Chapter 22

Information Technology Hardware/Software Purchases

22.0 Information Technology Hardware/Software Purchases

It is important to note that these procurements are generally all-inclusive and cover the purchase, lease, lease/purchase, and rental of hardware or software, software upgrades, maintenance agreements, computer consulting services, all other services, and trial or use.

To satisfy a majority of routine computing requirements, Virginia Information Technologies Agency (VITA) establishes contracts for hardware and software. The contracts include many common hardware and software items and the use of the contracts will greatly reduce order processing time and should be considered first when making a purchasing decision. Contact the Department of Procurement and Contracts for information concerning these contracts or access these contracts at VITAs website: http://vita2.virginia.gov/procurement/contracts.cfm

Often, the purchase of software includes a contract from the software provider. This contract must be reviewed and approved by the Department of Procurement and Contracts to ensure that the contract does not contain language unacceptable to the Commonwealth. These agreements and/or contracts must be signed by a representative in the Department of Procurement and Contracts.

Radford University’s Division of Information Technology (DoIT) reviews all information technology hardware/software requests prior to purchase. This is accomplished when the department creates a purchase requisition (PR) in eVA and uses the proper account code. Departments are requested to take time to use the correct account code when creating PRs in eVA.

Appendix I: Memorandum For The Record: Authority to Contract for Radford University, dated June 22, 2012, supercedes Memorandum dated May 5, 2010
http://www.radford.edu/content/dam/departments/administrative/purchasing/Authority_to_Contract_for_RU.pdf