ICT Technical Concurrence Guidelines

The purpose of this document is to ensure that college staff have clear and concise guidance and steps to follow when considering the procurement of new or updating existing ICT and media AV resources.

College managers are responsible for ensuring that all staff are aware of the ICT Technical Concurrence guidelines.

The practice of technical concurrence follows the industry best practice guidelines for ICT to monitor and review the technical standards of new ICT resources, to employ risk management and internal control procedures.

ICT will provide advice on and assistance in procurement of ICT resources for any college project, with the provision of technical specifications and information on the best options, and a review of quotations and bids.

Technical concurrence is the requirement for ICT to check that any ICT purchase is:

- Fit for purpose.
- Has adequate ongoing support resources eg maintenance contract cover.
- Gives value for money and is fully inclusive of all needed resources (cabling, networking capability etc).
- Has interoperability with existing ICT infrastructure.
- Meets audit requirements eg software auditing.

All authorised purchases are vetted by the ICT team for technical concurrence which also provides a check that potential orders are placed with approved suppliers.

Identifying Your Requirements

- Computer Hardware – including peripherals.
- Software – even if we have licences we need to take note for installation builds.
- Media Hardware – data projectors, audio, cameras etc.

Steps to follow:

- Discuss initial requirements with relevant ICT team member.
- ICT will advise on the best value and suitability of the items and get detailed quotes.
- Both parties agree what is to be ordered. Order placed by budget requisitioner. Goods should be marked for delivery to ICT administrator.
- Order is passed (electronically or manually) to ICT administrator to ensure that it has been approved by ICT team.
- Order is placed.
- On receipt of goods ICT advise and arrange the installation schedule.

Any other further questions regarding technical concurrence should be directed to the ICT team, so please call the Helpdesk on 77777.

University of the
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