

Vermont State Colleges Technology Procurement Procedures and Guidelines

All technology procurements for the Vermont State Colleges must be approved and authorized by IT Shared Services. This requirement is clearly stated in [VSC Policy 429, Contracting for Purchases or Leases of Goods, Services and Equipment](#). This includes purchasing outright, leasing, and subscriptions in any dollar amount.

Items included are, but not limited to:

- Laptop and desktop computers
- Tablets, iPads, and other related devices
- ALL classroom technology and ALL software/add-ons that interface with Canvas, Yuja, etc.
- Printers, scanners, external drives, and all related peripherals
- ALL locally installed software applications
- ALL cloud-based and server-based software, applications, and services
- Servers

Procedure

To request the procurement of any piece of technology (hardware, software, or service), submit a Helpdesk request at: <https://servicedesk.vsc.edu>.

Your request will be assigned to the appropriate IT service area for any needed security reviews, product evaluations, or other approvals. Once approvals are met, IT Shared Services will then assist with pricing and in most cases make the actual purchase.

The process above goes very quickly for most purchases. Many requests can be addressed, and orders placed within a day or two. In some cases, IT Shared Services may have requested items in stock or already own licensing, in the case of software.

There may be some cases where your request is denied due to funding approval or misalignment with documented strategic priorities.

Frequently Asked Questions

Q: Does this apply to grant-funded technology purchases? What about SGA purchases?

A: **This policy applies to ALL VSC technology purchases, regardless of funding source.** This includes all grants, department operating budgets, student government groups, athletic teams, etc. This policy is especially important for grant-funded projects to stay in compliance with the grant requirements.

Q: What if a product is purchased without IT approval?

A: IT Shared Services reserves the right to refuse to support or implement any technology acquired without necessary prior approval. Purchaser may be required to return product for refund.

Q: What if I'm not sure if something falls under the category of a "technology purchase"?

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A: Submit a ticket for what you're planning to purchase, and IT Shared Services will work with you to figure that out. We are happy to help with that!

Q: What is the advantage of going through IT for these purchases?

A: There are many advantages! IT Shared Services will make sure the product you want is compatible with other VSC systems and meets necessary security requirements. We also have contracts and memberships with several groups that allow us to get preferential education pricing or quantity discounts. We can also make sure the requested product is supportable and sustainable.