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Reference Number: 367-02-DD

Title of Document: Acquiring Information Technology (IT) Products and Services

Date of Issue: May 1, 1987
Effective Date: May 1, 1987
Last Review Date: November 19, 2020
Date of Last Revision: November 19, 2020 **(REVISED)**

Applicability: DDSN Central Office and DDSN Regional Centers, DDSN Operated Community Settings

I. Purpose

The purpose of this directive is to establish uniform policies and procedures for acquiring Information Technology (IT) hardware, software, training, consulting and services. This directive encompasses all IT procured through a purchase, rental agreement, or a lease. A uniform policy is necessary to ensure IT is identified, evaluated and procured in the most cost-effective and efficient manner.

II. General Policies


- A. It is mandatory that all IT products and services be compatible with the hardware and software standards as established by the Chief Information Officer (CIO).
- B. All consumable items, such as: toner cartridges, printer maintenance kits, minor computer accessories, and analog telephones require the appropriate departmental approvals prior to purchase and do not require expressed approval by the CIO.
- C. Prior to the actual purchase, all non-consumable IT products and services must be evaluated by the Division of Information Technology to ensure compliance with all IT established security and technical standards. The CIO and the Chief Information Security

Officer (CISO) will collaborate when necessary on the review of technology purchases to ensure CISO has review opportunity for compliance and security standards.

- D. All non-consumable IT (hardware and software) purchases require the prior approval of the CIO or their designee. This includes printers whether they are multifunction, laser jet, or desk jet devices. Approval is also required whether the devices are purchased, rented, or leased.

III. Processing Procedures

- A. All requests for non-consumable IT products and services must be initiated by submitting a properly completed "Information Technology Procurement Request," form to the CIO. All signatures must be obtained as required on the form. The Division of Information Technology should be consulted for assistance in the completion of the form.
- B. If the acquisition of IT products or services are to be achieved through entering into a lease or rental agreement, then the proposed agreement must be provided with the request for purchase. If there are support, maintenance, licensing, or other agreements to be entered into, then these documents must also be provided with the request for purchase.
- C. If approved by the CIO, the IT Procurement Request will be forwarded to the Agency Procurement department for processing. All purchase orders for IT products and services must be issued by Central Office Purchasing.
- D. The Division of Information Technology will monitor the procurement, approve receipt, and coordinate installation of all IT products and services.



Barry D. Malphrus



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To access the following attachments, please see the agency website page "Current Directives" at: <https://ddsn.sc.gov/providers/ddsn-directives-standards-and-manuals/current-directives>

Attachment: Information Technology Procurement Request Form