

Computer Procurement Process

Purpose

This document defines the process through which Cal Poly Pomona Foundation, Inc. computer purchases are made. The purpose of this document is to ensure the safety and reliability of Foundation systems and data.

Scope

This process applies to any purchases of computer systems using Foundation funds, for Foundation use.

Process:

1. Computer purchases must be approved by Managers/Directors.
2. The approval needs to be forwarded to Foundation Information Technology (IT), via work order.
3. Foundation IT selects the standard specifications and model for Foundation business use.
 - a. Specifications for computer standards, models, and performance are evaluated on a yearly basis, based on Foundation wide needs, industry trends and production cycles.
 - b. Foundation IT selects computer systems based on manageability, updated security, CPU/Memory required for business use, and operating system supportability.
4. Foundation IT orders the equipment, prepares it, and delivers it for Foundation business use.
 - a. Desktops
 - i. Foundation IT preconfigures the computer system, with operating system, applications, and security updates appropriate to the devices business use, based on the data level specific to its assigned usage.
 - ii. Training on maintaining device security and acceptable use of computers used for Foundation business will be provided
 - b. Mobile Devices
 - i. For mobile devices, this includes the installation of remote monitoring and management, operating system, application software, and mandatory scheduled (minimum monthly) security patch updating.
 - ii. Foundation IT will provide the Foundation Mobile Device acceptable use policy and must be signed and returned prior to receiving the mobile device
 - iii. Training on maintaining device security and acceptable use will be provided