Policy on Procurement of ICT Resources

IIUM ICT POLICY DOCUMENT

PREPARED FOR:

International Islamic University Malaysia

PREPARED BY:

Information Technology Division

Document Change Log

Release Version	Date	Pages Affected	Remarks/Change Reference
Version 1.0	2-APR-2012	8	Amended clause 3.3
		10	Include clause 7.0
		11	Include Appendix: ICT Control items
Version 2.0	10-AUG-2015	8-9	Amended clause3.4
Version 3.0	2-AUG-2016	4 - 11	
Version 4.0	30-May-2017	4 - 11	Appendix A removed
Version 5.0	Oct 2019	4,5	Clause 1, 2,3.1, 3.2, 3.4

Responsibility and Activity Log

Requestor	Description	Submission Date	Approval Date
Jamaludin Said, ITD	Initial Draft	10/09/2008	-
Jamaludin Said, ITD	Reviewed by ICT Policy Review Committee Meeting No. 2/2008	18/09/2008	-
Jamaludin Said, ITD	Approved by ICT Council No. 1/2009	-	30/01/2009
Razsera Hassan Basri, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2010	7/05/2010	
Razsera Hassan Basri, ITD	Reviewed by ICT Policy Review Committee Meeting No. 1/2011	24/03/2011	
Razsera Hassan Basri, ITD	Submission to the ICT Committee No 1/2012	14/04/2012	-
Nuraqmar Az Amirudin, ITD	Submission to the ICT Committee No 2/2012	-	31/07/2012
Mustakim Ahmad, ITD	Submission to the ICT Committee No. 2/2015	10/08/2015	10/08/2015
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 2/2016	26/07/2016	2/08/16
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 01/2017	26/05/17	30/05/2017
Syed Mohd Hazrul, ITD	Submission to the ICT Committee No. 02/2019	16/12/2019	16/12/2019

IIUM ICT Policy

1. **OBJECTIVE**

    1.1   This policy shall apply to all staff members of the University that are involved in the procurement of ICT resources.

    1.2   This policy aims to ensure that the procurement of ICT resources is done through good governance which will lead to good procurement practices amongst the users.

2. **TERMS AND DEFINITIONS**

Term	Definition
CIO	Chief Information Officer
ICT	Information and Communication Technology
IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ITD	Information Technology Division
ITD Management	CIO, Director, Deputy Directors and Team Leaders
JPICT	Jawatankuasa Pemandu ICT. An ICT steering committee at the ministry
JTISA	Jawatankuasa Teknikal ICT Sektor Awam, which is the secretariat at Malaysian Administrative Modernisation and Management Planning Unit (MAMPU)
UTICTEC	The University Technical ICT Committee of the University
ICT Projects	The scope of the ICT projects/ICT Controlled Items procurement that require technical approval are as follows: (a) New Projects/ ICT Controlled Items procurement: ICT project that involves procurement of ICT equipment, software and ICT services for the purpose of the ICT development within the agency (b) ICT equipment that may include – all input/output devices, processing devices, computer peripherals, data storage, network equipment and multimedia devices such as video conferencing (not including spare-parts and consumable item). (c) Computer software that may include – application systems and software. Software includes operating systems, databases, commercial software and software that are used to develop application systems. Application systems are systems that are developed or off-the-shelf solution for

	specific use, e.g. HR System, Inventory system or Accounting System.
	(d) ICT Services – the services may include technical services procured from consultants, contractors and vendors. The services are as follows, but not limited to:
	    a. Application development
	    b. Internet service provision
	    c. Software installation
	    d. Network infrastructure
	    e. Web hosting
	    f. Data entry
	    g. Data migration
	    h. Data recovery
	    i. Online subscription
	    j. System upgrades: Upgrade of existing equipment, software, application systems, network bandwidth or ICT services.
	    k. New additional equipment requirement: add new requirements to the existing equipment, software, system or network facility.
	    l. System roll-out: Either expansion of the system to additional locations/ branches or additional number of new users of the system
	
	(e) Maintenance services, consumables, spare part and computer furniture do not need ITD, UTICTEC and JPICT approval.
	
	Procurement of new technology and equipment in the area of R&D (i.e. research projects and etc.) shall be based upon the currently enforced circular, rules and regulations. Therefore, these procurements do not require technical approval from ITD, UTICTEC and JPICT.

ICT Controlled Items	All items listed in Item 3.1 in Guidelines on Procurement of ICT Resources
RFQ	Request for Quotation
Software	The scope of the software within the policy covers on software that is used for administrative, teaching and learning purposes.

3.   POLICY STATEMENTS

3.1. General

3.1.1 ICT procurement shall be subject to all IIUM Financial Policies and procedures and the Policy on Procurement of ICT Resources.

3.1.3 Any procurement of ICT resources shall be in accordance with ministry's relevant circulars on obtaining technical approval for procurement of ICT resources.

3.2 IIUM Financial Procurement Procedure

Any procurement and tendering of ICT Controlled Items shall be in accordance with the standard guidelines and procedures on procurement.

3.3 Procurement Method

3.3.1 All procurement of ICT Controlled Items at the purchase requisition stage shall require the recommendation from ITD Director or his/her authorized representative(s).

3.3.2 Procurement of ICT non-controlled items at the purchase requisition stage shall be directly under the authority of the relevant administrative offices.

3.3.3 The approval of the procurement of ICT resources shall follow the Manual of Purchasing Policies and Procedures, IIUM Financial Policy.

3.4 Approving authority

PROJECT/ ICT CONTROLLED ITEMS		AMOUNT (RM) M (MILLION) K (THOUSAND)	APPROVING AUTHORITY			
PROJECT/ ICT CONTROLLED ITEMS PROCUREMENT CATEGORY	PROJECT/ ICT CONTROLLED ITEMS SCOPE		ITD Director	UTICTEC	JPICT	JTISA
A New Project / ICT Controlled Items Procurement	1. Development, enhancement of Application Systems and/or integration	< 50K	√	√	-	-
		≥ 50K to < 1M	√	√	√	-
		≥ 1M	√	√	√	√
	2. Hardware procurement (purchasing and leasing), and/or software, and/or ICT services	≤ 20K	√	-	-	-
		> 20K to < 500K	√	√	-	-
		≥ 500K to < 5M	√	√	√	-
		≥ 5M	√	√	√	√
	3. Subscription of network services (Internet Service Provider – ISP)	< 500K	√	√		
		≥ 500K to < 5M	√	√	√	-
		≥ 5M	√	√	√	√
B System Enhancement	1. Enhancement of Application System and/or integration	< 1M	√	√	√	-
		≥ 1M	√	√	√	√
	2. Upgrading of hardware (purchasing and leasing), and/or network, and/or ICT services	≤ 20K	√	-	-	-
		> 20K to < 500K	√	√	-	-
		≥ 500K to < 5M	√	√	√	-
		≥ 5M	√	√	√	√
	4. Upgrading of the network services subscription (Internet Service Provider – ISP)	< 500K	√	√		
		≥ 500K to < 5M	√	√	√	-
		≥ 5M	√	√	√	√
C Additional Equipment	Hardware Procurement (purchasing and leasing), and/or software, and/or network and/or ICT Services	≤ 20K	√	-	-	-
		> 20K to < 500K	√	√	-	-
		≥ 500K to <5M	√	√	√	-
		≥ 5M	√	√	√	√
D Roll Out Project	1. Application system roll out	< 1M	√	√	√	-
		≥ 1M	√	√	√	√
	2. Hardware Procurement (purchasing and leasing), and/or software, and/or network and/or ICT Services	≤ 20K	√	-	-	-
		>20K to < 500K	√	√	-	-
		≥ 500K to <5M	√	√	√	-
		≥ 5M	√	√	√	√

3.5 Procurement/ Tender Requirement

3.5.1 Procurement processes shall refer to the Manual of Purchasing Policies and Procedures, IIUM Financial Policy.

3.5.2 Procurement activities shall incorporate the requirement specified in the IIUM Integrity Pact.

3.5.3 Draft of RFQ/Tender document shall be officially vetted and approved by the appointed Specification Committee.

3.5.4 RFQ/Tender activities shall be managed by the administrative office that is authorized to manage the project procurement.

3.5.5 For RFQ (except for ICT Projects), the list of potential vendors shall be issued by the administrative office who shall extract the potential vendors from the IFIS.

4. IMPLEMENTATION AND NON-COMPLIANCE

4.1 The Director of Information Technology Division holds the responsibility for the implementation of this policy and shall take necessary actions in the event of violation of this policy.

4.2 This policy is applicable to the University community and any infringement of the policy may subject to disciplinary actions and any other actions deems necessary.

5. ENFORCEMENT

This policy is applicable to all staff of the University and any infringement of the policy may subject to disciplinary actions.

6. MAINTENANCE OF POLICY

The Information Technology Division is responsible for the formulation and maintenance of this policy.

7. RELATED POLICIES/STANDARDS/PROCEDURES/GUIDELINES

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

7.1.1. ICT Regulations

7.1.2. IIUM Financial Policy

7.1.3. Policy for Management of ICT Projects

7.1.4. Guidelines on Procurement of ICT Resources