Amarillo College

Protocol for Purchasing New Technology Software Platforms

1. Initial Discussion and Problem Identification
    - Discuss with Chief Information Officer (CIO) who the technology is for and who else it might impact. Meet with CIO, technology team, and with relevant internal stakeholders, to clearly define the problem or opportunity that necessitates a new technology solution.
2. Evaluation of Solution Approach
    - Determine if the solution can be addressed using existing products, internal development, or if it requires engaging a third-party vendor. Consider how the new technology will integrate or communicate with existing technology. Compatibility should be encouraged.
3. Upline Approval
    - If a third-party vendor is required:
        - Secure approval from the appropriate upline or committee. Depending on the scale and impact of the solution, this may involve Cabinet-level approval.
4. Request for Proposals (RFP)
    - If necessary (based on procurement guidelines or vendor requirements):
        - Prepare and submit an RFP to solicit detailed proposals from potential vendors.
5. Vendor Evaluation and Demo
    - Evaluate received proposals and schedule demonstrations of the shortlisted solutions.
    - Ensure CIO's team is actively involved in the evaluation process to provide technical expertise and alignment with organizational goals.
6. Proposals
    - Negotiate with the vendor to ensure good fiduciary practices of AC Funds
    - Often a longer-term contract will cost less over a specified period.
7. Budget Approval
    - Once pricing and terms are clarified through the vendor proposals:
        - Secure funding approvals from relevant stakeholders or departments before proceeding further.
8. Implementation Planning
    - Coordinate with all involved teams to schedule the implementation of the new platform.
    - Establish a clear timeline for completion and ensure alignment with college-wide operational schedules.
9. Post-Implementation Evaluation
    - Conduct a review after implementation to assess the effectiveness of the new platform in solving the identified problem or meeting the intended goals.

Additional Considerations:

- Grant Applications: For any grant applications requiring specific software or platforms, ensure that the proposed technology has gone through the above process prior to including it in grant proposals.
- Technology Infrastructure: Maintain consistency with existing technology infrastructure and ensure the new platform integrates smoothly without duplicating processes or causing disruptions.