

# INFORMATION TECHNOLOGY (IT)

## PROCUREMENT

**POLICY NUMBER:** IT\_PROCUREMENT

**POLICY TYPE:** ADMINISTRATIVE

**RESPONSIBLE OFFICIAL TITLE:** CHIEF INFORMATION OFFICER

**RESPONSIBLE OFFICE:** OFFICE OF INFORMATION TECHNOLOGY

**EFFECTIVE DATE:** UPON PRESIDENTIAL APPROVAL – 8/08/2019

**NEXT REVIEW DATE:** PRESIDENTIAL APPROVAL PLUS FOUR (4) YEARS – 8/08/2023

**SUPERSEDES POLICY DATED:** N/A

**BOARD OF REGENTS REPORTING (CHECK ONE):**

PRESIDENTIAL RECOMMENDATION (CONSENT AGENDA/VOTING ITEM)

PRESIDENTIAL REPORT (INFORMATION ONLY)

### I. POLICY STATEMENT

#### Scope

This policy encompasses information technology (IT) purchases of materials and services, from the recognition of need, through procurement, to the delivery of the final product. This policy applies to:

- All software/hardware that interacts or maintains personally identifiable information (PII)
- Any equipment that extends the campus network (e.g. wireless routers, switches, etc.)
- All software that requires integration to existing systems (e.g. Canvas, ERP)
- All situations in which a cloud-based software solution is involved in providing the technology service

Technology spending represents a large portion of NKU's annual expenses. This policy is meant to:

- Improve the management of NKU's campus-wide IT portfolio and underlying IT projects
- Ensure compliance with applicable laws and rules
- Address campus-wide redundancies and inefficiencies

#### Goal

The goal of this policy is to ensure that departments obtain the best quality and delivery of technology products/services at the lowest practical price while considering the existing IT environment and IT compliance requirements.

#### Policy

Departments interested in implementing the technology types listed above need to submit an impact analysis and work with the Office of Information Technology through the evaluation, procurement, and implementation of the product/service. Please complete the IT Procurement Policy Procedures Document (<https://inside.nku.edu/it/procurement.html>) to assist IT in evaluating your request.

For a list of approved technology that does not need to go through the impact analysis workflow, please see the IT service catalog purchase page: <https://inside.nku.edu/it/service-catalog/purchases.html>

IT reserves the right to perform additional reviews for devices that connect to the campus network (e.g. printers, network sniffing tools).

Information Technology (IT) plays a critical role in NKU's ability to carry out its mission. Each year the complexity of the overall IT environment grows, and making sound IT investment decisions requires greater amounts of information. NKU needs to respond effectively to the challenges posed by the diversity, complexity, and volume of IT investment proposals brought forward by stakeholders throughout the university.

**Each program area is to consider the following questions when considering IT-related purchases:**

1. What outcome is the program trying to achieve or what business problems is it trying to solve through technology?
2. Can this need be met by something that is already available?
3. Is this a program area-only need or will other program areas need or benefit from it (e.g., an enterprise need by two or more program areas)?

**II. ENTITIES AFFECTED**

All Faculty and Staff

**III. RESPONSIBILITIES**

All university community members who work with or use institutional data in any way must comply with all federal, state and other applicable laws, university policies, procedures and guidelines and applicable contracts and licenses. All hardware, software, and services must comply with all federal, state and other applicable laws and with university policies, procedures, and guidelines. Examples include, but are not limited to the following:

- Americans with Disabilities Act (ADA): <https://www.ada.gov/>
- ADA as it applies to electronic information: <https://webaim.org/articles/laws/usa/ada>
- [ADA Sections 504 and 508 as they apply to electronic information](#)
- Family Educational Rights and Privacy Act (FERPA): <https://www2.ed.gov/policy/gen/guid/fpco/ferpa/index.html>
- Health Insurance Portability and Accountability Act (HIPAA): <https://www.hhs.gov/hipaa/index.html>
- Kentucky Open Records Laws: [http://www.freedomkentucky.org/Kentucky\\_Open\\_Records\\_Act](http://www.freedomkentucky.org/Kentucky_Open_Records_Act)
- Kentucky Revised Statutes: <https://legislature.ky.gov/Law/Statutes/Pages/default.aspx>
- Kentucky Statutes regarding Personal Information Security and Breach Investigations ([KRS 61.931 to 61.934](#))
- Payment Card Industry Standards (PCI-DSS): [https://www.pcisecuritystandards.org/document\\_library](https://www.pcisecuritystandards.org/document_library)
- European Union General Data Protection Regulation (GDPR): <https://eugdpr.org/>

REVISION HISTORY

REVISION TYPE	MONTH/YEAR APPROVED
New Policy	August 8, 2019

# INFORMATION TECHNOLOGY (IT) PROCUREMENT

## PRESIDENTIAL APPROVAL

<b>PRESIDENT</b>	
Signature <i>Ashish Vaidya</i>	Date <i>8/8/19</i>
Ashish Vaidya	

## BOARD OF REGENTS APPROVAL

<b>BOARD OF REGENTS (IF FORWARDED BY PRESIDENT)</b>	
<input checked="" type="checkbox"/> This policy was forwarded to the Board of Regents on the <b>Presidential Report (information only)</b> . Date of Board of Regents meeting at which this policy was reported: <u>9/4/19</u> .	
<input type="checkbox"/> This policy was forwarded to the Board of Regents as a <b>Presidential Recommendation (consent agenda/voting item)</b> .	
<input type="checkbox"/> The Board of Regents approved this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing approval of policy.)	
<input type="checkbox"/> The Board of Regents rejected this policy on ____/____/____. (Attach a copy of Board of Regents meeting minutes showing rejection of policy.)	
<b>EXECUTIVE ASSISTANT TO THE PRESIDENT/SECRETARY TO THE BOARD OF REGENTS</b>	
Signature <i>Bonita Brown</i>	Date <i>9/18/19</i>
Print Name <i>Bonita Brown</i>	