

COLLEGE OF MICRONESIA-FSM BOARD POLICY No. 8600

Computer Hardware Acquisition Guidelines

Date Adopted: 21 May 2002

Date Revised: 11 December 2009

Date Reviewed: 28 May 2014, 27 August 2025

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