BUSINESS MANAGERS UPDATE

Information Technology Procurement – Some Things to Know!
IT PURCHASING -- CONNECTING SOME DOTS

1. IT 1.00 – Procurement Policy
2. College, School, Dept., Campus IT Purchase
3. University Procurement Process
4. IT Review of Purchase
5. Contract Review – Legal Counsel
TECHNOLOGY SPENDING (NON-PERSONNEL)

- Support Units, 17.84%
- Academic Units, 16.55%
- Div. of IT, 46.06%
- Comprehensive Campuses, 11.90%
- Auxiliary, 7.65%

Total $47.7 million
IT 1.00 – IT PROCUREMENT POLICY

Principles:
• Seek first to provide maximum value to the USC campus system, then campus, then college, then departmental organizations and individuals.
• Adhere to established Information Technology standards established by the Office for Information Technology.
• Utilize existing University Information Technology resources, assets and services before non university services are considered.
• Protect against un-authorized un-funded mandates.
• Where there are conflicting priorities, provide a means for resolution.
WHERE DID WE START?

Category Review in PeopleSoft (July 2019):
• Purchase is related to IT hardware or software
• Purchase is greater than $50,000
Establish a Technical Review Board

Category Review in PeopleSoft (February 2020):
• Purchases with technology category code in PeopleSoft
• Purchase is greater than $50,000

Technology and Telecommunication Category
• 63 categories of technology equipment, software, services, etc.
• Does not includes leases
• Examples: 204530 Desktop Computers; 839000 Telephone Equipment; 920000 Software/Data/Programming Svcs; 920450 Software Maintenance/Support; 939060 A-V Install/Maintain/Repair
TECHNOLOGY REVIEW BOARD

• Approximately 10-15 technology leaders from system
• Develops enterprise technology standards
• Encourage adoption standards
• Goal reduce duplication and operating costs
• Review proposed IT initiatives and make recommendations

Note: Coordination behind the scenes -- security, data/privacy and state IT plan and demand on IT / integration, etc.
SOME OTHER THINGS TO KNOW / CONSIDER

• Are there terms & conditions? Legal review required.
• Software as a Service – sales and use tax
• State IT plan required when spend >$50,000
• Will integration and data be needed?
• Cloud service – may be contracts already in place.

Don’t do this alone!
IT PURCHASING – WE NEED YOUR HELP!

Early communication of IT need and purchase.
THANKS!

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