

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 clause 3.4
Version 3.0	2-AUG-2016	4 - 11	
Version 4.0	30-May-2017	4 - 11	Appendix A removed

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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

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1. OBJECTIVE

- 1.1 This 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 a 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

IIUM	The International Islamic University Malaysia, otherwise known as the "University"
ICT	Information and Communication Technology
ITD	Information Technology Division
ITD Management	Director, Deputy Directors and Head of Unit of ITD
JPICT	Jawatankuasa Pemandu ICT. An ICT steering committee at MOHE
MOHE	Ministry of Higher Education
JTISA	Jawatankuasa Teknikal ICT Sektor Awam, which is the secretariat at MAMPU
MAMPU	Malaysian Administrative Modernisation and Management Planning Unit
UTICTEC	The University Technical ICT Committee of the University
JPM	Jabatan Perdana Menteri

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ICT Projects	<p>The scope of the ICT projects that require technical approval from JPICT are as follows:</p> <ul style="list-style-type: none">(a) New Projects: 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:<ul style="list-style-type: none">a. Application developmentb. Internet service provisionc. Software installationd. Network infrastructuree. Web hostingf. Data entryg. Data migrationh. Data recoveryi. Online subscriptionj. 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 JPICT approval.
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	<p>This policy is based on ‘<i>Surat Pekeliling Am Bilangan 3 Tahun 2015 – Garis Panduan Permohonan Kelulusan Teknikal dan Pemantauan Projek Teknologi Maklumat dan Komunikasi (ICT) Agensi Sektor Awam.</i>’</p> <p>Procurement of new technology and equipment in the area of R&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 UTICTEC and JPICT.</p>
Software	The scope of the software within the policy covers on software that is used for administrative, teaching and learning purposes.
CIO	Chief Information Officer
HOU	Head of Unit
RFQ	Request for Quotation
ICT Controlled Items	All items listed in Item 3.1 in Guidelines on Procurement of ICT Resources

3. POLICY STATEMENTS

3.1. General

3.1.1 ICT procurement shall 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 JPM 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, software and consultancy) 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 representatives.

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 IIUM Purchasing Policy.

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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	√	√	√	√		
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	√	√	√	√
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	√	√	√	√
E	Consultancy	ICT Consultant Services	No Limit	√	√	√	√

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 2015
 - 7.1.2. IIUM Financial Policy
 - 7.1.3. Policy for Management of ICT Projects
 - 7.1.4. Guidelines on Procurement of ICT Resources