

TECHNOLOGY PROCUREMENT

The District may contract with any responsible vendor for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

All software procured for the District must be reviewed by Technology Services. This will insure that all software meets standards of accessibility (Section 508 requirements), compatibility with current or proposed software, hardware, networking, and technical support requirements. The following procedures will be followed to initiate new purchases.

A. Faculty and Staff Software Purchases:

1. To initiate, use the Web Helpdesk, and select the Request Type: "Computer Support>Purchase - Hardware/Software Purchase>Request for Software."
2. Once approved or denied by Technology Services, the requestor will be notified.
 - a. If denied, an explanation will be sent to the requestor.
 - b. If approved, proceed according to existing District Procedures.

B. Computer Lab Software:

1. Computer Labs wherein a Division/Department has sole responsibility. The Department Chairs responsible for the student computer labs will discuss with their associated Dean the need for additional or upgraded software. The Deans will meet with Technology Services toward the end of each term to discuss new or replacement software requirements for the Computer Labs. The schedule for this is:
 - a. Last week of October for the upcoming Spring term
 - b. Last week of February for the upcoming Summer term
 - c. Last week of April for the upcoming Fall term
2. Shared Usage Computer Labs (found on the Tulare College Center and Hanford Educational Center sites). As the computer labs on the Center sites have shared usage, the Provost's Office of the campus is responsible for the student computer labs on the Center site. Once class schedules are established through central scheduling by Academic Services, the Provost or his/her designee will work with Division deans, and in turn, faculty to determine software needs for each computer lab. The Provost will submit a request to Technology Services for new or replacement software requirements for Shared Usage Computer Labs. The schedule will be as follows:
 - a. Last Week of October for the upcoming Spring term
 - b. Last week of February for the upcoming Summer term(s)

- c. Last week of April for the upcoming Fall term
3. If software will be purchased for the labs the procedure for Faculty and Staff purchases will be followed.
4. Technology Services will test software for labs no later than one month prior to the beginning of the new Semester. This will allow for alteration of images and troubleshooting with the vendors. During this test, ADA compliance as well as compatibility with other software will be evaluated and confirmed.

C. Faculty and Staff Hardware Purchases:

1. To initiate, use the Web Helpdesk, and select the Request Type: "Computer Support>Purchase - Hardware/Software Purchase>Request for Hardware"
2. Once approved or denied by Technology Services, the requestor will be notified.
 - a. If denied, an explanation will be sent to the requestor.
 - b. If approved, Technology Services will obtain a quote from the appropriate vendor and attach to the original Web Helpdesk ticket.
 - i. The department will then respond to the existing Web Helpdesk ticket with a budget number and instructions to proceed.
 - ii. Technology Services will then purchase according to existing District Procedures.
 - iii. Technology Services will receive the hardware, apply asset tag(s), enter into inventory, provide any prep work (i.e., image computer) and deliver and install equipment.

References: Education Code Sections 81641 et seq., and 81651; Public Contracts Code Section 20651 et seq.

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