**IT PURCHASING GUIDELINES**

**IT Purchasing Standards**

* CIO pre-approval and IT Director required:
	+ Single item purchases of 25,000 or greater - before any action begins with vendors
	+ New vendor contracts - before any action begins with vendors
	+ Servers, storage, network devices, wireless (WiFi), virtualization, consultants
* Purchase IT Supported Products ([Software & Hardware Guide](http://it.unh.edu/index.cfm?id=6AB692E2-D92D-1538-AC11081197A741CE)) unless a specific exception is approved by IT Director.
* Bring a new purchase to the Leadership Team for review if it has potential for broader usage within IT or the university.
* Purchase products from the Computer Store as appropriate

**GUIDELINES:**

**Request for Proposal (RFP)/Request for Bid (RFB)**

***Purchases $35,000 or greater (ARRA funded Grants $25,000 or greater)***

***Before RFP is prepared:***

* IT Director seeks approval of CIO and IT Director for Finance and Planning.
* Following approval, IT Manager develops RFP or RFB with assistance of USNH Purchasing Office.
* IT Director for Finance & Planning assigns IT BSC Manager to RFP or RFB.

***After RFP of RFB is prepared:***

* Submit final draft to IT Director for Finance & Planning and IT Director for approval.
* Purchasing releases RFP or RFB to vendors.
* Vendor questions and responses are handled by assigned Purchasing Agent/Manager who keeps IT BSC Managers and IT Manager informed.
* Assigned IT BSC Manager prepares a written summary supporting vendor selection.
* Vendor selection written summary is submitted to IT Director for Finance and Planning and IT Director for selection approval and CIO approval.

**Agreements and Contracts**

* New vendor agreements and contracts require CIO / IT Director pre-approval.
* Once approved by CIO / IT Director, forward ***all new contracts and agreements (with or without monetary obligation)*** to IT BSC Managers.
	+ This includes: new services, license and maintenance agreements, Service Level Agreements (SLAs), Memorandums of Understanding (MOUs), Letters of Engagement (LOEs), and Independent Contractor Agreements (ICAs)
* IT BSC Manager reviews and forwards new agreements to IT Director of Finance and Planning for review and signature (as appropriate), then forwards to USNH Purchasing Office if appropriate.

**Please note**: ICAs are only used for non-corporations and only if the contractor is hired for more than two days. ***UNH and USNH*** e***mployees are not hired as independent contractors***. Employees are paid through the supplemental pay process. Employee family members are not hired as independent contractors due to potential conflict of interest.

**Software and Hardware Maintenance Renewals**

* Forward all maintenance renewals to IT BSC Managers for approval.
* IT BSC Manager engages IT Director of Finance and Planning and CIO (as appropriate).
* IT BSC Manager provides a copy of the renewal invoice to the respective IT department.

**Capital Purchases**

***Greater than $5,000, less than $35,000 (NOTE: for ARRA funded grants, less than $25,000)***

* Single item purchase greater than $25,000 requires CIO / IT Director pre-approval.
* Servers, storage, network devices, wireless (WiFI), virtualization, and consultants require CIO / IT Director pre-approval regardless of dollar amount.
* Following approval, forward price quotes from three sources to IT BSC.
* If the purchase is within the purview of the Computer Store:
	+ Forward a purchase request to the Computer Store.
	+ The Store will price search and purchase the item.
* If a specific vendor is required, forward supporting documentation to IT BSC.
* If a similar item has been purchased within the last 12 months, three price quotes are not required a second time.
* If an RFP or RFB is deemed appropriate (although not required), see above.

***$35,000 or greater (NOTE: for ARRA funded grants $25,000 or greater)***

* A formal bid process is required, see above

**CIO Pre-Approval Required**

* Submit an IT Purchase and Contract request for approval, login to Remedy (<https://remedy.unh.edu/unhit/purchase/>).
	+ (NOTE: For urgent requests, select yes for “Does this request require processing within 1 business day?”)
	+ Update contact information as necessary
	+ Enter purchase information (vendor, purpose, funding source, unplanned purchase, RFP/Contract purchase, item description)
* Notification is sent to CIO and CIO Administrative Assistant with a copy to IT BSC
* CIO approves or denies request, adding comments as necessary.
	+ This decision is automatically e-mailed to requester.
	+ Approved: order as guidelines above, note remedy case in documentation sent to IT BSC.
	+ Denied: Requester may submit revised request based on information provided by CIO.