Technology Purchases

Description

Offices considering to purchase new or replace existing software or technology service should consult with the Information Technology Department (IT) the moment they identify a need, before getting vendor demonstrations or reaching contract stage. The IT Department will help you determine whether your needs can be met by existing services, or whether a new outside service would be a better approach.

Please remember that Lynn University Chief Strategy and Technology Officer must approve all contracts for information technology hardware, software, or services.

The software review process pays particular attention to considerations regarding project scheduling, data privacy and security, compliance, legal, and business requirements:

- Technology and Security: System requirements, data privacy and security standards, single sign-on, access to Lynn University network, federal and state compliance.
- Legal Terms: Governing law, terms in Writing, reciprocity, termination & renewal.
- Business: Clear statement of need, requirement list, budget, access to discounts and preferred pricing.
- Project schedule: Coordination with already scheduled projects.

Faculty and Staff

Related Pages