

Information Technology Vendor Management

Purpose

To ensure protection of DSCC's Information Technology assets and DSCC data that are accessible by vendors through the review, modification and/or termination of agreements with third-party vendors.

Scope

The policy applies to all potential and current vendors of IT-related products and services.

Policy

The Vice President for Information Technology and Facilities Management will establish a vendor management procedure to ensure vendor performance capabilities are sufficient to meet IT requirements and to protect DSCC networks and confidentiality.

Contracts or relationships with outside vendors that involve College data or information shall be reviewed and approved by the Vice President for Information Technology and Facilities Management. The Vice President for Information Technology and Facilities Management will coordinate with the Director of Administrative Services on all third-party contracts where access to information may be involved.

Third parties requesting access to electronic networks, device and data will assure compliance to all laws including those pertaining to accessibility, DSCC policies, TBR policies and standards such as confidentiality, integrity and availability, to protect the systems and information of DSCC. The Vice President for Information Technology and Facilities Management will examine for risk the proposed access by the third party before approving any access. The granting of access will typically be for a limited time and be revocable.

Vendor Monitoring:

1. All contact and interactions with vendors will be done in accordance with DSCC and TBR policies governing procurement procedures and in consultation with the Director of Administrative Services.
2. IT will monitor the vendor's performance for those vendors who provide goods and/or services. IT will report issues of performance or confidentiality violations to the Director of Administrative Services.
3. While the preferred method of IT procurement is to use existing contracts, IT will provide the Director of Administrative services with a list of IT vendors when it is necessary to issue an RFP or create a local contract.

4. IT will provide technical and confidentiality language recommendations for RFP's and contracts related to the purchase of IT goods and services including those which involve DSCC data. Sample language is included in the IT Standards and Procedures Manual. Non-disclosure agreements may be required if there is a special need for confidentiality of the information...

Compliance

All DSCC employees are expected to abide by this policy. Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment or suspension.

Definitions

Request for Proposals (RFP) A written solicitation for written proposals to provide goods or services to the Institution.

Revision History

New policy approved by Admin Council on July 29, 2016.

Policy revised July 2024. Policy approved by Administrative Council on 7/30/2024.

References: *TBR 4.02.10.00 Purchasing Policy*