

Procedure Information	
Related to Policy No:	AD-IT-6.05
Approved by:	Executive Committee
Approval Date:	June 22, 2022
Executive Responsible:	VP Finance & Corporate Service
Administrator Responsible:	Chief Information Officer
Date of Next Review:	June 2027

INFORMATION TECHNOLOGY ASSET PROCUREMENT AND VENDOR MANAGEMENT PROCEDURES

Definitions

IT Asset

Any piece of IT (information technology) hardware or software used by CNC or connected to other CNC IT Assets. These Assets include and are not limited to the following items: servers, personal computers, laptops, tablets, cell phones, network equipment, monitors, keyboards, mice, headsets, webcams, projectors, desktop applications, mobile apps, web/cloud applications, and web services. These Assets may also include internet-connected or smart devices and fixtures like thermostats, lights, and power adapters.

Asset Lifecycle

The sequence of stages that an IT Asset goes through during its ownership: from procurement, receipt, deployment, operational use, useful operational life, decommissioning, and disposal.

Personal Information

Any recorded information about an identifiable individual other than their business contact information. Personal information may include, but is not limited to, name, age, sex, home address and phone number, race, sexual orientation, student number, social insurance number, financial information, marital or family status, or educational information such as registered courses, grades, attendance, or assignments.

Procurement

The acquisition of deliverables by purchase, rental, or lease.

Total Cost of Ownership (TCO)

A comprehensive assessment of information technology (IT) or other costs across enterprise boundaries over time. For IT, TCO includes hardware and software acquisition, management and support, communications, end-user expenses and the opportunity cost of downtime, training, and other productivity losses.

Procedures

1. The procurement of IT assets is subject to the controls detailed in the Technology Procurement and Vendor Management Policy and the CNC Procurement Services department's controls, including the Procurement/Contract Authority.
2. Information Technology Services (ITS) and Procurement Services are responsible for the procurement of IT assets and for finding and managing the sources and channels for the purchase of IT assets.
3. ITS and Procurement Services will ensure the best value for money is obtained, considering Total Cost of Ownership (TOC) and the lifetime costs associated with the purchase of IT assets.
4. IT asset requests require ITS review and technical approval before procurement begins.
5. Third-party IT service providers must adequately protect and secure CNC's assets, data, and resources that the service providers access, process, and store. CNC and the vendor may establish any of the following protection mechanisms, including but not limited to:
 - 5.1. information sharing agreements,
 - 5.2. privacy protection schedules;
 - 5.3. outline of legal obligations of all parties; and,
 - 5.4. non-disclosure agreements.

IT Asset Procurement Process

6. CNC employees submit IT asset purchase enquiries and requests through the ITS Support Portal. (Request Services -> IT Professional Services -> Project Requests)
7. ITS reviews the request and considers:
 - 7.1. the request's alignment with CNC's IT procurement standards;
 - 7.2. any data and privacy implications that may require a Privacy Impact Assessment (PIA);
 - 7.3. if an existing IT asset may meet the need the request is attempting to address.
8. A new IT asset or system, or expansion or upgrade to an existing IT asset or system, as well as any associated services, must be approved by the Chief Information Officer if the cost exceeds the thresholds set out in the Procurement/Contract Authority Policy AD-F-3.13.
9. If the request is approved, ITS and Procurement Services will follow the procurement process prescribed by the CNC Procurement Handbook.
10. ITS and Procurement Services will use existing preferred manufacturers and suppliers to achieve the best value for money.
11. ITS and Procurement Services will follow due procurement process unless there is a specific justification not to enter the competitive process as per the Procurement/Contract Authority Policy AD-F-3.13.

12. ITS will support the creation of specific documentation needed to carry out a procurement process, such as specification and evaluation criteria.

Asset Management

13. All IT assets procured by CNC are owned and controlled by CNC.
14. ITS staff will ensure that up-to-date asset records, including contract details, software licenses, conditions, and media are controlled locally and securely under IT and Procurement guidelines and agreements.
15. These records will be available for inspection and use by reasonable request.
16. ITS staff will monitor IT asset usage to verify system and software license compliance and ensure efficient and effective use of the IT asset.
17. ITS will collaborate with IT asset owners/users to determine whether IT assets remain fit for their intended purpose and compliant with the licensed conditions of use during the asset lifecycle.
18. ITS ensures IT assets and systems are retired, archived, and disposed of based on the lifecycle of the device and the ITS Asset Lifecycle.

Vendor Management

19. ITS will follow Procurement Services vendor management standards to set up, support, monitor, and evaluate vendor relationships. This process reduces risks, contains and reduces cost, and achieves greater efficiencies.
20. ITS and Procurement Services will collaborate to assess vendor compliance with agreed-upon service levels and quality of services.
21. The scope, review, frequency, and supporting documentation varies depending on the complexity of the vendor relationship and the product(s) or service(s) being offered. In general, the scope of the performance assessment will include the following:
 - 21.1. Vendor relationship oversight
 - 21.2. Service level agreements
 - 21.3. Quality of services
 - 21.4. Contract terms
 - 21.5. Billings and disbursements

Links to Other Related Policies, Forms, Documents and Websites

Procurement Contract Authority AD-F-2.13
Signing Authority AD-F-2.12
Acceptable Use of CNC Information Technology AD-IT-6.02
Information Cybersecurity Policy AD-IT-6.03
Procurement Handbook
[CNC ITS Services](#)

Policy Amendment Log

Procedures related to Information Technology Asset Procurement
And Vendor Management Policy #AD-IT-6.05

Amendment Number:	Date:
0	June 2022
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