# RCSI IT Purchasing Policy for RCSI Staff

**Document Control**

| Version | Date | Action | Author |
|---------|------|--------|--------|
| 0.1 | 18/11/2020 | RCSI IT Purchasing Policy | Ruth Meredith |
| 0.2 | 09/02/2021 | Updated policy wording to include refresh cycle information, standard pricing policy details and expected provision of equipment to each staff member. | Ruth Meredith |

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# Contents

## 1. Policy Statement

The Information Technology Department (IT) is responsible for maintaining the University network, infrastructure, workstations, and peripherals, as well as maintaining quality of information technology (IT) equipment and resources at a reasonable cost. As such, procurement of all University IT resources and services is centrally managed by IT.

Information Technology manages the purchase of IT-related items in collaboration with the RCSI Finance Department.

## 2. Purpose

IT centrally manages University information technology asset lifecycles following an industry standard asset procurement and asset management framework.

This policy establishes standards and guidelines for the procurement of IT resources and services to support standardised management of University resources.

## 3. Scope

This policy applies to all RCSI employees, contractors, vendors and agents using an RCSI-owned workstation, technical service or system that is connected to the RCSI network.

This policy applies where IT is required in relation to any of the following scenarios:

- Assistance will be required to build, install or implement hardware or software.
- Asset will utilise the University network.
- Asset will be installed in a data centre.
- Software or hardware will require campus credentials (Active Directory or Single Sign On) for authentication.
- Software or hardware generally made available to students and/or employees.
- Software will use and/or store data other than Directory Information.
- Cloud services (Infrastructure as a Service (IaaS), Platform as a Service (PaaS) or Software as a Service (SaaS)).
- Integration with other campus systems is required.
- Ongoing support from IT is expected.

## 4. Policy

- A centralised IT purchasing policy is used to:
  - Provide brand and model standardisation where appropriate;
  - Enable campus-wide inventory of hardware and software to facilitate effective planning, maintenance, upgrades, and disposal;
  - To obtain advantages through volume purchasing and working with approved vendors appointed through the University procurement process;
  - Ensure license compliance and pricing advantages for software purchases;
  - Ensures hardware and software will be compatible with IT infrastructure.

- The University's Financial Guidelines and Procurement Guidelines must be followed in the purchase of IT Equipment. See [Finance Procurement Policy](#).

- All procurement of IT equipment, software and services for the University must be made either through the IT Department or in full consultation with the relevant personnel in the IT Department.

- All academic staff are provided with a computer to assist them in carrying out their assigned duties. The School reserves the right to provide an academic with a computer that is fit for purpose (typically this means less than four years old) from its available stock or to purchase a new computer for this purpose. When the purchase of a new computer is approved, staff can choose between one laptop computer plus external keyboard, mouse, monitor and docking station or one desktop computer plus external keyboard, mouse, monitor for University office use. The University policy is laptop first, where possible, as this device is mobile and can be used in any location.

- IT equipment, software and services for the University will be purchased on the basis of best value for money over the complete life cycle of the goods. Initial cost is not the only criterion to be considered: support requirements, warranties, reliability of goods as well as suppliers, longevity, and disposal costs must also be considered.

- There is a standard upper limit on cost for purchasing these options. This is a standard amount for purchase of a standard IT equipment item. Variations to this standard require the approval of the CTO.

- Where a non-IT Department budget is being used to fund a purchase or lease, it is the budget-holder's responsibility to ensure that sufficient funds are available for the purchase and that all relevant information is supplied to the IT Department to facilitate the purchase.

- Device replacements will be carried out on a refresh cycle based on the age of the device. Laptops will be replaced after no longer than 4 years and desktops within 6 years.

- The IT Department may reject a purchase if it believes that IT policies have been breached.

## 5. Roles & Responsibilities

### 5.1. The Senior Management Team (SMT)

Ensure procurement of IT resources are approved according to University policy and procedures.

The SMT is responsible for distributing the IT Purchasing Policy to all heads of Departments/Schools/Faculties/Research and for supporting the Chief Technology Officer in the enforcement of the policies where necessary.

### 5.2. Department Heads of Academic, Research and Administrative Areas

Heads of Academic, Research and Administrative areas are required to familiarise themselves with the policies.

The duties of the Heads of Academic, Research and Administrative areas are set out below:

- The implementation of this policy and all other relevant policies within the RCSI Department or service they manage;

- Making sure adequate procedures are implemented within their Department or service, so as to ensure all RCSI employees, third parties and others that report to them are made aware of, and are instructed to comply with this policy and all other relevant policies;

- Notifying the appropriate resources, if they suspect a user is responsible for misusing or is in breach of this policy;

- Complying with instructions issued by the CTO on behalf of the RCSI.

### 5.3. Line Managers

Each Line Manager is responsible for:

- The implementation of this policy and all other relevant RCSI policies within the business areas for which they are responsible;

- Ensuring that all members of staff who report to them are made aware of and are instructed to comply with this policy and all other relevant RCSI policies;

- Consulting with the IT, Legal and Finance in relation to the appropriate procedures to follow when a breach of this policy has occurred.

### 5.4. Users

Each user is responsible for:

- Complying with the terms of this policy and all other relevant RCSI policies, procedures, regulations established for procurement of IT resources and services.

- Complying with instructions issued by designated information owners, system administrators, network administrators and/or the I.T. Department on behalf of the RCSI;

- Reporting all misuse and breaches of this policy to their Line Manager.

### 5.5. I.T. Department

The I.T. Department is responsible for:

- Centrally managing procurement of IT resources, ensuring compliance to University policies, procedures, and guidelines.

- The implementation of this policy and all other relevant policies within the I.T. remit;

- Ensuring adequate procedures are in place to ensure compliance with this policy and all other relevant policies;

- Ensuring adequate technologies are in place to ensure compliance with this policy and all other relevant policies;

- Providing information owners or their nominees with audit reports and request lists for information systems which are directly managed by the I.T. Department.

## 6. Breaches of Policy

### 6.1. Incident Reporting

Any individual suspecting that there has been, or is likely to be, a breach of the purchasing policy should inform the CTO immediately who will advise the University on what action should be taken.

### 6.2. Enforcement

The RCSI reserves the right to take such action as it deems appropriate against individuals who breach the conditions of this policy. RCSI staff, students, contractors, sub-contractors or agency staff that breaches this policy may be subject to disciplinary action, including suspension and dismissal as provided for in the [RCSI disciplinary procedure](RCSI disciplinary procedure).

The RCSI may refer any use of its I.T. resources for illegal activities to the Gardaí.

## 7. Review & Update

This policy will be reviewed and updated annually or more frequently if necessary to ensure any changes to the RCSI's organisation structure and business practices are properly reflected in the policy.

## Appendix A: Definitions

- **Authorisation / Authorised:** Official RCSI approval and permission to perform a particular task.
- **Information Technology (I.T.) resources:** Includes all computer facilities and devices, networks and data communications infrastructure, telecommunications systems and equipment, internet/intranet and email facilities, software, information systems and applications, account usernames and passwords, and information and data that are owned or leased by the RCSI.
- **Information Technology (IT) assets** - All computers and electronic data storage, networking, transmission, and manipulation devices owned and/or controlled by any part of the University, including departmental computers and the University's IT network facilities accessed by anyone from anywhere.
- **Consumables** - Any IT resource that is expended in the course of operating an IT resource. Examples of consumables include, but are not limited to: paper, toner,
- **Server** - A computer system which primarily provides one or more network services by communicating across a network.
- **Workstation** - A general purpose computer intended for use by end-users.
- **Software** – Data or instructions organized in the form of operating systems, utilities, programs, and applications that enable computers and related devices to operate.
- **Peripheral** - A device connected to a personal computer that extends its capabilities. Examples of peripherals include, but are not limited to, mice, keyboards, monitors, printers/copiers.
- **Cloud Computing Service** - A type of Internet-based computing that provides shared computer processing resources and data to computers and other devices on demand.
- **Infrastructure as a Service (IaaS)** - A provisioning model in which an organization outsources the equipment used to support operations, including storage, hardware, servers and networking components. The service provider owns the equipment and is responsible for housing, running and maintaining it.
- **Platform as a Service (PaaS)** - A category of cloud computing services that provides a platform allowing customers to develop, run and manage Web applications without the complexity of building and maintaining the infrastructure typically associated with developing and launching an app.
- **Software as a Service (SaaS)** - A software licensing and delivery model in which software is licensed on a subscription basis and is centrally hosted.
- **Users** - Individuals, whether a member of the University community or not, who are granted access to and use of the University's information technology, whether on campus or from remote locations. Those individuals include, but are not limited to faculty, students, staff, guests, visitors, and those working on behalf of the University.
- **Line manager:** The individual a user reports directly to.
- **Third Party Commercial Service Provider:** Any individual or commercial company that have been contracted by the RCSI to provide goods and/or services (for example, project / contract management, consultancy, information system development and/or support, supply and/or support

of computer software / hardware, equipment maintenance, data management services, patient / client care and management services etc.) to the RCSI.

## Appendix B: Supporting Policies:

- IT Purchasing Guide for Staff
- Finance Procurement Policy
- Finance Purchasing and Payment Guidelines