Software and Technology Purchases

Policy Number: 511

Categorized: Information Technology

Procedure: 511P

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

Effective Date: 03/08/2024

Date Last Reviewed: 03/08/2024

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1. Scope

This policy applies 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. Policy Statement

1. Software Purchases

   a. Information Technology Support Services (ITSS) supports College owned computer software in ways that meet the College's strategic priorities and support the mission of the College.

   b. All software, including hosted software, must be purchased through the Acquisitions Manager.

   c. All hosted software involving Personally Identifiable Information (PII) must have the Virginia Community College System (VCCS) Non-Disclosure Agreement (NDA) signed by the vendor and the NOVA data owner.

   d. Any exceptions must be approved in writing by the VP for IET and College Computing.

   e. All computer software purchases must have the prior written approval of the VP of IET and College Computing.

   f. VCCS policy requires that software is not more than one generation behind the current version. Exceptions for bona fide instructional or administrative purposes, such as computer workstation repair programs, must be documented and approved by the VP of IET and College Computing.

2. Technology Purchases

   a. All technology and IT related service purchases must have the prior written approval of the VP of IET and College Computing regardless of funding source or use.

3. Authority

Chancellor's Technology Expectations (2016-2018)

[VCCS IT Procurement Policy](#)