**Procurement Review Process IT/PPS No. 05.05  
 Issue No. 5**

**Effective Date: 03/02/2023  
 Next Review Date: 03/01/2024 (EY)**

**Sr. Reviewer: Director, Information Technology Business Operations/ Services**

**POLICY STATEMENT**

Texas State University is committed to supporting the need to procure goods and services for the university in a timely and cost-effective manner, while ensuring compliance with applicable regulations and requirements which the university must follow.

**01. SCOPE**

01.01 This policy establishes the role of Information Technology (IT) Business Services in the review protocols for IT equipment, software, services, and associated contracts, agreements, and terms and conditions. Renewals must go through the same review process.

01.02 This policy establishes the role of IT Business Services in the procurement process for the division, including requests for proposals (RFPs).

**02. DEFINITIONS**

02.01 Tier 1 Projects (Strategic Projects) – see [IT/PPS No. 04.10](https://policies.txstate.edu/division-policies/information-technology/04-10.html), Information Technology Division Project Management for definition.

02.02 Tier 2 Projects (Key Projects) – see [IT/PPS No. 04.10](https://policies.txstate.edu/division-policies/information-technology/04-10.html), Information Technology Division Project Management for definition.

02.03 Tier 3 Projects (Local Projects) – see [IT/PPS No. 04.10](https://policies.txstate.edu/division-policies/information-technology/04-10.html), Information Technology Division Project Management for definition.

**03. GUIDELINES**

03.01 All IT contracts and agreements are administered and procured in accordance with university policies and procedures (see [UPPS No. 05.02.02,](https://policies.txstate.edu/university-policies/05-02-02.html) Texas State Purchasing Policy, and [UPPS No. 05.02.06](https://policies.txstate.edu/university-policies/05-02-06.html), Acquisition of Information Technology Products and Services).

03.02 IT Business Services is responsible for ensuring IT-related contract and service reviews are completed to include contract terms and conditions, per the [IT Contract Issues Checklist](https://gato-docs.its.txstate.edu/jcr:9867460e-44a0-4bb4-ae7e-40099e2f1c42/Contracting_Issues_Web_Checklist.pdf) and other mandatory clauses.

03.03 IT Business Services facilitates the Information Security Office and [Americans with Disabilities Act (ADA)](https://www.ada.gov/) accessibility reviews. Additional IT units are engaged, as needed, to ensure adequate service and support for the product.

03.04 All RFPs generated within the division will be reviewed and facilitated by the director of IT Business Services, or designee. The director, or designee, will provide purchasing expertise to ensure compliance with rules associated with the RFPs posting and evaluation process to include templates and review of specifications.

**04. REVIEWERS OF THIS PPS**

04.01 Reviewers of this PPS include the following:

Position Date

Special Assistant to the March 1 EY

Vice President for Information

Technology

Associate Vice President, March 1 EY  
Information Technology Assistance

Center

Director, Information Technology March 1 EY  
Business Operations/Services

Director, Information Technology March 1 EY

Business Operations/Finance

Associate Vice President, March 1 EY

Technology Innovation Office

Associate Vice President, March 1 EY  
Technology Resources

Chief Information Security Officer March 1 EY

Executive Assistant, Information March 1 EY

Technology

Vice President for Information March 1 EY

Technology

**05. CERTIFICATION STATEMENT**

This PPS has been reviewed by the following individuals in their official capacities and represents Texas State Information Technology policy and procedure from the date of this document until superseded.

Director, Information Technology Business Operations/Services; senior reviewer of this PPS

Vice President for Information Technology