**ISSP-022**

**IT Resources Procurement Standards and Thresholds**

**Intro**

In support of USF System policy 0-518, Technology Acquisition\(^1\), this standard specifies how to differentiate standard procurement from those requiring special approval. In cases where there are no specific standard items, there may still be thresholds or criteria used to identify whether special approval is required.

The Vice President for Information Technology, in conjunction with the University Technology Standards Board (UTSB), may from time to time modify these thresholds as deemed necessary, providing updated information to the community through the website.

The intent of this standard is to supplement and not replace existing purchasing policies. For more details on purchasing policies and standards please visit the Purchasing Services website, [http://www.usf.edu/purchasing](http://www.usf.edu/purchasing).

**Acquisition Process**

The Acquisition Process is depicted on Appendix A at the end of this document.

**Standard Items by Category**

**Desktops, Laptops, Notebooks, and Tablets**

The following desktops, laptops, and tablets can be procured without review and approval from UTSB; however, check with your local IT Support group to make sure the device you want to procure will be approved for support and be compatible with current USF business systems.

In support of standard ISSP-012, laptops with MS Windows installed must have a Trusted Platform Module (TPM) chip to allow for BitLocker whole disk encryption.

- Dell Optiplex
- Dell Precision Workstation
- Dell Latitude
- Dell Venue
- Dell XPS
- Dell Alienware
- HP Business Class
- HP Personal Class
- Lenovo Business Class
- Lenovo Personal Class
- Microsoft Surface 3 Pro
- Samsung Galaxy
- Apple

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\(^1\) USF System Policy 0-518, Technology Acquisition. [http://www.usf.edu/it/about-us/technology-policies.aspx](http://www.usf.edu/it/about-us/technology-policies.aspx)
Copiers, Printers, and Scanners
The following copiers can be procured without review and approval from UTSB; however, check with your local IT Support group to make sure the device you want to procure will be approved for support and be compatible with current USF business systems:

- Ricoh
- Xerox
- Konica Minolta

The following departmental printers can be procured without review and approval from UTSB; however, check with your local IT Support group to make sure the device you want to procure will be approved for support and be compatible with current USF business systems:

- HP
- Dell
- Ricoh
- Xerox

Personal Storage Devices
No approval necessary. However, support may vary. Please refer to IT USF System Policies and Standards for encryption and other requirements on the handling of data, [http://www.usf.edu/it/about-us/policies-and-standards.aspx](http://www.usf.edu/it/about-us/policies-and-standards.aspx).

Software
Procurement of software that meets **ANY** of the following criteria must be reviewed and approved by UTSB:

- Is valued at **more than $1000** over the contract term; or
- Will be installed on classroom or lab computers; or
- Will be a server operating system or a server-based application

As part of the UTSB approval process, acquisition of software in **ANY** of the following categories require that the request for approval be accompanied by form ISSP-017, Application Owner and Vendor Questionnaire:

- Applications where USF institutional data is held on a hosted (or cloud-based) application
- Any application that requires faculty, staff, or student data from the System of Record (for example, PeopleSoft or Banner) or the Data Warehouse
- Applications with more than 20 users accounts
- Applications requiring integration with NetID systems
- Applications using USFCard data, including number or picture.
- Applications that require integration with the USF Portal or LMS (Canvas)
- Applications that will process payment
- Applications which will be supported by IT operations within the USF system

A/V Equipment
Procurement of A/V equipment that meets **any** of the following criteria must be reviewed and approved by UTSB:

- Will be used in a classroom or a conference room
- Will require construction or renovation for implementation
- Will require IT support

Procurements that do **NOT** meet **ANY** of the above criteria can proceed without review and approval from UTSB.
Server Hardware/Storage
Procurement of any server hardware must be reviewed and approved by UTSB.

Networking Equipment
Procurement of any networking equipment must be reviewed and approved by UTSB.

Technology Consulting Services
Procurement of any technology consulting services must be reviewed and approved by UTSB.