

PROCEDURES FOR COMPLYING WITH IT PROCUREMENT REVIEW (ITPR) PROCESS

ITPR Review Information:

- 1) All IT Procurement requests are subject to review by the Information Security Office to ensure compliance with all standards and procedures outlined in the [University Information Systems Use Policies](#).
- 2) The requestor is responsible for understanding when a legal review is required. If in doubt, contact the Legal Department at (404) 413-0500. If requestor wants IS&T to forward any contracts, agreements, licenses, etc., to the Legal Department, documentation must be included when submitting the ITPR form. **In order to expedite technology purchases, requestor should forward documents to the Legal Department for review when applicable.**
- 3) Contracts, Agreements, Licenses, etc., in any amount that require the signature of an authorized representative of Georgia State University, must be reviewed by the Legal Department. This includes renewals.
- 4) IT Procurement Review forms in excess of \$250,000 require the signature of the VP of Finance and Administration. Any other document representing a valuation of \$25,000 or above that requires a signature must be signed by the VP of Finance and Administration. Those documents representing a valuation of less than \$25,000 that require a signature may be executed by the individual with delegated authority for your college or VP area.
- 5) IT procurements that are funded by Student Technology Fee awards are considered pre-approved at the Georgia State IS&T Associate Provost/CIO level; however, any acquisition requiring review by Legal Affairs or by the Vice Chancellor BOR/CIO (see page two, Table "IT Review Required" Column) must be submitted according to the **ITPR Procedures**. Every Student Technology Fee award is assigned an IT Procurement Review Number, which is included in the Spectrum Account Set-Up Letter that awardees receive in July. That review number must be included in the "Header Comments" field of any purchase requisition submitted against this award.

ITPR Procedures:

- Requestor completes the [IT Procurement Review document](#) and submits it electronically to jcarroll8@gsu.edu in the Office of the Associate Provost for Information Systems & Technology/CIO for initial processing and assignment of the ITPR Review Number.
- The IS&T Associate Provost/CIO assesses the *ITPR Review* form for approval, and completes the *IS&T Review of IT Procurement* form. After approval, both documents will be posted on a shared drive for view by the Purchasing Department, and will also be sent electronically to the requestor and to the Purchasing Department.
- After receiving the approved ITPR form with number assigned, the requestor may then submit a purchase requisition and include the ITPR number in the Header Comments field.
- The Purchasing Department buyer confirms the validity of the Review Number by accessing the appropriate documents on the shared drive. If the requestor does not include a Review Number when required, or provide notice of review by the Legal Department, the buyer will communicate the procedures for complying with IT Procurement Review process to the requestor.

This Table indicates the legal and technical review requirements for an IT procurement based on the type of purchase and the aggregate purchase amount:

Category	Total Purchase Amount	Legal Review Required	IT Review Required
Contracts, Agreements, Licenses, etc., requiring signature of University Official, <i>including renewals</i>	Any Amount	Yes	See Specific Category below
Hardware on State Contract	Under \$25,000	Yes: If signature required	No
Hardware on State Contract	Over \$25,000 and under \$100,000	Yes: If signature required	Yes: By GSU IS&T AP/CIO
Hardware NOT on State Contract	Under \$10,000	Yes: If signature required	No
Hardware NOT on State Contract	Over \$10,000 and under \$100,000	Yes: If signature required	Yes: By GSU IS&T AP/CIO
Software or Technical Services – NO IMPACT ON ADMINISTRATIVE SYSTEMS * OR TECHNOLOGY INFRASTRUCTURE **	Under \$5,000	Yes: If signature required	No
Software or Technical Services – NO IMPACT ON ADMINISTRATIVE SYSTEMS * OR TECHNOLOGY INFRASTRUCTURE **	Over \$5,000 but under \$100,000	Yes	Yes: By GSU IS&T AP/CIO
Software or Technical Services – IMPACT ON ADMINISTRATIVE SYSTEMS * OR TECHNOLOGY INFRASTRUCTURE **	Any Amount	Yes	Yes: By GSU IS&T AP/CIO and BOR Vice Chancellor/CIO
Software, Hardware or Technical Services – NOT RESEARCH RELATED	Over \$100,000 and under \$250,000	Yes	Yes: By GSU IS&T AP/CIO and BOR Vice Chancellor/CIO
Software, Hardware or Technical Services – RESEARCH RELATED	\$100,000 - \$250,000	Yes	Yes: By GSU IS&T AP/CIO
All Software, Hardware or Technical Services: <ul style="list-style-type: none"> ▪ On State Contract Items ▪ Off State Contract Items ▪ Research Related Items ▪ Not Research Related Items ▪ Impact on Administrative Systems or Technology Infrastructure ▪ No Impact on Administrative Systems or Technology Infrastructure 	Over \$250,000	Yes	Yes: By GSU IS&T AP/CIO and BOR Vice Chancellor/CIO and Signature of GSU VP for Finance and Administration
<p>* ADMINISTRATIVE SYSTEMS ARE:</p> <p>Banner Endeavor Human Resources PeopleSoft WebCT</p> <p>** TECHNOLOGY INFRASTRUCTURE – CENTRALLY PROVIDED TECHNOLOGY MEANS:</p> <p>Any University-Wide Servers The University Network DHCP DNS GroupWise NetWare, etc.</p>			