

ADMINISTRATIVE DIVISION Division of Information Technology	POLICY NUMBER IT 1.00
POLICY TITLE Information Technology Procurement	
SCOPE OF POLICY USC System	DATE OF REVISION Month XX, XXXX
RESPONSIBLE OFFICER Vice President for Information Technology and Chief Information Officer	ADMINISTRATIVE OFFICE Division of Information Technology

PURPOSE

This Information Technology (IT) policy is designed to support the Academic, Research and Administrative missions of the University of South Carolina. The IT procurement policy framework for acquisition and IT deployment at USC includes broad consideration in providing maximum flexibility in IT utilization while yielding to the following overarching business and efficiency principles:

1. Seek first to provide maximum value to the USC System, then campus, then college, then departmental organizations and individuals.
2. Adhere to university standards for information technology.
3. Utilize existing USC System technology resources, assets and services before non-university services are considered.
4. Protect against un-authorized un-funded mandates.
5. Where there are conflicting priorities, provide a means for resolution

DEFINITIONS AND ACRONYMS

1. Information Technology at USC includes the following: Any technology hardware, software, service or implementation that helps to produce, manipulate, store, communicate, and/or disseminate information electronically. Examples include but not limited to:
 - o Any telecommunications (wired or wireless)
 - o Any electronic networking
 - o Any photography
 - o Any video
 - o Any Internet based products and services
 - o Programming, database products and services
 - o Graphic Arts – limited to Information Technology support
 - o Classroom Instructional Technology
2. **Artificial Intelligence (AI):** technology that increasingly enables computers and machines to simulate human learning, comprehension, problem solving, decision making, creativity and autonomy. Applications and devices equipped with AI often include, but are not limited to, the following capabilities: can see and identify objects; can understand and respond to human language; can learn from new information and experience; can make detailed recommendations to users; can sometimes act independently, potentially replacing or reducing the need for human intervention.

POLICY STATEMENT

All USC System information technology procurements require formal submittal by authorized personnel established by the Division of Information Technology. The Division of Information Technology will provide to the Purchasing Department a list of authorized personnel from each campus system and will update this list as needed, or annually during the annual budget process.

PROCEDURES

The accompanying procedure provides additional details on the administration and management of this policy. The procedure can be found here: [Information Technology Policies - Division of Information Technology | University of South Carolina](#).

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

[BUSAF 7.00 Purchasing](#)

[CR3.00 Access for Individuals with Disabilities](#)

[IT 3.00 Information Security](#)

[IT 5.00 Digital Accessibility](#)

[UNIV 1.51 Data and Information Governance](#)

[UNIV 1.52 Responsible Use of Data, Technology, and User Credentials](#)

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
March, 2016	Policy reviewed; no substantive revisions required
Month XX, XXXX This will be the date of approval by VPCIO & President	Added definition of AI; new requirement to engage with Executive Leadership and the EDGC; introduced USC IT Contracts Database and the USC IT Purchase Portal