

**TEXAS STATE TECHNICAL COLLEGE
COLLEGE OPERATING PROCEDURE**

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CAMPUS:	Marshall	Page 1 of 3
TITLE:	Computer Standards	
OFFICE OF RESPONSIBILITY:	President	
APPROVED BY:	Dr. J. Gary Hendricks	
TITLE:	President	Date: December 15, 2004

STATUS: Approved: 09/27/99
Revised: 12/11/00
Revised: 08/09/02 - Revised for TSTC Marshall
Revised: 12/15/04

PRACTICE:

It is the practice of Texas State Technical College to provide interoperable, cost efficient and supportable office automation services.

PERTINENT INFORMATION:

The Network and Telecommunication Services (NTS) Department is responsible for maintaining a Preferred Products List of supported office automation hardware and software. The purpose of the Preferred Products List is to provide a core suite of capabilities that are compatible with the existing network infrastructure and maintainable by NTS technicians. The NTS Director is the approval authority for additions and exceptions to the Preferred Products List.

The Preferred Products List is the primary source for solutions to office automation hardware and software requirements. For requirements that cannot be met from the Preferred Products List, a solution jointly agreed upon by the requester and NTS will be purchased. All requests for software will be reviewed by NTS to determine if the requirement can be satisfied with existing software licenses.

Requirements in support of the educational process do not fall under this COP, although the Preferred Products List should be considered when making educational purchases.

When a new product (hardware or software) is approved for purchase, the Director, Network and Telecommunication Services (NTS) will determine whether or not to add the product to the Preferred Products List. Any product meeting one of the following tests should be added to the list.

1. The product offers a capability not satisfied by products already on the list,
2. The product represents a significant and useful upgrade to a capability or product already on the list.

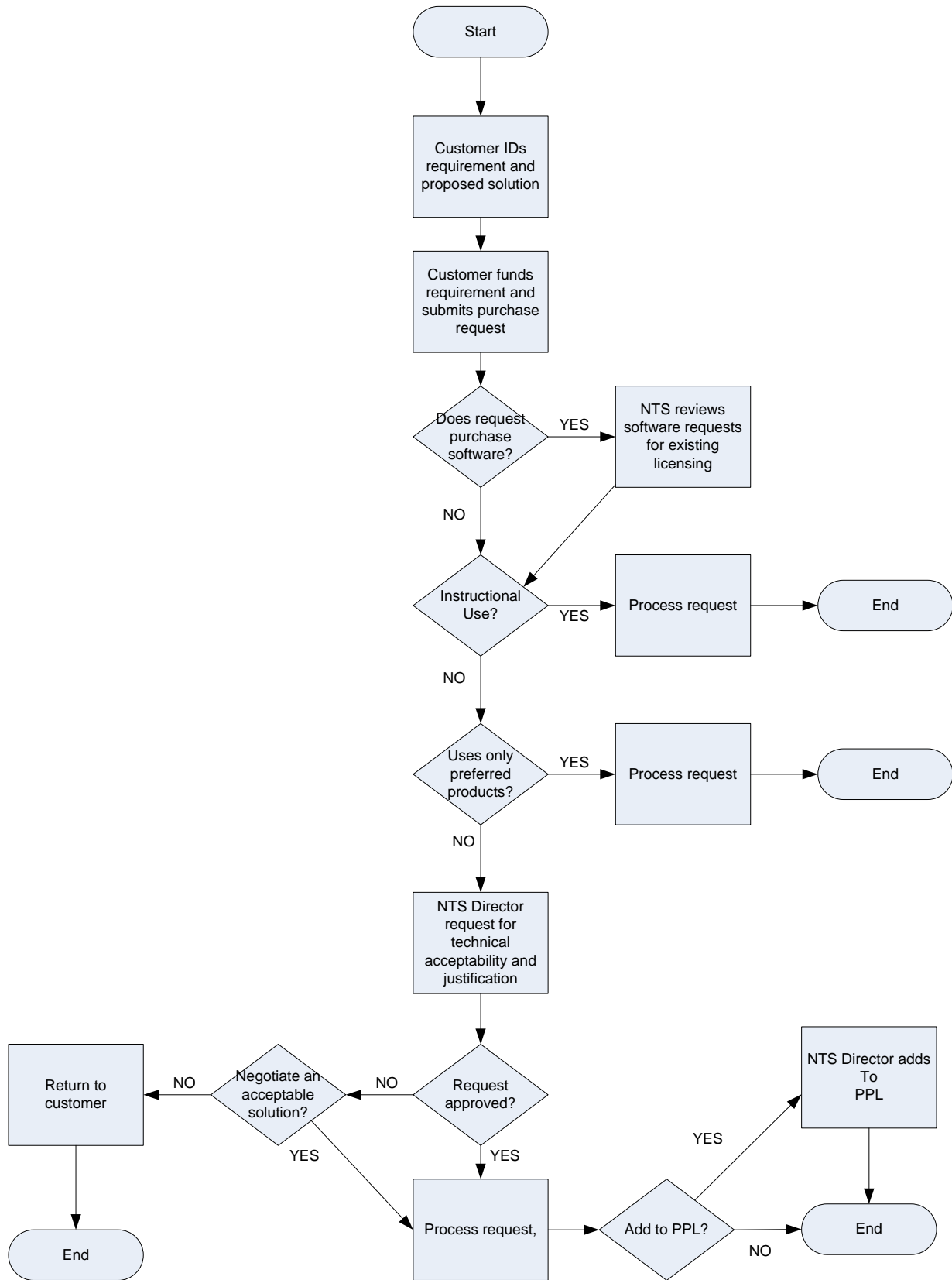
Any faculty or staff member can recommend the Director NTS consider a new product to the list. When this occurs, in addition to the above tests, the Director will consider demand for the product in his decision. Demand is generally satisfied with a commitment to purchase or use the product.

When hardware or software not on the Preferred Products List is purchased, the user assumes all responsibility suitability and maintenance of the product. If requested, NTS will assist in the configuration or maintenance of non-Preferred Products, but will not guarantee success.

For all purchases the user is responsible for consumables, outside maintenance costs, and maintenance contracts. The user must be able to provide proof of license information on all purchased software.

PROCEDURES:

1. NTS will develop and maintain a preferred products list of office automation hardware and software. This list will be posted on the TSTC Marshall intranet.
2. The requesting office identifies the requirement and proposed solution. If requested, NTS will assist in this step
3. Once funding is made available, the requesting office generates a purchase request
4. If software is being purchased, the NTS director will review the request to determine if the campus already has an existing license. This review will be annotated on the purchase request
5. If the request is in support of the educational requirements, it will be processed by purchasing at this point
6. If all items on the request are from the Preferred Products List, it will be processed by purchasing at this point
7. The request is forwarded to the NTS director for addition of the product to the Preferred Products List or approval of a waiver from the Preferred Products List
8. If, after discussion with the requesting office, the director approves the addition or waiver the request is processed by purchasing. Otherwise, the request is returned to the requesting office. Waiver approvals will be annotated on the purchase request.



Purchasing Process Flow Chart