



Responsible Executive: INFORMATION

TECHNOLOGY PROCUREMENT POLICY

POLICY SUMMARY

All Northern Arizona University (University) stewards and custodians that acquire information technology (IT) products and services must do so within the parameters defined by this policy and accompanying procedures as well as complying with all applicable Arizona Board of Regents and University policies and federal and state laws, rules, and regulations, accessibility regulations and signature delegation authority. This policy establishes the Information Technology Procurement Review framework which requires that these resources are procured in a manner consistent with the University's requirements for safety, data security, data confidentiality, accessibility, and business continuity.

REASON FOR THIS POLICY

- appropriate review and approval of University data use, resources and Technology contracts
- review of Technology Procurements for compliance with Federal ADA requirements and Arizona Board of Regents and University policies that govern accessibility
- an efficient and effective experience for faculty, students, staff, and affiliates when using University systems and services
- evaluation of impacts to other IT systems and business processes
- review of Technology technical requirements
- compliance with guidelines in a higher education setting and other regulatory requirements
- fiscal responsibility of University IT resources by reducing unwanted redundancies
- coordination with pertinent stakeholders

ENTITIES AFFECTED BY THIS POLICY

- Contracts, Purchasing, and Risk Management (CPRM)
- Disability Resources (DR)
- HIPAA Privacy Officer
- Information Technology Services (ITS)
- Human Resources

WHO SHOULD KNOW THIS POLICY

- Americans with Disabilities Act (ADA) Coordinator / 504 Compliance Officer or their designee
- All individuals who use Northern Arizona University Technology

ADA Coordinator/504 Compliance Officer: Oversees evaluation of Technology during the Procurement process to determine that it meets or exceeds all relevant accessibility laws, regulations, and guidelines. If the necessary Technology does not meet accessibility guidelines, this officer ensures an Equally Effective Alternative Access Plan (EEAAP) is in place.

Accessibility Analyst: Evaluates Technology during the Procurement process to determine that it meets or exceeds all relevant accessibility laws, regulations, and guidelines. If the necessary technology does not meet accessibility guidelines, this analyst works with vendors and suppliers to develop appropriate roadmaps to ensure compliance. If required, this analyst develops an EEAAP.

Chief Information Officer: Oversees Technology review and analysis prior to Procurement.

Contracts, Purchasing, and Risk Management: Ensures Procurement is in compliance with federal and State of Arizona laws, ABOR policies, and Northern Arizona University guidelines.

Information Technology Purchasing Review Committee: Reviews and assesses procedures for Technology Procurement, and subsequent recommendations to the IT and Data Governance Trustees.

University Community Meetings and Technology (IT C) 2006 2007 2008 2009 2010 2011 2012 2013 2014 2015 2016 2017 2018 2019 2020 2021 2022 2023 2024 2025

