

DVC Procedure 5111.01
TECHNOLOGY PURCHASE STANDARDS AND PROCESS

ADOPTION: May 17, 2004

REVISED:

REFERENCES: Business Procedures 11.00, 11.03

All computer, printer, networking, audio-video and major technology purchases including network software and institutional software licenses are made through the information technology and services office. This is done to ensure that the college is getting standardized technologies that are compatible and supportable at negotiated costs in compliance with district purchasing procedures and accessibility requirements. All audio-video material purchased by DVC must be closed captioned for the hearing impaired according to state and federal ADA requirements.

To streamline this process for computer and printer purchases, an online form is available on the DVC Intranet through which selections can be made. Faculty and staff may also contact the executive dean of information technology and services or designee for direct technology purchasing assistance.

Purchasing standards are established for technologies that are widely used by faculty and staff at DVC (e.g., Microsoft Office, Norton Antivirus, WebCT Course Manager, Dell computer, HP printers, etc.). Technology standardization is done for the following reasons:

- To ensure the college is using technologies that are compatible and ADA compliant;
- To lower DVC's total cost of ownership for purchasing, installing, training, supporting, maintaining and replacing technologies;
- To ensure the college is using the best technologies for the needs as defined by the primary users within the context of existing budgets;
- To ensure that the college is in step with the standards of other educational institutions;
- To ensure that the college is using industry standard technologies that manufacturers will support in the future.

Once technology standards are established, they are not changed unless there is a compelling need (e.g., dramatic rise in total cost of ownership, major change in product support or specifications, major change of user requirements, etc.). DVC technology standards are published online at:

<http://www.dvc.edu/technology/standards.htm>