



Effective Date: January 31, 2008

Retired:

Revised: October 1, 2013

Approved by: A. Cherrie Epps, Ph.D.
President and Chief Executive Officer

Subject: Office of Information and Technology - Procurement Policy

SCOPE:

Meharry Medical College recognizes that faculty, employees, students and bona fide associates of the college require computers and peripheral equipment for the purposes of teaching, learning, research, and college administration. In order to manage the costs of this equipment, the following procedures are to be followed. These guidelines are intended to supplement, not replace, all existing laws, regulations, agreements, and contracts that currently apply to these services.

POLICY STATEMENT:

Authorized users of Meharry Medical College computer and network resources have a fiscal responsibility to purchase and secure computer resources at the negotiated discounted prices. This policy provides guidelines for the appropriate procurement of information technologies.

Applicability: This policy is applicable to all Meharry Medical College students, faculty and staff and to bona fide associates granted use of Meharry Medical College information resources. This policy refers to all College information resources whether individually controlled or shared, stand-alone or networked. It applies to all computer and computer communication facilities owned, leased, operated or contracted by the College. This includes word processing equipment, personal computers, workstations, mainframes, minicomputers, associated peripherals and software, and Internet access regardless of whether used for administration, research, teaching or other purposes.

PURPOSE:

Access to networks and computer systems owned or operated by Meharry Medical College imposes certain responsibilities and obligations on its users and is granted to these users subject to College policies and local, state and federal laws. Appropriate use should always be legal, ethical, reflect academic honesty and reflect community standards. Authorized users should demonstrate respect for intellectual property, ownership of data, system security mechanisms, and to freedom from intimidation, harassment and unwarranted annoyance. In addition, authorized users of information resources must respect software copyrights and licenses, refrain from seeking to gain unauthorized access to systems, and respect the rights of other computer users. Thus, this policy covers procurement of computers and related equipment.

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DEFINITIONS:

Authorized Use: authorized use of Meharry Medical College owned, leased, operated, or contracted computing and network resources is used consistent with the education, research, and administrative mission of the College and is consistent with this policy.

Authorized Users: authorized users are (1) current students, faculty and staff of the College; (2) anyone connecting to a “public” Information Technology Station (ITS) or kiosk, and (3) others who have been authorized to use a particular resource by the campus unit responsible for operating that resource.

CO: Compliance Officer, the enforcing unit for the Computer and Network Usage Policies at Meharry Medical College.

MMC: Meharry Medical College (alias the College) for which the policy manual applies.

IT: Information Technology, the source for establishing the Computer and Network Usage Policies at Meharry Medical College.

POLICY:

General Principles

Meharry departments purchasing personal computer workstations and laptops that will be attached to the Meharry Network are encouraged to purchase models available from IT's current Computer Services Providers under volume purchase agreement(s).

Departments may purchase computers without assistance of IT. However, all computer purchases must meet the minimum standards established by Information Technology for attachment to the Meharry network. Each division/department of the college is responsible for budgeting funds for replacement of old computer equipment, or the purchase of new computer equipment. As a general guideline, personal computers are no longer cost effective after a 5-year lifetime. In some circumstances, this timeframe is reduced due to high usage or extensive use of powerful software. If a computer is no longer adequate for its original purpose sooner than that, it may still be adequate for alternative uses. Therefore, when a new computer is purchased to replace an existing one, IT Personnel will evaluate the previous computer to determine whether it can be utilized elsewhere, or will need to be disposed of in accordance to the Meharry Disposal of Computer Equipment Policy.

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PROCEDURE:

Computer Acquisition Procedure

Step 1, Determine Need:

Decide what type of computer is needed (i.e. laptop vs. desktop) and what software is required. The recommended computer configurations are reviewed periodically and are posted on the Meharry Medical College Information Technology web site. These configurations are designed as a minimum standard for procurement. If the department needs additional features, such as zip drives, floppy drives, DVD recorders, etc., they may deviate, but must coordinate with the Information Technology staff to ensure network compatibility.

Step 2, Get Quotation:

Contact IT to get a current price quotation. Through negotiated contractual discounts, IT can normally get prices ranging from 15 % to 25 % less than are shown on the internet or most other advertised sales. To receive a quote, contact Karen Owens at ext. 6217 or e-mail kowens@mmc.edu. (Please note: inquiries received by email instead of telephone are preferred because email reduces the probability of error and enables a faster response.)

Step 3, Initiate Requisition:

After receiving the quote, including a quote number, complete a Purchase Requisition and send it through your normal purchasing channels. Be sure to cite the quote number in the Purchase Requisition.

The requisition routing and approval process differs from Division and Department, but for all departments, the Associate Vice President, Information Technology, or delegated personnel, must review the Purchase Requisition. All Purchase Requisitions submitted without a valid or expired quote number, will delay the ordering process.

The Procurement Department will send the approved Purchase Order to the vendor after it is processed on SCT Banner. Neither the department nor IT will normally receive a copy of the completed Purchase Order and IT will not normally see a completed notification.

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Step 4, Set up

After the Procurement Department sends the Purchase Order to the vendor, normal delivery time for the order is two to three weeks. Deliveries of computer equipment are made to the Central Receiving Department. Each computer is checked thoroughly by IT technicians to ensure it is functioning properly and to install the standard campus-wide software package. Once the computer is checked, Central Receiving personnel will deliver the computer to the department. After Central Receiving personnel deliver the computer, IT technicians will schedule a time for the installation, when necessary.

SANCTIONS:

Violations of this policy are subject to disciplinary action leading up to or including termination in accordance with Meharry Medical College personnel policies and procedures.

EXHIBITS: None.