STATE BOARD FOR TECHNICAL AND COMPREHENSIVE EDUCATION
PROCEDURE

PROCEDURE NUMBER:	**4-4-101.1**
PAGE:	**1 of 4**

TITLE:	**PLANNING AND PROCUREMENT OF INFORMATION TECHNOLOGY EQUIPMENT, SOFTWARE AND SERVICES**
POLICY REFERENCE NUMBER:	**4-4-101**
DIVISION OF RESPONSIBILITY:	**INFORMATION TECHNOLOGY**

DATE OF LAST REVISION:	**February 15, 2024**

I.   AUTHORIZATION

The South Carolina Code of Laws, Section 11-35-1580 requires the South Carolina Department of Administration (SC Admin) to evaluate the use and management of Information Technology (IT), develop policies and standards for the management of IT in state government, initiate a state plan for the management and use of IT, and provide management and technical assistance to state agencies in the use of IT. SC Admin has delegated these responsibilities to the Division of State Information Technology with specific oversight to the Office of IT Planning (IT Planning). To carry out these responsibilities, in part, IT Planning requires each state agency to submit a comprehensive IT plan each year, setting forth the agency's proposed IT acquisitions and to submit at other times as needed addendums for items of IT not included in the agency's annual plan. SC Admin has determined to exempt from the IT planning process single IT applications and procurements amounting to less than $50,000. This exemption does not affect procurement regulations.

Research and instructional (R&I) Information Technology is exempt from review and approval by IT Planning through mutual agreement. However, such action is coordinated by IT Planning and

Date of Last Review: February 15, 2024

---

must be procured according to the State Procurement Code. R&I Information Technology is defined as that to be employed by academic institutions, in an academic setting, and solely for the purpose of research and/or instruction, and for no other purpose. R&I Information Technology must directly support specific learning activities or specific research procedures.

II.   DEFINITIONS

All definitions as defined by IT Planning. (Web address in Appendix).

III.   PROCEDURES

Each technical college and the system office are required to submit an Information Technology (IT) Plan to the Office of IT Planning each year, with addendums at other times, as needed, for items not included in the annual IT plan. Detailed information can be found on the IT Planning Website (Web link listed in Appendix).

   A.   Colleges and the system office will submit annual IT Plans into SC Admin's IT Planning System in advance of the annual reporting deadline. The system office IT division will coordinate with IT Planning to seek clarifications and approval of college IT Plans as needed.

   B.   For IT items or projects that are subject to the IT Planning Process, but not included in the annual IT Plan, a separate ad hoc request must be submitted through SC Admin's IT Planning System. The system office IT division will coordinate with IT Planning to seek clarifications and approval of college ad hoc IT Planning requests as needed.

   C.   Approved items are subject to the South Carolina Procurement Code, and may be procured provided there are no substantial changes exceeding 10% of approved cost. For procurement audit purposes, IT Planning approvals must be retained.

   D.   Colleges and the system office will ensure compliance with Federal, State and Local Information Security laws and regulations, as stated in Policy 4-4-105.

IV.   SURPLUS INFORMATION TECHNOLOGY PROPERTY

Surplus of Information Technology property within the Technical College System will be managed as stated in Policy 4-5-101 and Procedure 4-5-101.1. Before the sale, trade or disposal of hardware, sanitization must be performed, and compliance with Federal, State and Local Information Security laws and regulations must be ensured.

APPENDIX

The South Carolina Code of Laws, Section 11-35-1580
http://www.scstatehouse.gov/code/t11c035.php

SC Department of Administration - Office of IT Planning Website
https://admin.sc.gov/services/it-program-management/it-planning

SC Department of Administration - Division of Information Security Website
https://admin.sc.gov/services/technology-services/information-security-privacy