

TCC Technology Procurement Process	<b>Effective Date:</b> August 1 <sup>st</sup> , 2019	<b>Approved by:</b>
	<b>Review Date:</b>	<b>Initials:</b>
<b>Distribution:</b> The Christ College of Nursing and Health Sciences' Employees	<b>Category:</b> Educational Technology	

- A. Scope  
The following procedures apply to all individuals or departments that wish to acquire a new technology at The Christ College of Nursing and Health Sciences (TCC).
- B. Purpose  
To facilitate the request, acquisition, and implementation of technology to prevent duplication and ineffective implementation.
- C. Terminology Used  
**Service Requests** (SR) ticket in Assyst  
**Security Access Request Form** (SARF) ticket in Assyst
- D. Parties Involved  
**Education Technology (EdTech)** – department responsible to review intake request and facilitate technology product requests and interaction with Network IT.  
**Ed Tech Process Consultant** -point of contact to facilitate the request and outlining of the implementation plan.  
**Stakeholder** – an individual or department affected by a decision, activity, or outcome of the product acquisition and implementation.  
**Requestor** – department or individual who requests acquisition of the product.  
**Product Administrator** – an individual or department who will manage the product after acquisition and implementation.  
**Product Review Team**- team that reviews vendor presentation to give feed back to the requestor when determining product candidates.

**STEPS - TECHNOLOGY PROCURMENT PROCESS:**

- 1) Requestor will complete Technology Request Form on page 3 of this document.
  - a) Technology Request Form should be forwarded to the Dean of College Support Services (CSS)
  - b) Dean of CSS will assign Ed Tech Consultant as point of contact if deemed necessary.
- 2) Requestor will research products that meet needs stated on Technology Request Form.
- 3) Requestor will coordinate vendor demonstrations with the following guidelines:
  - a) Invite members of Product Review Team, including Network IT. (Ed Tech POC can help identify specific team members.)
  - b) Recommended topics for vendor demonstration:
    - i) How software meets needs
    - ii) Price
    - iii) Software platform
    - iv) User training
    - v) Technology support options
- 4) Requestor will determine which product to acquire, with input from the Product Review Team.
- 5) Requestor will seek budget approval.
- 6) After Budget is approved:
  - a) Obtain a copy of the contract. This will be forwarded to TCH Legal Department with assistance from Dean of CSS.
  - b) Meet with Dean of CSS for processing of Capital Purchases over \$1000.
- 7) Product Purchase
  - a) Complete ticket in Assyst.
    - i) Link is located on Christ College website> OneStop > Technical Support & SARF Tickets
      - (1) Include as much information in the ticket as possible. Examples...
        - Include attachment or link with hardware/software tech requirements.
        - Include vendor contacts, website and all information specific to the hardware or software you wish to purchase.
        - Include software programs that should be loaded or associated with purchase. i.e. Office Suite, Adobe Professional, Citrix.
    - b) Quotes for hardware from current vendors will be processed by the TCH asset manager and forwarded by the IT Field representative who works the SR ticket.

The Ed Tech consultant will be available to assist with an implementation plan. If implementation could result in 80 hours of work or more, Ed Tech will contact TCH Project Management Office for guidance and intake evaluation.

**TECHNOLOGY REQUEST FORM:**

Complete this form for new software, new hardware, add-ons or upgrade requests. If a question does not apply enter NA. Send completed form to  
Meghan.Hollowell@thechristcollege.edu.

Today's date: Select date

Submitted by: Enter First Last Name

Approving Dean's name: Enter Frist Last Name

Department: \_\_\_\_\_

Description of technology being requested	
Type of technology being requested	<u>Choose an item.</u>
Purpose of technology	_____
Desired features	<u>List desired features add-ons or version of technology</u>
Preferred brand name and other details	<u>Preferred brand or company</u>
Two alternative brands (if available)	_____
Additional Information. Please add information that will assist with procurement process. Example- Software this will interact with, or tech requirements.	_____
Target date of purchase	<u>Date not guaranteed.</u>
Target date of implementation (Semester, Year)	<u>Target semester and year</u>
<b>Ed Tech Only</b>	
Ed Tech Consultant Assigned	
Assyst tickets number(s)	
Ed Tech Notes	_____