Policy No: 806
Area: Information Technology Services
Adopted: 8/6/2012

Computer Software Acquisition and Upgrade Policy

Software applications and utilities are a strategic resource for Central State University (CSU), and must be maintained, enhanced, and replaced in a fashion that effectively supports the University mission.

Software used or proposed to purchase for use on the network and managed by Information Technology & Services (IT&S) will be evaluated regularly by the University-Wide Technology Committee (UWTC) on an evaluation schedule they set.

The committee evaluations of each software package will consider the need, software's impact on the network, the number of current or potential users, does the level of use or benefit justify the expenses associated with the software, and the cost of acquiring, training, updating and maintaining the software package, IT&S personnel impact, and associated hardware requirements to host the software. The committee will produce for IT&S a prioritized listing of recommendations for software acquisition, discontinuance, license renewal, maintenance and ongoing support. The list will include funding sources and level of access or use.

This list will include:
- Software purchase expense
- Software test instance expense (if necessary)
- Annual software maintenance expense
- IT&S staff training expense to install and maintain the software
- User training expense
- Hardware acquisition expense to support this software
- Hardware test acquisition expense to support this software (if necessary)
- Hardware annual maintenance expense
- Amortized hardware replacement cost (five year life expectancy)
- Ability to fully fund the acquisition and operating expenses over a minimum five year period

IT&S will offer education and consulting services to support purchase and use of software packages based on priorities set by the UWTC.

Software not selected as essential for campus use but purchased, operated, and maintained by individual users will not be the responsibility of IT&S to install, configure or troubleshoot operational issues.

Note: The University attorney will review all software license agreements before software is purchased and installed. This includes enterprise software and personal productivity software (including unapproved freely downloadable software such as Adobe Acrobat Reader). **Liability issues arising over software purchased and installed without review will be entirely the user's responsibility.**

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Software Acquisition Spreadsheet

Division:

Software Name:

Items to include for consideration	Initial Purchase Price	Annual Expense	Amortization
Software purchase expense			
Software test instance expense (if necessary)			
Annual software maintenance expense			
IT&S staff training expense to install and maintain the software			
User training expense			
Hardware expense to support this software			
Hardware test expense to support this software (if necessary)			
Hardware annual maintenance expense			
Amortized hardware replacement cost (five year life)			

TOTALS