

Guidelines for Purchasing Computer Hardware and Software

- A. Software requirements should drive hardware requests. Before requesting new equipment or considering adopting a new software package, college personnel should ask themselves the following questions:
 1. "What will this newer software version allow me or my students to do that I cannot do with my current software?"
 2. "Is the cost of the software upgrade plus the cost of the accompanying hardware upgrade justifiable when weighed against perceived gains (productivity, marketability, etc.) derived from such a purchase?"
 3. "Can my needs be satisfied by replacing my current equipment with equipment that has been displaced from one of the classroom labs?"

- B. According to current budget preparation guidelines, all requests for computer hardware and software should be reviewed by the Director of Computing Services and then submitted to the budget subcommittee of SPBC.

- C. All approved equipment requests will be pooled with classroom equipment requests so that the college can benefit from the lowest and best equipment bids. Only in rare instances should a department or individual purchase units unilaterally. Computing Services will set guidelines for requests for proposals (RFP) to ensure equipment compatibility and serviceability.

- D. Classroom computers will be given budgeting priority. Also, budgeting priority will be extended to other departments where computer equipment is used primarily by students. The college will pursue the goal of replacing computers intended for student use on a three-year cycle. Equipment that is displaced from the classroom labs will be distributed to other college departments and personnel.