**Policy for Information Technology Acquisition, Development and Deployment**

**Audience:**

All members of the Los Medanos College Community and users of the College network.

**Definition:**

The Los Medanos community benefits from both stability and purposeful evolution and innovation in networking and information management.. LMC IT&S is the major consultative resource for end-users for all information technology systems including communication systems, information storage and processing systems, software systems, physical facilities related to such systems, and contractual relationships with vendors of such systems and services. In addition, LMC IT&S has oversight and coordinating responsibility for all these systems and services.

Technological innovations and initiatives within the College should be brought to LMC IT&S early in their life for rapid consideration and assessment within College-wide plans. Because any new idea or approach may benefit or hamper others, LMC IT&S, in collaboration with District IT, will expeditiously work with the end-users to review their initiatives to insure that all acquisitions, development, and deployments of information technology within the College conform to existing guidelines to maximize functionality while minimizing effort.

**Policy Statement:**

The College is a highly interconnected instructional, research, and business entity, and is dependent upon secure and reliable operations within this environment. This policy recognizes that information technology is critical to the College's success, and affirms our community's commitment to ensure ongoing effective, efficient and economical support and development of its information technology environment in support of Los Medanos College's mission.

**Background Issues:**

**Processes for Information Technology Acquisition, Development, and Deployment**

In keeping with the *Policy for Information Technology Acquisition and Deployment*, all members of the College community must consult with the Information Technology and Services division (IT&S) before developing, purchasing or contracting for information technology products, services, support or consulting. This set of guidelines and processes defines when consultations are appropriate.

All acquisitions and deployments of information technology within the College must conform to these guidelines to maximize functionality while minimizing effort and be reviewed with LMC IT&S as indicated.

**Examples:**

The following are specific instances where the College requires LMC IT&S review and approval of information technology.

1. **Case 1: Situations requiring advance review and approval during planning.**
   1. **Changes to networks.** LMC IT&S must review and approve, in advance of investigation, purchase, or deployment, any information technology that changes the College's network structure or could compromise the physical or logical security of the network. This includes:
      1. Technology that potentially interferes with existing College transmission infrastructures or equipment or third party services contracted for or approved by LMC IT&S. For example, this is a mandatory requirement for *any* radio communication system, including wireless data network equipment.
      2. Technology that duplicates or extends existing College transmission infrastructures. This review requirement applies even if the College transmission infrastructure is not currently present in the vicinity of the planned deployment. For example, installation of a private telephone switching system, a data port replication device (e.g., a "hublet"), or a wireless data system.
      3. Technology that requires allocation of or modifications to space housing LMC IT&S network equipment, facilities, or computing systems. For example, a specialized video transmission system that requires dedicated fiber strands between buildings, or a server computer to be housed in an LMC IT&S facility.
      4. Leasing or purchasing LMC IT&S-managed services from another provider in leased space off-campus.
   2. **Information Technology acquisitions as part of capital projects.** Any transmission facilities, or network-attached computing technologies, that are to be acquired with capital project funds, must be reviewed and approved by LMC IT&S during planning.
2. **Case 2: Situations requiring review and approval of vendor selections, consultant engagements, development plans and/or contract documents.** In certain cases, where such services are being considered for purchase or new systems are being considered for in-house development, LMC IT&S must review and approve vendor selections, consultant engagements, development plans, and contract language to ensure that work rules, vendor or consultant competencies, system interface requirements, and legal protections are appropriate to protect College information and assets.
   1. **Changes to central systems.**

Examples include:

* + 1. Agreements or engagements to modify or extend the function of central systems.
    2. Agreements or engagements to replace or duplicate the services of central systems.
  1. **Implied dependence upon LMC IT&S support or the continuity of services.**

Examples include:

* + 1. Agreements or engagements to adapt, repackage, or reformat data contained in any central system through unsupported data extraction methods.
    2. Agreements or engagements that require the use of any LMC IT&S software system services, or that interface with central applications. An example would be creating or contracting for a service that should be authenticated against the Los Medanos Active Directory databases or that must interface with Datatel.
  1. **Provision of temporary or leased space to outside technology providers.**

Examples include:

* + 1. Leasing building spaces, rooftops, tunnel or conduit space, etc.
    2. Renting a satellite dish, microwave system, etc.
    3. Leasing an outside data line terminating in a College building.

**Review Processes**

**Policy Demarcations**

The information technology environment at Los Medanos can be described as layers of function around a core of central systems and College data warehouses.

At the center are a body of systems, software, data warehouses, and networking infrastructure that form the core. The core must function efficiently and reliably to support the academic, research and administrative missions and tasks of the College. LMC IT&S is responsible for these core functions either directly (e.g. the voice and data networks, Active Directory services, etc.) or in a partnership with a major administrative unit (e.g. Admissions and Records, Financial Aid.).

* Immediately outside the core is a layer of dependent or satellite functions that are coupled to core systems. Acquisitions and deployments in this layer must be approved by and coordinated with LMC IT&S in consideration of government regulations, privacy concerns, system interoperability, and contractual protections.
* Still further outside the core is a layer of local information technologies operating independently from core administrative systems and databases. These could include servers, computer labs, and computer-equipped classrooms, groupware software or other facilities managed as academic or local administrative resources. These systems may be attached to the College networks for access and may use central services if coordinated in advance with LMC IT&S (e.g. Active Directory authentication).
* The outermost layer of the information technology model is the individual's interest. This could range from a desktop computer and software to a research laboratory of specialized equipment. This layer does not need LMC IT&S coordination.

**Process of Local Approval Supported by Central Review**

In general, individual technology acquisitions should be coordinated within the department by the designated technology liaison. That person will have knowledge of how particular proposals will fit within the department’s overall strategy. The department may also establish its own guidelines for review in concert with the central policy and guidelines. The technology liaison is regularly briefed by LMC IT&S and can determine if a proposal will require LMC IT&S review or approvals.

**How to Contact LMC IT&S for Review of a Proposed Technology Acquisition**

Where review by LMC IT&S is required, the technology liaison should contact the Computer Network and Services Supervisor and submit a brief description of the project, product, or service, complete financial information including anticipated or approved funding sources, vendor product specification documentation and, if applicable, any relevant contracts or agreements.

**Original Issue Date:**

July 2004

**Revision Dates:**

May 2006

Support Contact:

Please send any questions about the policy or this procedure to the Senior Dean of Information Technology and Services.