



Hardware and Software Procurement Policy

USG Policy 6 (5.00) | Approved July 2025

I. Purpose and Applicability

This policy establishes guidelines for purchasing hardware and software for academic and university business use. It ensures compliance with the standards of the Universities at Shady Grove, University System of Maryland, and University of Maryland, as well as cost-effectiveness, security, and operational efficiency.

This policy applies to USG employees, departments, and business units involved in selecting, purchasing, installing, or using hardware and software for business operations.

II. Policy Guidelines

A. Hardware & Software Approval

- a. The OIT Department must approve all hardware and software purchases, which the Business Office will review before procurement.
- b. A formal request must be submitted to the Office of Information Technology, including:
 - i. Business justification for the software
 - ii. Estimated cost and licensing model
 - iii. Security and compliance considerations
 - iv. Integration with existing systems

B. University and State Preferred Vendors and Licensing

- a. Wherever possible, hardware and software should be purchased from approved vendors, for Example (Maryland Education Enterprise Consortium, CDWG, and UMD Shell Shop) to ensure reliability and support.
- b. All technology-enabled hardware must align or meet the current USG OIT standards and configuration
- c. Open-source software must be reviewed for security risks and licensing compliance.
- d. Subscription-based or cloud software (SaaS) must be evaluated for cost-effectiveness and renewal terms.

C. Security and Compliance

- a. All software must comply with USMD IT Security Standards and industry regulations (e.g., GDPR, HIPAA, NIST 800-171).

- b. Software requiring access to sensitive data must undergo a security review before approval.
 - c. Employees must not download or install unauthorized software on university devices.
- D. Cost Management
 - a. Hardware and software purchases should align with the operational needs and the department's budget and demonstrate a clear return on investment (ROI).
 - b. All subscription renewals must be reviewed annually by the department making the purchase and OIT for continued necessity and efficiency.
- E. Implementation and Support
 - a. The IT department is responsible for installing and configuring approved software.
 - b. Training will be provided if needed to ensure efficient use of the software.
 - c. Technical support should be obtained through the vendor or the internal IT Service Desk.
- F. Hardware and Software Audits and Inventory
 - a. The OIT department will maintain an inventory of all approved hardware and licensed software.
 - b. Regular audits will be conducted to ensure compliance with hardware approvals and licensing agreements, as well as to detect unauthorized software.
- G. Policy Violations

Employees who violate this policy (e.g., installing unauthorized software, using pirated software, or circumventing security protocols) may be subject to access restrictions or additional disciplinary action.
- H. Policy Review and Updates

This policy will be reviewed annually or as necessary to reflect changes in technology, compliance requirements, and university business needs.