

Policy Information	
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

Policy Statement

This policy and related procedures describe the principles and process for procuring Information Technology (IT) assets for the College of New Caledonia (CNC) in compliance with government mandated procurement standards and the Procurement/Contract Authority Policy AD-F-2.13. It also describes the processes for vendor management related to IT assets.

Purpose / Rationale

This policy supports the Information Technology Services (ITS) department to ensure IT assets:

- align with the CNC's long-term IT strategy;
- are procured following CNC's standards for privacy, security, and compliance;
- are in line with business requirements;
- are reliable and useful; and,
- are procured in a fiscally responsible manner.

Scope / Limits

This policy applies to all purchases, rentals, or leases of IT assets procured on behalf of CNC, or that run on or integrate with CNC's IT infrastructure and data.

In this policy, IT assets may be hardware or software, including, but not limited to:

- desktop, mobile, and web software applications;
- computer hardware (for example, laptops, tablets, desktops);
- peripherals (for example, printers, keyboards, cameras, headphones); and
- smart devices (for example, sensors, control devices).

Principles / Guidelines

1. IT assets are procured in alignment with CNC's strategic goals, IT asset standards, and applicable privacy legislation.
2. IT assets must be procured in partnership with ITS and Procurement Services.

3. The principles laid out in the Procurement/Contract Authority Policy AD-F-2.13 and the Procurement Handbook apply when procuring IT Assets.
4. ITS maintains a list of preferred IT asset models and suppliers to standardize technology throughout CNC and increase the efficiency of ITS support services. Wherever possible CNC employees are directed toward approved suppliers and IT Assets.
5. The scope, review, frequency, and supporting documentation needed varies depending on the complexity of the vendor relationship and the product(s) or service(s) being offered.
6. Any IT asset that collects, uses, or stores personal information will undergo a Privacy Impact Assessment (PIA), as required under the BC Freedom of Information and Protection of Privacy Act.
7. ITS provides technical guidance to departments with a focus on client needs, and either approves, suggests alternatives to, or recommends non-approval of IT asset procurement requests to the appropriate vice president. Final decisions are made by the appropriate vice president.
8. The Chief Information Officer may recommend approval of the procurement of IT assets that fall outside of the requirements of this policy to the appropriate vice president.
9. IT assets purchased using CNC funds are the property of CNC.
10. The ITS department is responsible for the tracking, administration, and maintenance of IT assets.
11. ITS ensures IT assets remain fit for their intended purpose and compliant with the licensed conditions of use during the entire lifecycle of the asset.
12. ITS does not provide technical support for IT assets procured in violation of this policy.
13. All CNC employees are required to ensure their IT asset purchases comply with this policy and associated documents.

Legislative and Collective Agreement References

[BC Freedom of Information and Protection of Privacy Act](#)

Links to Other Related Policies, Documents and Websites

Procurement of Information Technology Assets Policy Procedure
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

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