

OTERO COLLEGE PROCESS/PROCEDURE

IT Purchasing Policies and Procedures

OCP Series 6-01: IT Purchasing

REVISED/REVIEWED ON: March 17, 2025

EFFECTIVE: March 17, 2025

APPROVED BY: Cabinet

REFERENCE(S): Digital Accessibility (SP) 19-60c; Board Policy (BP) 19-60, Prohibition of Discrimination, Harassment, or Retaliation; 8 CCR 1501-11, Technology Accessibility Rules; Electronic Communication Policy [RETITLED AND RENUMBERED: BP 6-30]; Cyber Security Policy BP 6-10 Family Educational Rights and Privacy Act, 20 U.S.C. §1232g, 34 CFR. Part 99 Gramm-Leach-Bliley Act, 15 U.S.C. 6801-6809, 16 CFR. Part 314 C.R.S. § 24-73-101–103, Protection of Personal Identifying Information Act of 2018; Third Party Management SP 6-10x; System Procedure (SP) 6-10a, Acceptable Use of Information Assets; System Procedure (SP) 6-10s, Remote Access; Information Asset Management SP 6-10d; System Procedure (SP) 6-10a, Acceptable Use of Information Assets; Data Classification, Handling, and Protection (SP) 6-10k; IT Risk Management (SP) 6-10p; Security Testing (SP) 6-10; Purchasing Approval Policy SP 8-61b.

APPLICATION:

This procedure applies to Otero College.

BASIS:

The purpose of this document is to provide guidelines for ensuring adequate security controls in the acquisition and renewal process of new products and services for the college. The College is implementing these guidelines to establish a foundation for responsible and efficient technology management. This initiative aims to maintain appropriate accountability through consistent and compatible technology use, thereby minimizing exposure to licensure and other technological liabilities. Furthermore, by optimizing technology investments, the College seeks to achieve a more favorable economic return. Ultimately, these guidelines are designed to ensure that the technological needs of all stakeholders are met effectively, fostering a supportive and productive environment.

DEFINITIONS:

Hardware: refers to the physical components of a computer system or other electronic devices. This encompasses the tangible elements that you can see and touch, as opposed to software, which are the programs and data that run on the hardware.

- **Core Components:** This includes the central processing unit (CPU), memory (RAM), storage devices (hard drives, solid-state drives), motherboard, and power supply. These components are essential for the basic functioning of a computer.
- **Input Devices:** These devices allow users to input data into the computer, such as keyboards, mice, touchscreens, scanners, and microphones.
- **Output Devices:** These devices display or output data from the computer, such as monitors, printers, and speakers.
- **Peripheral Devices:** These are external devices that connect to the computer to enhance its functionality, such as external hard drives, USB drives, and graphics cards.
- **Networking Hardware:** This includes devices that enable communication between computers, such as routers, switches, modems, and network interface cards (NICs).

Software: refers to the non-physical components of a computer system, encompassing the programs, data, and procedures that enable the hardware to perform specific tasks. This contrasts with hardware, which are the tangible elements of the system.

- **Computer Programs:** This includes the sets of instructions, written in programming languages, that direct the computer's operations. This involves the study of algorithms, data structures, and programming paradigms.
- **Data:** This encompasses the information that software processes, manipulates, and stores. This includes file formats, databases, and data management systems.
- **Procedures:** These are the operational sequences and methodologies employed by the software to achieve desired outcomes. This involves understanding user interfaces, system interactions, and workflow management.
- **System Software:** This category includes operating systems, device drivers, and utilities that manage the computer's resources and provide a platform for application software.
- **Application Software:** This category includes programs designed for specific user tasks, such as word processors, spreadsheets, web browsers, and specialized scientific or engineering applications.
- **Software Documentation:** This includes manuals, tutorials, and technical specifications that explain the functionality and usage of the software.

PROCEDURE:

This procedure was established to guarantee seamless compatibility with Otero College's existing systems and to uphold the institution's overarching goals. It applies comprehensively to all technology resources, encompassing both software and

hardware, as well as related services owned, utilized, or operated by the college, irrespective of funding sources, location, or intended purpose. This broad scope includes, but is not limited to, computers, printers, network devices, audiovisual and surveillance equipment, projection systems, all software types, and tablets. Furthermore, the policy extends to third-party Learning Tools Interoperability (LTIs) and vendor platforms specifically used for teaching and learning activities.

- **Hardware:** All hardware-related purchase requests must be submitted to the Otero Computer Center for approval and purchase. Requests must be submitted using the IT Purchase Request Form. Upon approval, devices will be purchased, inventoried, configured, and checked out by Otero IT staff.
- **Software:** All software-related purchase requests must be submitted to the Otero Computer Center for approval and purchase. Requests must be submitted using the IT Purchase Request Form. Upon approval, Otero IT will decide whether it's best for IT or the end user/department to complete the purchase. This also includes software used for teaching/learning purposes.
- All software vendors need to pass through HECVAT & Vendor Accessibility Disclosure.

Funding

- Request must include an approved funding source. Examples: Grant, planned budget item, etc. All funding sources will be verified by the Otero College business office.

Request Forms

- [IT Purchase Request Form](#)

Exclusions

- No exclusions. If a user is unsure if the request is IT-related, they can contact the Otero Computer Center for further clarification.

Unapproved IT Purchases

- Hardware and Software: Any IT-related hardware or software not approved by the Otero Computer Center will not be supported and may be removed if a cyber security risk is present. The Otero Computer Center has the authority to decide if the unapproved software/hardware presents a cyber security risk.

REVISING THIS PROCEDURE:

Otero College reserves the right to change any provision or requirement of this procedure at any time, and the change shall become effective immediately.