
Software/Hardware Acquisition Process

Overview: The Office of Planning and Institutional Effectiveness (OPIE) and the Office of Information Technology (OIT) recognized the need for efficient processes for the provisioning of software and hardware to the College community. It is further recognized that a strategic approach to requests is the most efficient method for planning and the provisioning of software and hardware. This process is designed to address the needs for software and hardware that could not be anticipated and is not part of a strategic objective of the College, i.e. ad hoc.

The ad hoc software/hardware request process is designed to

- Align with College strategic planning and budget processes
- Promote standardization
- Approve purchases based on the academic and administrative needs of the College
- Establish timelines based on the academic year
- Establish an annual software budget

This request process is aligned with the Collegewide Strategic Plan (CWSP) process. The process provides an avenue for technology requests, outside the CWSP process. Requests are reviewed and approved based on the academic and/or administrative needs and alignment with the mission of the College.

Benefits: The following are benefits of a documented process for software and hardware acquisitions:

Reduces risk of violating a third party's intellectual property rights

Provides an enterprise-wide approach which enables a more collaborative and transparent decision-making process.

Process: An overview of the process includes:

- A distinction between strategic budget and ad hoc requests
- Timelines for submitting software requests based on the academic calendar
- Roles and responsibilities within OIT

Definitions:

Strategic budget requests are based on long-term goals and objectives of a unit or department defined by the College's mission statement and /or exceed the established annual software budget threshold or the request involves a renovation. Strategic planning requests are processed through the Collegewide Strategic Plan (CWSP) planning process or are part of a new building or renovation project.

Ad Hoc are unplanned requests that are outside the Collegewide planning and budgeting process established by the OPIE. The requests are not strategic in nature, do not involve a renovation and could not be foreseen.

In order to assure instructional requests are processed and deployed in a timely and efficient manner, requests are to be submitted according to the established timeline.

Timeline: Software requests for Classroom and Labs:

Semester Needed	Submission Deadline for Requests
Spring	October 1
Fall	June 1
Summer	March 1

Software/Hardware for Campuses:

Campus InTech Manager (CITM) or the IT Acquisition Coordinator: review and analyze the request for:

- Completeness of form
- Deployment and support considerations
- Technical compatibility

The CITMs review and analysis presents an opportunity for the requestor to provide clarification and additional details to IT and for IT to inform the requestor of technology solution options.

All request forms should be forwarded to IT Resource Management

(itresource.management@montgomerycollege.edu)

Office of Information Technology (OIT): OIT is responsible for ensuring that all requests comply with security and accessibility protocols. OIT is also responsible for developing costing information and the processing of requests after approval by the College’s Chief Information Officer (CIO). The review is based on:

- MC established thresholds and level of effort to implement
- Compliance with security and accessibility standards
- A request that may be strategic in nature is reviewed by the appropriate administrators, such as VP/Provosts, area administrators and OPIE.

Software and Hardware Request Forms are available at:

[Software](#) (including Apple Apps)

[Hardware](#)

Questions regarding the request process should be directed to OIT Resource Management

Telephone: 240-567-3210

Email: itresource.management@montgomerycollege.edu