

**PENN STATE BEHREND
SCHOOL OF ENGINEERING
Software Purchase Policy**

Faculties interested in acquiring new software to utilize in SOE are required to complete the following 11 step process. Items listed in bold face font are forms which are available online. Items listed with a * are required for software costing over \$100 or requiring an annual maintenance fee and are optional otherwise.

1. Complete the attached **Request for Software Purchase** form.
2. Complete the **Vendor Order** form <http://www.pserie.psu.edu/academic/engineering/venderorder.pdf>
3. Get a vendor quote.*
4. Present request to your department.
5. Have the program chair sign off.
6. Present materials to director for approval.*
7. Give a copy of the following to Stacey McCoy, she will order the software upon completion:
 - a. completed **Request for Software Purchase** form,
 - b. completed **Vendor Order** form, and
 - c. a vendor quoteAccept delivery of the software.
8. Complete a Computer Center **work order** form (<http://www.pserie.psu.edu/compcntr/workorder.htm>) for installation.
9. Deliver the following to the computer center:
 - a. installation media,
 - b. paper copy of the software license agreement,
 - c. copy of the software acquisition form, and
 - d. installation instructions.
10. Verify correctness of software installation.

In order to demonstrate the merit of a software package the SOE computer committee has come up with a 10-point rubric to be used whenever a faculty member is requesting SOE to purchase a new software package. This rubric is the foundation of the **Request for Software Purchase** form

1. Department Support – A software package should have the unanimous support of its host department.
2. Cost – The cost of a software package should be minimized. The absolute cost of a piece of software has several components; the initial purchase cost, required/ optional maintenance contracts, and annual license fees.
3. Benefit – A software package should maximize its benefit to SOE. Academic benefit is related to
 - o the number of students using the software,
 - o the number of labs/assignments utilizing the SW,
 - o the number of demonstrations and classes.
 - o the number of license hits over a semester.Research benefit is related
 - o the contribution it can make to a research program
 - o the anticipated duration of the research program
 - o the number of faculty participating in the research program
4. Cost/Benefit – The ratio of the cost to the benefit should be minimized. The committee was unable to reach a consensus about what constituted a reasonable or unreasonable cost/student ratio. Historical evidence suggests that \$500/student is unreasonable.
5. Lifetime – The useful lifetime of a software package should be maximized. The obvious advantage is that this gives the software a lower amortized cost. An additional benefit is the fact that faculty do not have to spend as much time leaning new software packages.
6. Necessity – The software package should have a compelling need as specified in the SOE mission.
7. Distinctness – The software package should be functionally orthogonal to other software already installed on the campus network.
8. Applicability – The software package should be used in its associated professional environment.
9. Alternatives – The software package should be the best fit for SOE among the competing alternatives.
10. Purpose – The software package should strongly support the undergraduate education mission of SOE and secondarily enhance the college's research obligation.

PENN STATE BEHREND
SCHOOL OF ENGINEERING AND ENGINEERING TECHNOLOGY
Request for Software Purchase

Requestor

Name
Email
Department

Software

Name
Briefly describe the software's functionality.
List the software packages owned by SEET which have a similar functionality. Identify the essential differences which require this package to be purchased.

Cost

Base fee
Per seat fee
Annual maintenance fee
Annual renewal fee
List any software packages which will be made obsolete by this acquisition. For each package list,
 Name of the software
 Annual cost of this replaced software
 Complete list of faculty using this software
 Anticipated lifetime of the software

Benefit

For each course which will use this software complete the following
 Describe how the software supports your course objectives
 Classification of course (core, elective, special topics, service)
 Faculty member who last taught course
 Number of students per annual
 % of class assignments that will utilize this software
List all faculty who would be interested in using this software or need to know when its upgraded.

Signatures

Requestor
Program Chair
Director

Date:
Date:
Date: