

**Beverly A. H. Buscemi, Ph.D.**  
*State Director*  
**David A. Goodell**  
*Associate State Director*  
*Operations*  
**Kathi K. Lacy, Ph.D.**  
*Associate State Director*  
*Policy*  
**Thomas P. Waring**  
*Associate State Director*  
*Administration*



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3440 Harden Street Ext (29203)  
PO Box 4706, Columbia, South Carolina 29240  
803/898-9600  
Toll Free: 888/DSN-INFO  
Website: [www.ddsn.sc.gov](http://www.ddsn.sc.gov)

Reference Number: 367-02-DD

Title of Document: Acquiring Information Technology (IT) Products and Services

Date of Issue: May 1, 1987  
Effective Date: May 1, 1987  
Last Review Date: March 5, 2013  
Date of Last Revision: March 5, 2013 (REVISED)

Applicability: DDSN Central Office, DDSN District Offices and DDSN Regional Centers

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## **I. Purpose**

The purpose of this directive is to establish uniform policies and procedures for acquiring IT hardware, software, training, consulting and services. This directive encompasses all Information Technology. A uniform policy is necessary to ensure information technology is identified, evaluated and procured in the most cost-effective and efficient manner.

## **II. General Policies**

- A. It is mandatory that all IT products and services be compatible with the hardware and software standards as established by the Director of the Information Technology Division.
- B. Prior to purchase, all IT products and services must be evaluated by the Division of Information Technology to ensure compliance with all IT established standards.

### **DISTRICT I**

P.O. Box 239  
Clinton, SC 29325-5328  
Phone: (864) 938-3497

Midlands Center - Phone: 803/935-7500  
Whitten Center - Phone: 864/833-2733

### **DISTRICT II**

9995 Miles Jamison Road  
Summerville, SC 29485  
Phone: 843/832-5576

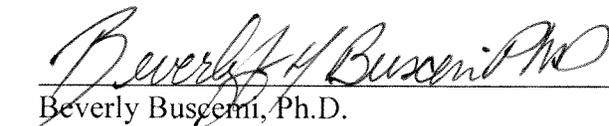
Coastal Center - Phone: 843/873-5750  
Pee Dee Center - Phone: 843/664-2600  
Saleeby Center - Phone: 843/332-4104

- C. All information technology procurements require the prior approval of the Director of Information Technology or his designee.
- D. Consumable items, such as: toner cartridges; printer maintenance kits; CD's; floppy disks; tapes; ink jet cartridges; do not require approval.

**III. Processing Procedures**

- A. All requests for IT products and services must be submitted on an "Information Technology Procurement Request," form DDSN-260 to the Director of Information Technology. The form must be filled out completely and have the approval of the appropriate IRM Coordinator. The Division of Information Technology should be consulted for assistance in the completion of the form.
- B. If approved by the Director of Information Technology the IT Procurement Request will be forwarded to Central Office Purchasing and Supply for processing. All purchase orders for IT products and services must be issued by Central Office Purchasing.
- C. The Division of Information Technology will monitor the procurement, approve receipt, and coordinate installation of all IT products and services.

  
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Tom Waring  
Associate State Director-Administration  
(Originator)

  
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Beverly Buscemi, Ph.D.  
State Director  
(Approved)

***To access the following attachment, please see the agency website page "Attachments to Directives" under this directive number.***

Form: Information Technology Procurement Request