Exhibit E-2: Software Standards

Procedures for Software Purchases

Addressing the software purchases, any software purchased for Gavilan College must be approved by the MIS department. This will insure that the software will be compatible with our existing hardware, software and network. Use the following procedures to initiate new purchases.

For individual software purchases:

1. Contact MIS for a current software quote or to discuss appropriate configurations for your software requirements. Annual software support must be included and will be the responsibility of the ordering department.

2. The vendor must ensure that their product meets the 508 standards and/or has the capability to use assistive software and hardware. Attach statement of compliance or [Voluntary Product Accessibility Template (VPAT)](#) with purchase requisition.

3. Attach the quote provided by MIS to your Purchase Requisition, and obtain required budget program numbers and signatures.

4. Forward the completed Purchase Requisition and quote to MIS for signature.

5. MIS will forward the signed, completed Purchase Requisition to the Purchasing Department for ordering. The Purchasing Department will forward to MIS any Purchase Requisitions for software that are not signed by MIS.

6. Following implementation, evaluate the software and systems to determine their effectiveness and submit evaluation to your administrator.

For Gavilan computer lab purchases:

1. The Deans and Department Chairs responsible for the various labs will meet with MIS prior to the end of each term to discuss new software requirements and to collect the software needed for each lab for the upcoming term. The schedule for this is:

   - December for the upcoming Spring term
   - April for the upcoming Summer term
   - May for the upcoming Fall term

2. Any new software purchases for labs will follow the items 1 through 4 (above) for individual software purchases.

3. MIS will create, test and deploy any new software images required for the various student labs prior to the start of the new term. This will be scheduled during the semester breaks.