Guidelines for Procurement of Additional Storage for Google Workspace for Education (GWFE) and Microsoft 365 (M365)

IIUM ICT GUIDELINES

PREPARED FOR:

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IIUM ICT Guidelines

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	10 May 2024	-	Endorsement from ITD Management
Version 1.1	3 Sept 2024	5	Amended Section 3.71 and 3.7.2

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Muhammad Raziq Irfan	Endorsement by ITD Management	10 May 2024	10 May 2024
Syed Mohd Hazrul Syed Salim	Endorsement by ITD Management	29 Aug 2024	3 Sept 2024

IIUM ICT Guidelines

1. OBJECTIVE

This document defines the guidelines for procuring additional storage for Google Workspace for Education (GWFE) and Microsoft 365 (M365).

2. TERMS AND DEFINITIONS

Term	Definition
IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	Chief Digital/Information Officer, ITD Director, Deputy Information Technology Officer, and Team Leader of ITD
KCDIOM	Kulliyyah, Center, Division, Institute, Office, Mahallah
GWFE	Google Workspace for Education
M365	Microsoft 365

3. GUIDELINE

3.1   Specification of Requirements
   3.1.1   Users shall specify the amount of additional storage they wish to procure by utilizing the provided URL.

3.2   Procurement Process
   3.2.1   Additional storage shall be obtained from the appointed vendor using the approved Storage Upgrade Package.
   3.2.2   The IIUM Manual of Purchasing Policies and Procedures shall be followed by respective KCDIOMs for the execution of Requests for Quotations (RFQ) and the procurement processes.
   3.2.3   Payment is required in full upon receiving the service, as per the subscribed package.

3.3   Subscription Budget
   3.3.1   The relevant KCDIOMs shall be responsible for paying the subscription fee for the extra storage.

3.4   Procurement Process Flowchart
   3.4.1   Users should refer to the attached flowchart for a detailed overview of the process for procuring the additional storage.

3.5   Storage Upgrade Eligibility
   3.5.1   GWFE : IIUM staff or KCDIOM email accounts ending with "@iium.edu.my"
   3.5.2   M365: KCDIOM email accounts ending with "@live.iium.edu.my"

3.6　　URL for Procurement
　　　　3.6.1　Users shall fill out the following URL for procurement:
　　　　　　　3.6.1.1　Google Workspace
　　　　　　　　　　　URL: https://tinyurl.com/2ykxrkf8
　　　　　　　3.6.2.1　Microsoft 365
　　　　　　　　　　　URL: https://tinyurl.com/3etzpyfw

3.7　　Storage Upgrade Package
　　　　3.7.1　Google Workspace for Education (GWFE)
　　　　　　　- 1 TB: RM 3240 for the period from April 1, 2024, to February 28, 2028
　　　　　　　- 2 TB: RM 6480 for the period from April 1, 2024, to February 28, 2028

　　　　　　　Note: The price is subject to the quotation provided by the vendor on the requested date.

　　　　3.7.2　Microsoft 365 (M365)
　　　　　　　- 10TB: Minimum RM 19000 per year (depends on USD exchange rate)

　　　　　　　Note: The price is subject to the quotation provided by the vendor on the requested date.

3.8　　Renewal of Storage Subscription (M365)
　　　　3.8.1　The subscription renewal should be processed by KCDIOM at least two months before the expiry date of the subscription. Please refer to the attached Procurement Process Flowchart for details.

4. IMPLEMENTATION AND NON-COMPLIANCE
4.1　　The Director of ITD holds the responsibility for the implementation of this guideline and shall take necessary actions in the event of violation of this guideline.
4.2　　This guideline applies to the University community and any infringement of the guidelines may be subject to disciplinary actions and any other actions deemed necessary.

5. ENTITIES AFFECTED BY THIS POLICY
5.1　　KCDIOM and staff members of the University are affected by this guideline.

6. MAINTENANCE OF GUIDELINES
6.1　　The responsibility of creating and maintaining these guidelines falls under the Information Technology Division

7. **RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES**

7.1 This guideline shall be read together with the following or any documents which recently approved:

7.1.1 ICT Regulations
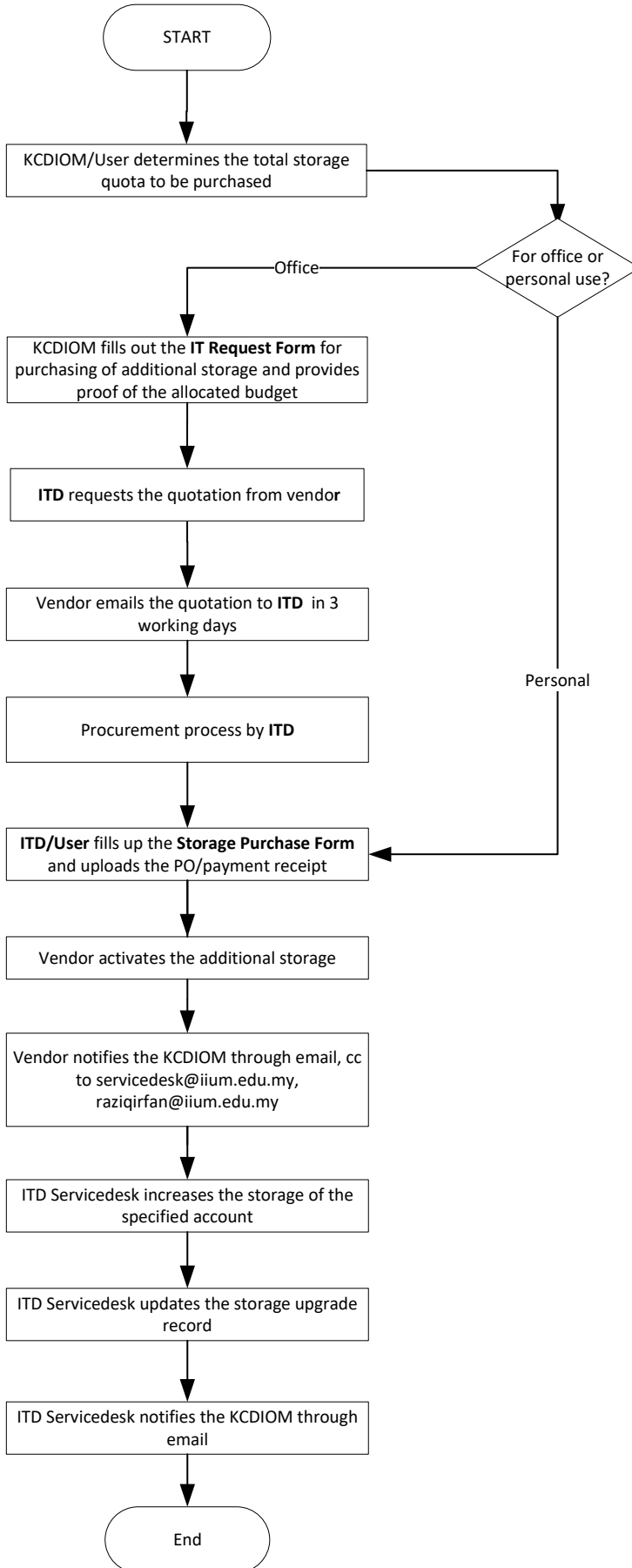
7.1.2 Policy on Email Service

FLOW CHART FOR PURCHASING OF ADDITIONAL STORAGE

RESPONSIBILITY		DOCUMENTS AND RECORDS TO BE REFERRED
	START	
KCDIOM/User	KCDIOM/User determines the total storage quota to be purchased	
	For office or personal use? — Office	
KCDIOM	KCDIOM fills out the **IT Request Form** for purchasing of additional storage and provides proof of the allocated budget	IT Request Form
Vendor	**ITD** requests the quotation from vendo**r**	Email to : GWFE : assyira.latif@awantec.my, shahrul.zaidon@awantec.my M365 : fara.husna@enfrasys.com
KCDIOM	Vendor emails the quotation to **ITD** in 3 working days	Email
ITD	Procurement process by **ITD**	IIUM Purchasing Policy (for KCDIOM purchase)
Vendor	**ITD/User** fills up the **Storage Purchase Form** and uploads the PO/payment receipt (Personal)	Storage Purchase Form (URL available in the Guidelines for Procurement of Additional Storage in Google Workspace for Education (GWFE) and Microsoft 365 (M365)
Vendor	Vendor activates the additional storage	
ITD	Vendor notifies the KCDIOM through email, cc to servicedesk@iium.edu.my, raziqirfan@iium.edu.my	Email
ITD	ITD Servicedesk increases the storage of the specified account	Management console
ITD	ITD Servicedesk updates the storage upgrade record	Storage upgrade record
ITD	ITD Servicedesk notifies the KCDIOM through email	Email
	End	