



Responsible Executive: Senior Vice President for Business Operations and
Chief Financial Officer
Responsible Office: Contracts, Purchasing and Risk Management
Effective Date: October 25, 2022
Last Revised: Not Applicable

INFORMATION TECHNOLOGY PROCUREMENT POLICY

POLICY SUMMARY

All Northern Arizona University (University) stewards and custodians that acquire information technology (IT) products and services must do so within the parameters defined by this policy and accompanying procedures as well as complying with all applicable Arizona Board of Regents and University policies and federal and state laws, rules, and regulations, accessibility regulations and signature delegation authority. This policy establishes the Information Technology Procurement Review framework which requires that these resources are procured in a manner consistent with the University's requirements for safety, data security, data confidentiality, accessibility, and business continuity.

REASON FOR THIS POLICY

This policy and related procedures provide all University community members with specific guidelines for the Procurement of Technology necessary to conduct University academic, administrative, and research activities.

Proper Procurement of Technology will provide for:

- alignment of technology with the university's mission and strategies
- appropriate review and approval of University data use, resources and Technology contracts
- review of Technology Procurements for compliance with Federal ADA requirements and Arizona Board of Regents and University policies that govern accessibility
- an efficient and effective experience for faculty, students, staff, and affiliates when using University systems and services
- evaluation of impacts to other IT systems and business processes
- review of Technology technical requirements
- compliance with guidelines in a higher education setting and other regulatory requirements
- fiscal responsibility of University IT resources by reducing unwanted redundancies
- coordination with pertinent stakeholders

ENTITIES AFFECTED BY THIS POLICY

- Contracts, Purchasing, and Risk Management (CPRM)
- Disability Resources (DR)
- HIPAA Privacy Officer
- Information Technology Services (ITS)
- Human Resources

WHO SHOULD KNOW THIS POLICY

- Americans with Disabilities Act (ADA) Coordinator / 504 Compliance Officer or their designee
- All individuals who use Northern Arizona University Technology

- All University community members that engage in the Procurement of Technology
- Contracts, Purchasing, and Risk Management (CPRM)
- Chief Information Officer (CIO)
- Information Technology Procurement Review Committee (ITPRC)

DEFINITIONS

Accessible: Individuals with disabilities are able to independently acquire the same information, engage in the same interactions, and enjoy the same services within the same timeframe as individuals without disabilities, with substantially equivalent ease of use.

Contract: A written agreement that imposes legally enforceable obligations, whether monetary or otherwise. Contracts are binding agreements of any kind. Examples of this include but are not limited to online click to accept terms and conditions and freeware.

Procurement: Buying, purchasing, renting, leasing or otherwise acquiring Technology assets and all functions that pertain to the acquisition to include, but not limited to description of requirements, selection and solicitation of sources, preparation and award of contract, and all phases of contract administration. Acquisition may or may not have financial terms and may not have monetary cost associated with the acquisition. Items without monetary cost are subject to Procurement policy.

Technology: Technology includes applications; software, Software as a Service (SaaS) and Platform as a Service (PaaS); Infrastructure as a Service (IaaS); servers, peripherals, online subscriptions, network devices (IoT), wireless services and spectrum use/allocation, and data/information storage. Supported operating systems are exempt from this policy. Computing devices (desktops, laptops, and tablets) are covered under the [Computer Purchasing](#) policy.

POLICY

A. General

It is the policy of the University that all Technology Procurement be subject to evaluation criterion and an approval process culminating in the explicit approval of the CIO or their designee. The CIO will establish and maintain Technology Procurement procedures as approved by the IT and Data Governance Trustees. The CIO will appoint a ITPRC and charge them with prudent tasks for the operation, periodically review of, and recommend changes to University Technology Procurement procedures.

B. Applicability

This policy applies to the Procurement of Technology by the University regardless of the source of funding. Technology purchases made by a non-University entity for Technology that will be managed under the auspices of the University's CIO or designee will be subject to similar review and approval processes provided in this policy. Requirements of such review and approval will be written into an agreement executed between the University and non-University entity.

C. Enforcement for Violations of this Policy

Technology users should report any violations of this policy immediately to their direct supervisor. Violations should be escalated and reported to the [ITS Solution Center](#). Violations of this policy may result in fiscal responsibility and/or disciplinary action, up to, and including termination of employment or engagement, as applicable in consultation with Human Resources.

RESPONSIBILITIES

ADA Coordinator/504 Compliance Officer: Oversees evaluation of Technology during the Procurement process to determine that it meets or exceeds all relevant accessibility laws, regulations, and guidelines. If the necessary Technology does not meet accessibility guidelines, this officer ensures an Equally Effective Alternative Access Plan (EEAAP) is in place.

Accessibility Analyst: Evaluates Technology during the Procurement process to determine that it meets or exceeds all relevant accessibility laws, regulations, and guidelines. If the necessary technology does not meet accessibility guidelines, this analyst works with vendors and suppliers to develop appropriate roadmaps to ensure compliance. If required, this analyst develops an EEAAP.

Chief Information Officer: Oversees Technology review and analysis prior to Procurement.

Contracts, Purchasing, and Risk Management: Ensures Procurement is in compliance with federal and State of Arizona laws, ABOR policies, and Northern Arizona University guidelines.

Information Technology Purchasing Review Committee: Reviews and assesses procedures for Technology Procurement, and subsequent recommendations to the IT and Data Governance Trustees.

University Community Members: Promote the implementation of this policy within their respective areas of responsibility or jurisdiction and comply with the Appropriate Use of Information Technology Resources policy.

PROCEDURES

Technology Procurement Procedures [To be created]

RELATED INFORMATION

Forms or Tools

[Service Catalog](#)

Cross-References

[Accessibility](#)
[Appropriate Use of Technology](#)
[Computer Purchasing Policy](#)
[Contract Signature Authority](#)
[Data Classification and Handling](#)
[Information Security](#)
[Prohibited Transactions 401-03](#)
[Purchasing Policy](#)
[Terms and Conditions](#)

Sources

[Contracts for Services or Materials ABOR Policy 3-201](#)
[Signing of Documents on Behalf of the Board ABOR Policy 3-103](#)
[Source Selection and Contract Formation ABOR Policy 3-803](#)
[Unauthorized obligations, effect, liability A.R.S. § 35-154](#)

APPENDIX*

[Technology Purchasing Website](#)

*Disclaimer: all documents, links, or other materials included in this policy's appendix are provided solely for the user's convenience and are not part of official University policy.