

COMPUTER HARDWARE, SOFTWARE AND RELATED SERVICES PROCUREMENT

1. DEFINITIONS:

- a. "Computer hardware" means mainframe, server, desktop computer, terminal, printer, disk or tape storage equipment, voice and data communications equipment, cabling for local area network, wide area network or building cabling scheme and repair or replacement parts.
- b. "Computer software" means enterprise software, licensed package software, communications software and software trade-ins.
- c. "Contractual service" means software development or modification, programming support service, database or computerized bibliographic services, training and access to remote computer systems.
- d. "Hardware and software maintenance agreement" means service from Master Agreements as well as proprietary service agreements.
- e. "Information technology (IT) system" means any related computer or telecommunications components that provides a functional system for a specific business purpose and contains one (1) or more of the following:
 - 1. Hardware;
 - 2. Software, including application software, systems management software, utility software or communications software;
 - 3. Professional services for requirements analysis, system integration, installation, implementation or data conversion services; or
 - 4. Digital data products, including acquisition and quality control.

2. REVIEW REQUIREMENTS:

- a. All IT System requests are subject to the Strategic Procurement Review (SPR) request procedures and shall be electronically submitted through eMARS.
- b. The threshold for submission of IT System requests for any contract or purchase is set at \$1,000. If the contract or purchase exceeds \$1,000, it shall be submitted on the SPR form. Agencies shall not use split purchasing or any other methods to artificially circumvent this requirement.

3. PROCUREMENT REQUIREMENTS:

The procurement of IT System assets defined in Section 1 of this policy shall comply with the CIO-050 Enterprise Procurement of IT Assets Policy.