HORRY-GEORGETOWN TECHNICAL COLLEGE

PROCEDURE

Number: 7.2.1.1
Related Policy: 7.2.1
Title: State Board--Procurement of Information Technology Systems
Responsibility: Vice President of Information Technology

Original Approval Date: 08-01-1994
Last Cabinet Review: 12-07-2022
Last Revision: 01-04-2017

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President

I. Authorization

By virtue of provisions contained in Section 11-35-1580 of the South Carolina Consolidated Procurement Code, and through subsequent legislation and alignment of responsibilities in the course of Budget and Control Board reorganization, the Division of State Information Technology and the Office of IT Planning and Customer Relations (IT Planning) are responsible for:

A. Assessing the need for and use of information technology.

B. Evaluating the use and management of information technology.

C. Administering all procurements and contracting activities undertaken for governmental bodies involving information technology.

D. Providing for the disposal of all information technology property surplus to the needs of a using agency.

E. Operating a comprehensive inventory and accounting reporting system for information.

II. Definitions

A. Information technology is defined as electronic data processing goods and services, telecommunications goods and services, information security goods and services, information management, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes.

B. The procurement of Information Technology above $50,000 for administrative functions must be approved by the Division of State Technology Office. Procurement of Information Technology for research and instructional (R&I) purposes is excluded from this requirement. Research and Instructional information is defined as that technology to

be employed by academic institutions, in an academic setting, and solely for the purposes of research and/or instruction, and for no other purpose.

III. Procedures

Each technical college and the System Office are required to submit an annual Information Technology Plan (IT Plan) to the Office of IT planning with addendums at other times, as needed, for items not included in the annual IT Plan. Detailed information can be found on the IT planning website.

A. Colleges and the System Office will submit annual IT Plans into the Budget and Control Board's (B & C) IT Planning System in advance of the annual reporting deadline. The System Office IT Division will coordinate with IT Planning to seek clarifications and approval of college IT Plans as needed.

B. For items or projects that are subject to the IT Planning Process, but not included in the annual IT Plan, a separate ad hoc request must be submitted through the B & C Board's IT Planning System. The System Office IT Division will coordinate with IT Planning to seek clarifications and approval of college ad hoc IT Planning requests as needed

C. For items or projects that are subject to the IT planning Process, but not included in the annual IT plan, a separate ad hoc request must be submitted through the B & C Board's IT Planning system. The System Office IT Division will coordinate with IT Planning to seek clarifications and approval of college ad hoc IT Planning requests as needed.

IV. Surplus Information Technology Property

Surplus of Information Technology property within the Technical College System will be managed as stated in Policy 4-5-101 and Procedure 4-5-101-1. Before the sale, trade or disposal of hardware, sanitization must be performed according to South Carolina Enterprise Architecture Hardware Sanitization Policy.