

# Procedure: 3.5.1p4. Technology Procurement

**Revised:**

**Last Reviewed:** April 15, 2026

**Adopted:** March 3, 2025



## **I. PURPOSE:**

The purpose of this procedure is to align a process for assessment of technology procurement as it relates to all stakeholders engaging with third-party vendors.

## **II. RELATED AUTHORITY:**

O.C.G.A. § 20-4-11 – Powers of Board

O.C.G.A. § 20-4-14 – TCSG Established; Powers and Duties

TCSG State Board Policy 1.1 – Development, Approval, and Review of TCSG Policies and Procedures

TCSG State Board Policy 3.1.5 – Contract Management

## **III. APPLICABILITY:**

All work units and Technical Colleges associated with the Technical College System of Georgia.

## **IV. DEFINITIONS:**

**Third-party vendor(s):** relates to any external agency providing a product or service to all work units and Technical Colleges associated with the Technical College System of Georgia

**Technological Tool (Solution):** Cloud or on-premise technology resources used for a business function

**Upgrade/Enhancement:** Change to tool or solution that requires institutional intervention and/or a price change

**General Add-On:** Additional tool/solution not part of the originally contracted product agreement

## **V. ATTACHMENTS: N/A**

## **VI. PROCEDURE:**

Prior to the procurement of a technological tool, solution, upgrade, enhancement or general add-on agents acting as a representative of their business unit shall engage with representative from Information Technology and Enterprise Resource Support divisions including, Banner Project Leader and Learning Management Administrator. In addition, a thorough review of available product solutions already procured and accessible to individual business units shall take place to avoid the duplication of solutions.

**VII. RECORD RETENTION: N/A**