

TECHNOLOGY PROCUREMENT

The District may contract with any ~~responsible~~ vendor who has submitted one of the three lowest responsible competitive proposals or competitive bids for the purchase or maintenance of electronic data-processing systems and equipment, electronic telecommunication equipment, supporting software, and related material, goods and services.

Except as otherwise stated here, bids shall be solicited and contracts shall be awarded in accordance with AP 6340 Bids and Contracts

Criteria to determine what constitutes a responsive bid shall be established by Technology Services management.

All software procured for the District must be reviewed by Technology Services prior to purchasing. This will ~~ensure~~ ~~insure~~ that all software meets standards of security, accessibility (Section 508 requirements), compatibility with current or proposed software, hardware, networking, and technical support requirements. Supplemental instructional software packages may be purchased without taking estimates or advertising for bids but must still be reviewed prior to purchasing. Software that is intended to be installed and used within the Learning Management System must also be reviewed by Instructional Design staff. A list of approved software currently used is available for review at the following link:

[COS Technology Services Approved Software](#)

Please use this information to determine if the district already has a software solution for the purpose you have intended. If the software package on the approved list is managed by a department, please contact the individual listed on the COS Approved Software site to discuss licensing. A vendor-hosted software solution must also go through a security assessment in order determine a vendor's ability to protect student and employee data housed on their systems. It is helpful to work with Technology Services prior to initiating a purchase request. 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. This should be done at least 3 months prior to the date when the software is expected to be used. ~~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. This should be done at least 3 months prior to the date when the software is expected to be used. ~~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 Software Purchases ~~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 the installation methodology ~~images~~ and troubleshooting with the vendors. During this test, ADA compliance, security, as well as compatibility with hardware and other software will be evaluated and confirmed.

C. Learning Management System (LMS) Applications

1. Software intended for use within the LMS will need approval by both Technology Services and the COS Instructional Design team.
 - a. Technology Services will test for ADA compliance, Security, as well as compatibility with the LMS environment.
 - b. COS Instructional Design Team will determine the educational use and need, if use of the new software can be supported by the COS Instructional Design team, whether a pilot process is needed and what the pilot parameters will be, and when root account installation would be allowed.

C. Learning Management System (LMS) Applications

1. Technology Services will test for ADA compliance, security, as well as compatibility with the LMS environment.
2. If LMS software requires faculty training or support, it must be approved by the COS Instructional Design Team.

D. District Wide Software Purchases

1. Requests for software used district wide, or under a site license must be made through your dean to their VP and then brought to senior management to discuss the district wide need/interest and budget. The requestor is responsible for providing their VP/Dean with the information needed for this discussion.
2. Software proposed for district wide use must be approved by Technology Services prior to being presented to senior management for discussion/approval. This should be done at least 3 months prior to the start of a term when the software is expected to be used.

E. Faculty and Staff Hardware Purchases:

1. The following hardware procured for the District must be reviewed by Technology Services and evaluated for compatibility and suitability for its intended use prior to purchasing:
 - a. Desktop or laptop computers
 - b. Tablets
 - c. Scanners
 - d. Printers
 - e. Networking hardware

- f. Telecommunication devices
 - g. Data storage (NAS, SAN, etc)
 - h. Any individual piece of computer hardware with a purchase price greater than \$1000
 - i. Any computer peripherals (hard drives, adapters, mice, keyboards, etc.) requiring Technology Services to install or otherwise support the use thereof
2. To initiate, use the Web Helpdesk, and select the Request Type: “Computer Support>Purchase - Hardware/Software Purchase>Request for Hardware”
 3. 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.
 4. Computer hardware (other than an employee’s assigned desktop or laptop computer) that is purchased using categorical funds does not become part of the institutional computer replacement plan funded by the Technology Services base budget. Replacement as needed would be funded by individual department funds.

Sale and leaseback of data-processing equipment or another major item of equipment is permissible if the purchaser agrees to lease the item back to the District for use by the District following the sale. The Governing Board shall first adopt a resolution finding that the sale or leaseback is the most economical means for providing electronic data-processing equipment or other major items of equipment to the District.

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

Approved: September 9, 2008

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