

THE UNIVERSITY OF ALABAMA IN HUNTSVILLE
CLOUD SERVICES AND INFORMATION TECHNOLOGY PROCUREMENT

Number 06.01.09

Division Administration - Office of Information Technology (OIT)

Date April 2018; Reviewed and Revised February 23, 2026

Purpose The purpose of this policy is to provide a framework for procurement of IT hardware, software, and externally hosted systems, software, or IT services.

Policy This policy establishes a framework for the procurement of information technology (IT) hardware, software, and any externally hosted systems or software for The University of Alabama in Huntsville (UAH).

UAH is committed to providing a wide range of high-quality information technology (IT) services to students, faculty, and staff in support of the mission of the university. In order to provide the best, most cost-effective and secure IT resources to UAH, IT resources which exceed a one-time cost of \$100,000, or which integrates with either Banner or other enterprise data systems, such as enterprise resource planning (ERP), must be reviewed before procurement.

This policy applies to all procurement of UAH-owned or OIT-supported IT resources.

Standardized IT Resources

UAH's OIT will establish and periodically update a standard set of IT resources that have been pre-approved for support and usage at UAH. This list shall be published on the OIT website and contain:

- Software licenses available to UAH
- Vendors for supported software packages
- Supported computer, laptop, and/or tablet manufacturers and models

Whenever possible, IT resources shall be chosen from the pre-approved list. If it is not possible to use a pre-approved IT resource, the purchase shall be verified through the Non-Standardized IT Resources process listed below.

Non-Standardized IT Resources

If it is not possible to purchase and utilize an IT resource from the pre-approved

list, then the IT resource must be vetted by OIT to determine total cost of ownership including verifying functionality, integration, support, environmental, computing, security, and legal requirements. OIT will make every reasonable effort to support non-standardized IT resources; however, because of fiscal and staffing constraints, this support may be limited.

The IT resource review is documented in the OIT Knowledge Base under the title of "IT Non-Standard Resource Procurement Review Process".

Review

The UAH Chief Information Officer (CIO) is responsible for the review of this policy every three years (or whenever circumstances require).