

INTERNATIONAL ISLAMIC UNIVERSITY  
MALAYSIA



# Policy for Procurement of ICT Resources

***IIUM ICT POLICY DOCUMENT***

**PREPARED FOR:**

International Islamic University Malaysia

**PREPARED BY:**

Information Technology Division

## IIUM ICT Policy

---

### 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

## IIUM ICT Policy

---

### *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



## 1. OBJECTIVE

- 1.1 This ICT Policy shall apply to all staff members of the University that are involved in the procurement of ICT resources. 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.
- 1.2 This policy is to create level of awareness among IIUM users regarding the policies and procedures related to ICT procurement.
- 1.3 This policy is to be read together with the IIUM Financial policy and procedures.

## 2. TERMS AND DEFINITIONS

Term	Definition
<b>IIUM</b>	The International Islamic University Malaysia, otherwise known as the “University”
<b>ICT</b>	Information and Communication Technology
<b>ITD</b>	Information Technology Division
<b>ITD Management</b>	Director, Deputy Directors and Head of Departments of ITD
<b>JPICT</b>	(Jawatankuasa Pemandu ICT). An ICT steering committee at Ministry of Higher Education (MOHE) that is responsible for approval of ICT projects amounting less than <b><u>RM500, 000.00.</u></b>
<b>JTICT</b>	(Jawatankuasa Teknikal ICT). A technical committee at MAMPU level that responsible for approval of ICT projects amounting more than <b><u>RM 500, 000.00.</u></b>
<b>UTICTEC</b>	The University Technical ICT Committee of the University
<b>MAMPU</b>	Unit Permodenan Tadbiran dan Perancangan Pengurusan Malaysia

<b>ICT Projects</b>	<p>The scope of the ICT projects that requires technical approval from JTICT are as follows:</p> <ul style="list-style-type: none"><li><b>(a) New Projects:</b> ICT project that involves procurement of IT equipment, software and ICT for the purpose of the ICT development within the agency</li><li><b>(b)</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)</li><li><b>(c)</b> 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 is developed or off the shelf solution for specific use. Eg HR System, Inventory system or Accounting System).</li><li><b>(d)</b> ICT Services – the services may include technical services procured from consultants, contractors and vendors. The services are as follows:<ul style="list-style-type: none"><li>a. Application development</li><li>b. Internet service provision</li><li>c. Software installation</li><li>d. Network infrastructure</li><li>e. Web hosting</li><li>f. Data entry</li><li>g. Data migration</li><li>h. Data recovery</li><li>i. Online subscription.</li><li>j. System Upgrades: upgrade of existing equipment, software, application systems, network bandwidth or ICT services. Examples of a system upgrade are upgrading configuration and capacity of the equipment. Upgrading of bandwidth and expansion of network. Software upgrades may include enhancement of the system functionality. ICT services upgrades may include additional scope of the current services.</li></ul></li></ul>
---------------------	---

## IIUM ICT Policy

---

	<p>k. New additional equipment requirement: add new requirements to the existing equipment, software, system or network facility.</p> <p>l. System Roll-out: Either expansion of the system to additional locations/ branches or additional number of new users of the system</p> <p><b>(e)</b> Maintenance services, consumables, spare part and computer furniture do not need JTICT approval.</p> <p>This policy is based on <i>‘Surat Pekeliling ICT KPM BIL.1 2014 – Garis Panduan Mengenai Tatacara Memohon Kelulusan Teknikal Inisiatif ICT Bahagian, Jabatan/ Agensi dan Badan Berkanun dan Badan Berkanun di Bawah Kementerian Pendidikan Malaysia.’</i></p> <p>Procurement of new technology and equipment in the area of R&amp;D (i.e. research projects and etc.) shall be based upon the <i>‘Surat Pekeliling Perbendaharaan Bil. 5 Tahun 1997 - Garis Panduan Mengenai Penyelarasan Penggunaan dan Perolehan Kemudahan dan Peralatan Teknologi Baru’</i>. Therefore, these procurements do not require technical approval from JTICT.</p>
<b>Software</b>	The scope of the software within the policy covers on software that is used for administrative, teaching and learning purposes.
<b>CIO</b>	Chief Information Officer
<b>HOU</b>	Head of Unit

### 3. POLICY STATEMENTS

#### 3.1. General

- 3.1.1 Kuliyyah/Division/Centre shall follow the IIUM financial policies and procedures.
- 3.1.2 ICT procurement will be subject to all IIUM financial policies and procedures and the Policy for Procurement of ICT Resources.
- 3.1.3 Any procurement of ICT resources shall be in accordance with MAMPU relevant circulars on obtaining technical approval for procurement of ICT resources.

#### 3.2 IIUM Financial Procurement Procedure

Any procurement and tendering of ICT resources (equipment, systems and software) shall be in accordance with the standard guidelines and procedures on procurement.

#### 3.3 Procurement Method

- 3.3.1 ICT procurement worth more than **RM 20, 000.00** to **RM 500,000.00** shall undergo request for quotation process.
- 3.3.2 ICT procurement worth more than **RM 500,000.00** shall undergo tender process.
- 3.3.3 ICT procurement from **sole distributor** shall undergo direct negotiation process.
- 3.3.4 All procurement of ICT controlled items at the purchase requisition stage shall require the recommendation from ITD Director or his authorized representatives.
- 3.3.5 Procurement of ICT non controlled items at the purchase requisition stage shall be directly under the authority of the relevant administrative offices and center of studies.
- 3.3.6 The approval of the procurement of ICT resources shall follow the IIUM Purchasing Policy.

### 3.4 Approving authority

#### 3.4.1 Procurements for Application Systems and Software

Amount	Approving Authority
Up to RM50,000	JPICT Statutory Bodies (UTICTEC)
Less than RM500,000	JPICT KPT
RM500,000 or more	JPICT KPT and JPICT MAMPU

#### 3.4.2 Procurement which did not involve Application Software Development (eg: ICT Equipment, ICT Software, ICT Services)

Amount	Approving Authority
Up to RM50,000	JPICT Statutory Bodies (UTICTEC) or JPICT KPT Committee
More than RM50,000 and less than RM500,000	JPICT KPT Committee or JPICT Statutory Bodies (UTICTEC)
RM500,000 and less than RM3 Million	JPICT KPT
RM3 Million and more	JPICT KPT and JTICT MAMPU

#### 3.4.3 Network Services

Amount	Approving Authority
Less than RM500,000	JPICT KPT committee
RM500,000 and less than RM3 Million	JPICT KPT
RM3 Million and more	JPICT KPT and JTICT MAMPU

#### 3.4.4 ICT Consultant Services

Amount	Approving Authority
No Limit	JPICT KPT and JTICT MAMPU

3.5 Tender specification shall be approved by the Director of ITD.



### 3.6 Tender Requirement

3.6.1 There shall be an evaluation committee chaired by the Chief Information Officer which shall deliberate the financial and technical issues:

#### 3.6.1.1 Evaluation Committee

3.6.1.1.1 CIO who shall be the Chairman.

3.6.1.1.2 Director, ITD

3.6.1.1.3 Deputy Directors, ITD

3.6.1.1.4 HOU, Administrative and Finance, ITD.

3.6.1.1.5 A representative from Finance Division.

3.6.1.1.6 Two relevant Head of Units from ITD

3.6.1.1.7 Technical staff that is in charge of the project\*

3.6.1.1.8 Representative from the center of studies or administrative offices \* (if the tender is related to the center of studies or administrative offices)

The Chairman may invite any other person to attend any of its meetings.

*\* These members are in attendance to present the project and do not have any authority to evaluate the tender. The secretariat of the meeting shall be the HOU, Administration and Finance, ITD.*

## 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 all staff of the University and any infringement of the policy may subject to disciplinary actions.

## 5. ENTITIES AFFECTED BY THIS POLICY

5.1 Staff members of the University that are involved in the procurement of ICT resources are affected by this policy.

### **6. MAINTENANCE OF POLICY**

6.1 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:

7.1.1. IIUM Financial Policy

7.1.2. ICT Regulations 2012

### APPENDIX: ICT Controlled Items

The following are the list of ICT controlled items that shall require recommendation of the ITD Director at the initial stage of purchase requisition:

#### Equipment

- All range of printer models.
- All types of scanners.
- Notebooks or computers.
- All range of server models
- application system/software
- Engagement of IT consultants
- All software licenses
- Switches (including hubs)
- Wireless Access Points
- Telephone including IP Phones
- Video Conferencing equipment (excluding external Web Cam for laptop/desktop)
- Equipment or application system that is a stated in the deliverable of a project which may have impact to the existing IT infrastructure.
- Equipment or devices that need to be integrated with the existing IT infrastructure (CCTV, door access, thumb print devices).

The following items do not need ITD recommendation:

- Plotter
- Computer parts such as power supply, RAM, hard disk, RAM, cable, power cord and etc.
- printer toner
- Maintenance and repair of IT equipment.
- Consumable items.