

Indiana Wesleyan University

Flat Panel/HDTV Procurement Policy

Policy Name: Flat Panel/HDTV Procurement Policy

Effective Date: December 1, 2009

Review Date: December 1, 2011

Last Revision Date: February 17, 2012

Last Revision By: Brian Hertzog

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Approved By: University Information Technology

Version: 1.0

POLICY PREVIEW:

The purpose of this policy is to provide guidance on the procurement of flat panel/HDTVs at Indiana Wesleyan University. This policy applies to all flat panels purchased with university funds, be they departmental, capital or grant resources. Adhering to this policy ensures the department of University Information Technology (UIT) is able to provide technical support and maintain an accurate inventory of university assets.

POLICY:

Individuals or departments desiring to purchase a flat panel / HDTV equipment for departmental or public areas must coordinate the acquisition through the Director of Institutional Media Technologies. The director (or designate) will assess location to be installed and functionality needed prior to providing recommendations of a solution. It is assumed that appropriate leadership approval and funding has been acquired prior to project analysis. Non-binding budgetary information can be provided upon request for early planning of projects if needed.

STANDARDS:

General roles and responsibilities

Procurer, their designee or individuals with ownership of flat panel/HDTV must:

1. define the purpose and intended use of the flat panel/HDTV and provide documentation as needed;
2. ensure the availability of university funds to cover all expenses accrued by the flat panel/HDTV installation or replacement, e.g., cabling, mounting bracket(s), wall plate, adapters, Facility Services expenses;

3. confirm resources are available for additional equipment needed to drive the video & audio source, e.g., laptop, DVD player, video/audio amplifier, ceiling mounted speakers;
4. ensure compliance with University Flat Panel/HDTV Procurement Policy Procedures (listed below);

Institutional Media Technologies staff must:

1. determine the appropriate brand, size, cabling and mounting location for all flat panel/HDTV installations or replacements;
2. collaborate with vendor of choice (if applicable)
3. provide requestor with an approximate 'total cost' for installation or replacement;
4. ensure equipment is ordered once the UIT Hardware/Software request form is approved;
5. ensure prompt installation and reliability of equipment;

PROCEDURES:

'New' Hardware Procurement Procedure

New hardware is defined as any flat panel/HDTV that will provide a functional capability not currently present in the location desired.

1. The department/staff member contacts and collaborates with the Director of Institutional Media Technologies (IMT) to identify vendor, generate technical specifications and price. Please be aware that installation costs may apply.
2. The department/staff member completes the online UIT Hardware/Software request form and acquires appropriate signatures.
3. IMT facilitates the procurement and installation.

'Replacement' Hardware Procurement Procedure

Replacement hardware is defined as any flat panel/HDTV procured to replace existing hardware that has been examined by IMT staff and determined beyond repair.

1. Department/staff member calls the UIT Help Desk to report malfunction.
 2. IMT staff spec's, prices, facilitates purchase and inventories the replacement hardware.
 3. The IMT installs the replacement hardware, tests and confirms resolution to the department/staff member.
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SCOPE / APPLICABILITY:

All persons while conducting/performing work, teaching, researching or study activity or otherwise using University resources. Scope/Applicability also includes all facilities, property, data and equipment owned, leased and/or maintained by the University.

POLICY AUTHORITY / ENFORCEMENT:

Institutional Media Technologies (IMT) Director is responsible for the development and oversight of these policies and standards. The Director works in conjunction with University Leadership, University Information Technology (UIT) and others for development, monitoring and enforcement of this policy.

POLICY REVIEW:

This policy will be reviewed annually to determine if the policy is in compliance with University standards. This policy will be reviewed and updated as needed.

COMPLIANCE:

Failure to comply with this policy minimizes or in some cases nullifies technical support by the department of University Information Technology (UIT).

REVISION HISTORY:

Version / Revision Date / Description

1.0 / February 17, 2012 / Flat Panel/HDTV Procurement

This policy is subject to change or termination by the University at any time. This policy supersedes all prior policies or procedures pertaining to the same subject.

Approved October 22, 2010 by the department of University Information Technology
John Jones, Vice President for Information Technology