

Information Technology Expenditure Review Process

VERSION HISTORY

Version #	Date	Author	Key Differences
Draft v12	7/1/20	Tamara Armstrong	New Format Added “unplanned replacement of a single IT commodity” to Level 1
1.0			

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1 Overview

Based on the thresholds defined below, all IT Expenditures will be subject to the review and approval of the Department of Information Technology (DOIT):

2 Process Principles

- a) Intentionally leverage or extend the use of existing technologies
- b) Improve transparency of the inventory of IT products/tools
- c) Improve management of IT expenditures
- d) Effectively leverage CCCCCO contracts and services
- e) Optimize the LRCCD technical architecture
- f) Market research results in better outcomes
- g) Optimize the student experience
- h) Better prioritize, assign, and manage IT activities, staff, and resources
- i) Better leverage districtwide purchasing power
- j) Leverage and optimize annual IT planning processes
- k) Bolster a consistent and intuitive experience for students who attend multiple colleges
- l) Create portability of IT skills and knowledge amongst IT Staff across the district
- m) Provide improved support for college staff and students
- n) Better leverage cloud resources and reduce on premise solutions

3 Annual IT planning

By May 1st of each year, District Office and Colleges will submit an annual IT plan which details planned IT acquisitions and expenditures for the budget year. IT acquisitions and expenditures should align with District and College strategic plans and have traceability to District and College budgets.

Definition of "IT Expenditures": The expenditure of funds regardless of source by any College or District Department for IT activities, equipment, facilities, contracted personnel, services, supplies and the automated processing of information.

4 Review Process

Level 1: Submitted IT Commodity:

- IT commodity expenditures detailed in the annual College IT Plan or unplanned replacement of a single IT commodity
- Proof of Concept/pilot efforts – efforts less than 100 hours, not public facing, not impacting students or staff. Total expenditures shall not exceed \$5,000 (ongoing or continuing costs)

Level 2: Submitted IT Purchase or Project:

IT Expenditures included in the College IT Plan.

- College and DO Departments shall include the following information in the purchase requisition.
 - System entries
 - Purchase Description
 - Objectives/Need addressed
 - Planned completion date for implementation
 - Summary of the evaluation of products and/or services including market research
 - Attachments (as appropriate)
 - Project proposal or charter, as appropriate
 - Summary of the evaluation of products and/or services including market research (template to be provided)

Level 3: Exception IT Purchase:

IT Expenditures not detailed in the College IT Plan.

- College and DO Departments will submit IT purchase requests to DOIT and will include:
 - Project proposal, as appropriate
 - Purchase Description
 - Objectives/Need
 - Planned completion date for implementation
 - Summary of the evaluation of products and/or services including market research
 - Budget for proposed purchase

5 Summary

Level	Title	Description	Review	DOIT Service Level	Examples
Level 1	Submitted IT Commodity	<p>“IT commodity” items included in the IT Plan</p> <p><u>And</u></p> <p>Proof of Concept/pilot efforts – development efforts less than 100 hours, not public facing, not impacting students or staff. Total expenditures shall not exceed \$5,000 (one time or ongoing costs)</p>	No DOIT approval needed	One business day	<p>IT commodity: includes Personal computers, laptops, tablets, monitor, and all peripheral units associated with such computers.</p> <p><u>And</u> unplanned replacement of a single IT commodity</p>
Level 2	Submitted IT Purchase or Project	<p>Other IT expenditures included in the IT Plan including:</p> <ul style="list-style-type: none"> ○ IT Projects ○ Standard purchases and contracts ○ IT Services 	DOIT review	Two business days	<p><u>Standard purchases and contracts</u> which include IT equipment, software, or services-</p> <ul style="list-style-type: none"> ○ Scheduled Maintenance and Special Repair (SMSR) ○ IT related instructional equipment, software and library materials ○ Hardware (e.g. Servers, Wireless Access Point, Uninterrupted Power Supply, etc.) ○ Infrastructure (Switches, routers, etc) ○ Software & Applications ○ Information Security applications/tools ○ IT Training ○ Data Management Tools ○ Audiovisual and Multimedia ○ Telecommunications (phones, etc)

					<ul style="list-style-type: none"> ○ Cloud Computing and Services <ul style="list-style-type: none"> ▪ Infrastructure as a Service ▪ Platform as a Service ▪ Software as a Service <p><u>Services-</u></p> <ul style="list-style-type: none"> ○ Consulting Services and Personal Services (including IT contractors and Professional Services agreements) ○ Information Technology and/or Data processing, storage, transmission, Information processing, planning, operation, maintenance
Level 3	Exception IT Purchase	Any IT expenditures not included in the IT Plan	DOIT review or collaborative review with College or Department		Those items not captured in level 1 or 2.