

COLLEGE OF MICRONESIA-FSM BOARD POLICY No. 8600

Computer Hardware Acquisition Guidelines ~~Computer Hardware Procurement~~

Date Adopted: 21 May 2002

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.

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- 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.

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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).

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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.

Purchase orders for computers and computer related equipment must be submitted through the Information Technology Office (ITO) and the Director of Information Technology.

The Director of Information Technology will determine best recommended computer specifications based on currently available technology, suitability to specified purpose, and compatibility with existing systems. Therefore:

1. Director of Information Technology reserves the right to request information on the purpose of the purchase and information regarding specified equipment;
2. Justification must be submitted with the purchase order stating the need and purpose of the item; and
3. The Director of Information Technology can decline to approve a purchase with adequate justification. The buyer may appeal such a decision.

Computers must be purchased from manufacturers that have been rated as above average for reliability in the preceding twelve months by a nationally published computer journal.

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See Administrative Procedure 8600

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