV. DEFINITIONS

- A. Information Technology Equipment – Hardware and Software.
- B. Hardware – Desktop computers, laptops, printers, fax machines, copiers, servers, etc.
- C. Software “program property” with exclusive rights to use either by virtue of having leased or purchased, subject to specific legal guidelines outlined in a contract. Examples of standard administrative software are MS Windows, MS Office, MS Visio, MS Project, Macromedia Dreamweaver, Adobe Acrobat, Adobe Photoshop, etc.
- D. Information Technology Services– Vendors or consultants who sell, install, develop or manage hardware and/or software.

V. POLICY

- A. Requirements:

1. The Procurement Specialist shall secure purchasing options for information technology equipment consistent with the needs of the end user and NJMS.
2. All Information Technology purchases in excess of \$400.00 must be submitted through the procurement specialist in the Technology Support Services Office.

B. Responsibilities:

1. Procurement Specialist
 - a) Discusses information technology needs and presents solutions.
 - b) Presents pricing to department via quote.
 - c) Facilitates and monitors purchasing process through delivery and installation.
2. CFO's Finance Officers and/or the Grants and Budget Officers shall verify funds availability before a purchase requisition is processed and ensure that proper signatures have been secured.

VI. PROCEDURES (See Exhibit)

- A. Departments shall contact the Procurement Specialist to discuss information technology needs.
- B. The Procurement Specialist shall prepare quotes online, email the department and inform them of specialized software and/or hardware when available. The department shall review the quote and determine if additional discussion with the Procurement Specialist is needed. If additional discussion is required, either a new quote is prepared or the department is referred to the TSS Manager. After an agreement is reached, the department shall sign the quote and forward it to the Procurement Specialist for signature. The Procurement Specialist shall submit it to the appropriate office for financial signature.
- C. The Procurement Specialist shall identify the expected delivery date and make necessary arrangements for installation in coordination with the Department and Technical Support Services personnel.

VII. EXHIBIT

See attachment.

By Direction of the Dean, NJMS:

Signature on File

Associate Dean and Chief Operating Officer