# INFORMATION TECHNOLOGY (IT) PROCUREMENT POLICY

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<tr>
<th>Author</th>
<th>Head of IT</th>
<th>Equality impact</th>
<th>Low</th>
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<td>Equality assessment</td>
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<td>IM&amp;T Steering Group</td>
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<td>IM&amp;T Steering Group</td>
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<td>November 2005</td>
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Information Technology Procurement Policy

Purpose

The purpose of this policy is to provide a framework for the procurement of IT hardware and software within the Trust.

Introduction

The Trust has agreed standards in place for desktop software, operating systems, computer networks and computer hardware and peripherals, such as printers.

This standardisation is essential as it allows the Trust’s IT Department to provide a quality service. The main benefit areas are:

- IT Support Staff are familiar with hardware and peripherals, thus speeding up fault finding;
- The IT Department is able to stock standard spares in order to reduce down time;
- Network installations are planned and coordinated centrally by experienced network engineers;
- IT staff with relevant skills are recruited.

This policy outlines the procedures that must be in place to achieve these benefits and to ensure the purchase, delivery and installation of IT equipment is coordinated successfully. This policy has been developed in conjunction with the Trust’s Supplies Department.

Substantial IT Investment

Where projects for IT, or IT related, equipment (hardware, software or updates to existing hardware or software) are undertaken within the Trust; these projects MUST BE managed using the PRINCE2 Project Management methodology and a member of the IT department will need to be included on the Project Board.

Guidelines

The IT Department is the sole authority for submitting requisitions for IT equipment on behalf of any Ward or Dept that has had approval for obtaining such equipment.

- All IT related hardware and software will be specified by the Head of IT. Hardware and software cannot be purchased without a completed IT Procurement Authorisation Form IM&T03A. This needs to be completed and signed by the users line manager;
- On receipt of the completed form, IT will acknowledge receipt and the form will be processed;
- The Head of IT will make a decision whether to approve, decline or amend the requirements for the purchase of the equipment;
• If equipment is declined or changed, the Head of IT will provide a brief explanation to the requesting manager for the decision;

• If the equipment is approved or changed then IT will order the equipment directly with supplies;

• Equipment will only be ordered according to IT work load, and the equipments/users priority within this work load. Where equipment is authorised and ordered, an installation window will be proposed, however this may change according to IT priorities;

• Equipment suppliers are also recommended by the IT Department but may be changed, in agreement with the Head of IT, by the Supplies Department in favour of a better price or service.;

• The IT Department will request that equipment be delivered to the IT Department. Here it can be checked for damage and compliance with the ordered specification before being set up and transported to its final destination.;

• The IT Department will be responsible for arranging delivery of the equipment from the IT Department to its intended destination;

• The IT Department will inform the original requestor of the equipment when the equipment is delivered to the IT Department, and will make arrangements for installation;

• The IT Department has a standard set-up procedure for new hardware, software and systems. This procedure ensures the equipment is configured correctly and that all IT security measures are addressed. This includes the set up of passwords, anti-virus software and security marking the equipment;

• The IT Department will not install software or hardware unless it has been involved in the specification of both. Hardware and software cannot be installed by staff; a third party contractor may be given approval by the Head of IT, however these contractors will have to comply with BS7799.

• The IT Department will ensure that all of the Trust’s IM&T policies, procedures and SOPs are followed when setting up software and hardware.

• Installation of replacement equipment will be given priority over new equipment in order to maintain continuity in the existing service.
Roles and responsibilities

All purchasers of computer hardware and software
It is the responsibility of the users line manager to ensure that this policy is adhered to. IT hardware or software cannot be donated.

IT Department
It is the responsibility of the Head of IT to ensure that this policy is adhered to, and that IT hardware or software is purchased in accordance with this policy only.

Supplies Department
It is the responsibility of the Supplies Department to ensure that all purchases of IT equipment and software have been made in accordance with this policy.

Contacts

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<tr>
<th>Contact</th>
<th>Number</th>
<th>Advice</th>
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<tbody>
<tr>
<td>IT Help Desk</td>
<td>WHTN – 01822 5444</td>
<td>Initial enquiries and advice on specifications.</td>
</tr>
<tr>
<td>Head of IT Infrastructure</td>
<td>WHTN – 01822 5438</td>
<td>Final approval of all IT orders and advice on procurement issues</td>
</tr>
<tr>
<td>Supplies Department</td>
<td>WHTN – 01822 5332</td>
<td>Advice on order progress.</td>
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Equality

The Trust recognises the diversity of the local community and those in its employ. Our aim is therefore to provide a safe environment free from discrimination and a place where all individuals are treated fairly, with dignity and appropriately to their need. The Trust recognises that equality impacts on all aspects of its day to day operations and has produced an Equality Policy Statement to reflect this. All policies and procedures are assessed in accordance with the Equality initial screening toolkit, the results for which are monitored centrally.

This policy has undergone the initial screening process in line with the Trust’s Race Equality Scheme and has shown a low level of impact.

Training and awareness

The requirement of this policy will be brought to the attention of staff via the Trust’s induction training programme.

This policy will be brought to the attention of all staff responsible for purchasing and procuring IT equipment.

A copy of this policy will be available to all staff via the Trust’s Intranet web pages.
Awareness of the policy will be raised through Hysbysrwydd and Team Brief.

**Review**

This policy will be reviewed in 3 years time. Earlier review may be required in response to exceptional circumstances, organisational change or relevant changes in legislation or guidance.

**Monitoring**

Monitoring of compliance with this policy will be the responsibility of the Head of IT

**Enforcement**

The IT Department reserves the right to send back to the supplier, at the budget holders expense, any IT hardware and software purchased outside the guidelines stipulated in this policy where the installation of such equipment/software would be detrimental to the operation of the Trusts IT infrastructure or will impact in the Trust’s effective delivery of IM&T.

**Discipline**

Any breaches of this policy will be brought to the attention of the relevant Head of Department/Directorate or Clinical Director.

Breaches of this policy will be investigated and may result in the matter being treated as a disciplinary offence under the Trust’s disciplinary procedure.
IT PROCUREMENT AUTHORISATION FORM

In line with the IT Procurement Policy, no hardware, software or peripherals can be purchased without the agreement of the IT Manager.

Name of user: 
Department: 
Financial Code: 

Description of hardware, software and/or peripherals required: 
(please include supplier and part details or attach a copy of the requisition)

Reason the hardware, software and/or peripherals are required: 

Name of Manager: ________________  Signature of Manager: _______________________

Date required: ___/___/___

For IT Department use only:  Date request received: ___/___/___
Approved
Declined  (Outline reason below) (tick accordingly)
Changed to requirements  (Outline reason below)

Outline reasons for decline or change to requirements options above:

Proposed installation window: ________________

Signature of Head of IT: __________  Date of approval: ___/___/___

SJP/SGT  This form will be kept by the IT Department for administrative purposes