



Software and Technology Purchases Procedure

Procedure Number: 511P

Responsible Office: VP of Information and Engineering Technologies (IET) and College Computing

Forms: Software Request Form, Instructional Software Request Form (updated annually), Technology Purchase Approval Request Form

Effective Date: 03/08/2024

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1. Purpose

This policy procedure details the specific actions to be taken by all Northern Virginia Community College (NOVA) employees, including full and part-time staff, faculty, contractors, consultants, volunteers, interns and student hires, and students (collectively “users”) who purchase computer software and technology for use at NOVA.

2. Definitions

Software: programs and other operating information used by a computer.

Hosted Software: software that is installed, stored, and accessed entirely on a remote (non-NOVA) server or location.

Personally Identifiable Information (PII): any data where the unauthorized access, loss, misuse, modification, or improper disclosure could negatively impact the ability of the College to provide benefits and services to its students or could compromise the privacy of an individual’s records. This includes, but is not limited to, personally identifiable information outside the scope of the College’s directory information policies; social security numbers; personal financial information; sensitive plans and procedures; personnel records; individual student records; and student grades. May also be referred to as sensitive data/information.

Technology: any hardware, software, services, and supporting infrastructure to manage and deliver information using voice, data, and video. This includes telecommunications, automated data processing, hardware, applications, databases, the internet, management information systems, consulting services, hosted services, subscription/lease services and related information, equipment, goods, and services.

3. Procedure

1. Software Requests

a. Annual Centrally Funded Instructional Software Request Form

- i. *When to Use:* The Annual Centrally Funded Instructional Software Request Form is required for all instructional software. The link to the form is sent to all faculty every Fall. The purchasing process is completed through the spring and software is available for the following academic



year. This form is not publicly accessible.

- ii. *Funding*: Instructional software is funded through College Computing and subject to approval and the availability of funds.
- iii. *Approvals*: Once a request is submitted, it is approved in the following order:
- iv. Requestor > Division Dean > VP of Academic Affairs

b. Software Request Form

- i. *When to Use*: The Software Request Form is required for all administrative software, subscriptions, and HyFlex iPad apps.
- ii. *Funding*: Administrative software requested through the Software Request Form is funded by the requesting department.
- iii. *Approvals*:
 - All software requests are reviewed by the Acquisitions Manager, then approved by IT Leadership, except for iPad app requests which are approved by the academic supervisor first and then by the Director of Enterprise Operations.
 - If a request requires additional Security review, it is also forwarded to the Security & Audit Department for approval.
 - If the request is rejected at any point, the requestor will receive an email notification.
 - The requester will receive email status notifications when the request is fully approval, when the requisition is in process, and when the order is completed.

c. Additional Provisions

- i. If the requesting individual/department has obtained a quote/invoice for the software/subscription, this should be attached to the submission but is not required.
- ii. Some requests may require additional documentation and approvals under existing procurement policies and procedures (i.e., Quick Quote, Payment Card Industry Security Standards Council [PCI SSC] approval, Technology Procurement and Project Request [TPPR], Delegation of Authority [DOA] approval, etc.).
- iii. Departments are responsible for maintaining and/or updating licenses as necessary.
- iv. Depending on the nature of the software, additional forms may be required:
 - NVCC Contractor's Addendum
 - Virginia Community College System (VCCS) Non-Disclosure Agreement (NDA)
 - Security Protocols
 - Service Organization Control Type 2 (SOC2) Audit Results
 - Higher Education Cloud Vendor Assessment Toolkit (HECVAT) Assessment



2. Technology Purchases

a. General

- i. All faculty and staff are issued standard IT equipment as per College Policy 513.
- ii. Requests for upgrades or additional IT equipment (i.e. a second monitor or webcam) are funded by the requesting department as per College Policy 513.
- iii. When upgrades or additional IT equipment is identified as a legitimate business need, College employees must complete and submit the Technology Purchase Approval Request Form. Upon full approval of the request, the purchase can then be made following established Commonwealth of Virginia, VCCS, and NOVA purchasing policies and procedures.

b. Technology Purchase Approval Request Form

- i. *When to Use:* The Technology Purchase Approval Request Form is required for all hardware and related service purchases.
- ii. *Approvals:*
 - Once a request is submitted, it is approved in the following order:
 - Supervisor > Local IT Manager > IT Leadership
 - The request can be rejected at any point during the approval process. If rejected, the requester will receive an email notification.
 - The requester will receive an email notification when the request is fully approved.
 - Upon final approval, the requester reopens the request to create the Tech Approval Memo, using the link and instructions found in the email notification. The memo will automatically save to the requester's OneDrive and must be attached to the order requisition (REQ).

c. Additional Provisions

- i. Classroom technology covered under the College's Annual Refresh program is purchased separately in accordance with established VCCS and NVCC policies and procedures.
- ii. Some purchases may require additional processing or approvals under existing procurement policies and procedures (i.e., Quick Quote, VCCS approval, sole source vendor, purchases in excess of single quote limit, etc.).