

Standard Operating Procedures (SOP) for:			
<b>Procuring IT Hardware &amp; Software</b>			
SOP Number:	<b>DG07</b>	Version Number:	<b>1.1</b>
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Reviewer:	<b>Kris Bush, Head of Business Support Services</b>

Authorisation:	
Name / Position	<b>Chris Day, Director of IT Services</b>
Signature	<b>C Day</b>
Date	<b>15 July 2014</b>

Accountability:	
Position	Line Managers
Responsibility:	
Position	IT Finance & Procurement Officer

Revision History			
Version	Description	Author	Date
1	Initial version.	Saul Freeman	30/04/2010
1.1	Annual Review by Business Support Services	Kris Bush	31/03/2014

Purpose and Objective:	
To ensure that IT hardware and software procurement is carried out in accordance with College policy and industry best practice.	
This procedure shall apply to all IT hardware and software procurement, including open source software.	

References:	
SOP DG01 – Information Risk Assessments SOP DG02 – Business Continuity SOP DG08 – Implementing IT Systems SOP DG10 – Disposal of IT Equipment SOP DG25 – Configuration Management and Change Control SOP DG27 – IT Security Incident Management QMUL’s published Procurement Policies Business Support Services internal BSS SOPs	

SOP Text
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	Responsibility	Activity
1.	Procuring Officer	All procurement of IT hardware and software shall adhere to QML procurement policies and guidelines.

2.	Procuring Officer	Purchases are to be made using QML framework agreements where beneficial. Where exceptions are necessary, such purchases must conform to the relevant procurement procedures.
3.	Procuring Officer	Procurement of IT hardware and software shall correspond to the relevant QML standard specifications, where these exist the relevant Contract Supplier should be used. Where a standard specification is not applicable, a statement of business requirement shall be provided by the procuring department and a formal request for change generated. Refer to SOP DG25 – Configuration Management and Change Control.
4.	Procuring Officer	All procured hardware and software shall be fully compatible with the QML network environment as necessary and evaluated as such under the QML change management process. Refer to SOP DG25 – Configuration Management and Change Control.
5.	Tech Team	Proposed procurements shall be subject to a risk assessment to ensure that they do not introduce unacceptable risk. Refer to SOP DG01 - Information Risk Assessments. A statement of business requirements, including a specification of security controls, shall accompany a request for change. Refer to SOP DG25 – Configuration Management and Change Control.
6.	Procuring Department	Procurements shall comply with terms of SOP DG08 - Implementing IT Systems.
7.	Procuring Officer	When a proposed purchase includes the option of an extended warranty at additional cost, whole life costing shall be taken in to account and the advice of the Procurement department sought as required.
8.	Procuring Officer	Delivery of new IT assets shall be only to standard QML addresses or authorised exceptions to such a list of approved addresses, as maintained by the Finance department, and shall be accepted only by authorised QML staff or authorised delegates.
9.	Campus Customer Support,	Release and installation procedures for IT assets shall conform to QML testing, release, and configuration management controls as set out in SOP DG08 - Implementing IT Systems.
10.	Campus Customer Support, Business Support Services	All procured IT hardware and software shall be added to the relevant asset and configuration management databases and appropriate physical or electronic labelling carried out. Entries in asset and configuration databases shall identify ownership of the asset and categorise the asset in terms of business value, security classification and information security risk assessment and contain such information as may be required for health and safety and insurance purposes.
11.	Campus Customer Support	Asset and configuration management database entries for new IT assets shall include all information required to satisfy the requirements of SOP DG02 - Business Continuity.
12.	Customer Campus Support	All IT hardware asset purchases shall be recorded in such a way as to enable effective operational lifecycle management and satisfy the terms of SOP DG10 - Disposal of IT Equipment.
13.	Asset Owner	Lost, damaged or stolen hardware or software assets shall be reported in accordance with SOP DG27 - IT Security Incident Management.

14.	Procuring Officer	All procurement of software assets must satisfy all relevant legislative, intellectual property and regulatory requirements and not expose QML to any risk on these terms.
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