



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL PROCEDURE

### TOPIC: IT INFRASTRUCTURE PROCUREMENT

<b>Procedure No.</b>	IS-506-PR	<b>Division</b>	Information Systems
<b>Related Policies</b>	IS-506; IS-504	<b>Board Policy Ref.</b>	n/a
<b>Related Procedure</b>	IS-506-PR	<b>Effective Date</b>	November 4, 2016 (R1)

## PROCEDURE

### 1.0 Requisition Creation

Prior to the creation of the requisition, all requisition details related to the procurement of Information Technology assets required to accomplish the work of the College such as but not limited to servers, notebooks, netbooks, personal computers, application software, monitors, printers, scanners, wireless devices and peripherals will be reviewed by a staff member of the Information Technology Department in conjunction with the requisitioning party. The information will be reviewed to confirm:

- The requirement for the purchase of the technology by the College.
- The compliance of the purchase with all College standards and policies in place at the time of the request.
- The existence of appropriate levels of concise technical detail to assist the Purchasing Department in expediting the purchase.
- The level of ongoing support and maintenance of the technology.

### 2.0 Requisition Execution

- A. Once an appropriate supervisor/OBA approved requisition is received by the Purchasing Department its buyers will confirm that the item(s) requested is (are) available under any existing standing offer agreements as defined

by the College. If a technically suitable device is not available via the standing offer agreement process standard purchasing practices will apply in meeting the requisition specification.

- B. In the purchase of printing devices, requests will be subject to a technology requirement review by the headquarters Provincial Systems Analyst position in conjunction with the Purchasing Department staff member involved.
- C. In the purchase of new data/communication device hardware and account activation such as those related to BlackBerry or similar technologies, there must be additional written approval by the Vice President Corporate Services and Chief Operating Officer before purchasing may proceed.
- D. In the purchase of notebook/tablet/netbook devices requests must have additional pre-approval given by the College Vice President Corporate Services and Chief Operating Officer in written form before purchasing may proceed - as per policy IS-506 and IS-506-PR.
- E. In all cases where technical questions arise during the process of obtaining the requisitioned asset by the Purchasing Department a Provincial Systems Analyst will be consulted for clarification.

### **3.0 Information Technology Asset Receiving**

- A. Upon receipt of an IT related item at one of the campus receiving areas a member of the local campus IT support staff will examine the order to confirm that it meets the acceptable standards of the College and is technically complete in relation to the Purchase Order for the item. Upon completion of the review as defined in 3.1 the recording and asset tagging of the newly received equipment may then be completed and a receiving report forwarded to the College Accounts Payable Department to authorise payment to the supplier.
- B. Upon completion of A and B the asset will then be made available to the campus IT support staff.
- C. In cases where orders are electronically filled such as those related to intellectual property where no physical item is delivered to the College it is the responsibility of the local IT Support Staff member to inform the appropriate receiving employee that the vendors obligation has been fulfilled as per the Purchase Order.

### **4.0 Information Technology Asset Distribution**

#### **4.1 Hardware Distribution**

Upon completion of the receiving function as outlined in section 3.0 the campus IT support staff will be responsible to take possession of the item(s) in order to configure appropriately for network communications, peripheral connection, services activation, testing, registration or required software installation.

Upon completion of all required steps as outlined by, but not limited to those listed in section 4.1.1 the campus IT support staff member will be responsible for the delivery, installation and final functionality testing of the IT Asset.

4.2 Application Software Distribution

Upon completion of the receiving function as outlined in section 3.0 the campus IT support staff will be responsible to take possession of the application software item(s) in order to appropriately register and install as required to meet the Colleges requirements.

All application software media unless otherwise approved by the appropriate provincial IT management is to be securely stored along with all relevant licensing and key information within the offices of the local campus IT support staff.

All additional installations of stored software are to be done with the direct involvement of the campus IT support staff member who will ensure that the College is in compliance with all of its legal obligations in regards to the use of the software being installed.

Approval History	
Approved by President	February 23, 2011
Revision 1	November 4, 2016