

Board of Trustees of the Nebraska State Colleges

Information Technology and Security

POLICY NAME: Information Technology (IT) Purchasing and Services

POLICY NUMBER: 7018

A. PURPOSE

To make sure that the procurement of all types of technology resources including IT products, IT equipment, hardware, software, licenses, subscriptions and all services and consulting meet appropriate technology standards and established requirements.

B. DEFINITIONS

None

C. POLICY

1. Information Technology Purchases and Services

1.1. Technology Approvals

Security of data and requirements for NSCS Technology Resources need to be considered when employees make IT purchases. In accordance with Standard 10: Technology Resources Acquisition from the NSCS Information Security Program in Policy 7003, all employees must consult with the applicable Chief Information Officer (CIO), Vice President for Information Technology (VPIT) or Chief Information Officer (CIO)/System Office Information Security Officer (SOISO) before developing, purchasing or contracting for products, services and/or consulting that have implications for Technology Resource components, data security or technical support. This includes, but is not limited to, cloud services, communication systems, information storage and processing systems, software systems, physical facilities related to such systems and contractual relationships with vendors of such systems and services.

- Purchasing thresholds and requirements provided in Policy 6400 must be followed for any purchases approved by the appropriate IT personnel.

- Contract and agreement thresholds and requirements provided in Policy 6401 must be followed for any services approved by the appropriate IT personnel.

2. Information Technology (IT) Consulting

2.1. Selection Committee

- The project leader is responsible for determining the IT consultant selection committee, which shall consist of at least two (2) other members from the College or System Office.
- Each IT consultant selection committee will be responsible for the development of the Request for Proposal (RFP) specifications, requirements and criteria for proposal evaluation and ranking. The committee will evaluate proposals and select the best proposal based on application of the stated criteria and any additional information derived through interviews.
- The committee may also consider “best and final offers” to determine final selection and award of contract.

FORMS / APPENDICES:

None

SOURCE:

Legal Reference: Neb. Rev. Stat. 85-304 Board of trustees; powers and duties; enumerated.

Policy Adopted: March 1994

Policy Revised: September 1997, February 2004, September 2006, November 2009, April 2010, March 2013, June 2015, September 2021, February 2022, August 2023, February 2025