COLLEGE OF MICRONESIA-FSM

BOARD POLICY No. 8600

 **Computer Hardware Procurement**

| Date Adopted:  | 21 May 2002  |
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| Date Revised:  | 11 December 2009  |
| Date Reviewed:  | 28 May 2014,  |

References: *ISO/IEC 27001 Standards for Information Security Management, NIST Cybersecurity Framework*

All purchase orders for computers and related hardware (including desktops, laptops, tablets, servers, network appliances, peripherals, and storage devices) must be submitted through the **Information Technology Office (ITO)** and approved by the **Director of Information Technology (DIT)** or a designated representative.

**Procurement Guidelines**

1. **Standardization and Compatibility**
	* The **Director of IT** is responsible for defining standard hardware configurations based on:
		+ Current technological trends and availability.
		+ Suitability for educational or administrative purposes.
		+ Compatibility with existing campus IT infrastructure.
	* Standardization helps streamline support, reduce costs, and simplify lifecycle management.
2. **Justification Requirement**
	* Purchase requests must include a **justification memo** describing:
		+ The intended use.
		+ Any specific technical or programmatic requirements.
		+ The reason alternative or non-standard hardware is necessary (if applicable).
3. **Review and Approval**
	* The DIT reserves the right to:
		+ Request clarification or additional technical details.
		+ Recommend alternative options.
		+ Decline approval of purchases that do not align with institutional IT standards or best practices.
	* Any purchase not approved by the DIT may be **appealed to the Vice President for Institutional Effectiveness and Quality Assurance.**
4. **Vendor Reliability**
	* Computers must be procured from manufacturers with a **proven track record for reliability and support**, including:
		+ Consistent product performance over the past 12 months.
		+ Positive reviews in reputable, independent IT publications or rating agencies.
		+ Adequate warranty and service support availability in the region.

**Sustainability and Security Considerations**

* Preference will be given to hardware that is:
	+ **ENERGY STAR® or EPEAT certified** for energy efficiency and sustainability.
	+ Equipped with **security features** such as TPM (Trusted Platform Module), BIOS password protection, and remote wipe capabilities (when applicable).

**Exceptions**

Exceptions to this policy must be requested in writing and approved by the **Director of IT**. Any exceptions involving grant-funded or externally sourced equipment must still meet institutional cybersecurity and network compatibility requirements.

See Administrative Procedure 8600