

January 12, 2016

SUBJECT:**ORIGINATING DEPARTMENT:****PURCHASE OF COMPUTER HARDWARE,
SOFTWARE, AND SERVICES****Systems Management****Page 1 of 2****POLICY:**

It is the intent of the Board of County Commissioners to establish budget and purchasing procedures that ensure all purchases of computer and telecommunications equipment conform to current guidelines and are compatible with existing systems and obtained at the lowest price.

PROCEDURE:

1. The Office of Systems Management maintains a list of Information Technology Categories (a.k.a. Technology List) which will be revised as required to reflect the current state of the marketplace. Contained within that list is a replacement schedule and purchase requirement guidelines. It will always be posted in a conspicuous place on the County Intranet website.
2. The Life Cycle of an item in some cases is based on age, functionality, type of use, or external influences that prohibit or limit its usefulness. Though Systems Management has established general standards for replacement there are many cases where exceptions are made which effectively shorten or extend the useful life of a device, software program, or service. During the Phase One Budget process, Systems Management will notify Directors and Managers of those items which should be budgeted for replacement, and those requests received to upgrade due to workload or obsolescence caused by external factors.
3. Any items meeting the definition of Hardware, Software, Services, or Connectivity (and marked on the Technology List) must be approved and ordered by Systems Management. Any purchases for same using internal accounts, purchase orders, credit cards, office supply accounts, petty cash, leases, exchanges, or bundled free of charge with other purchased items or services are strictly prohibited.
4. Some categories only require review and or approval. In most cases if the device does not connect or transmit data to/from a device connected to the County network and the output of the product does not require storage, then Systems Management approval is not required and is considered an Exempt Device. Any items such as copiers, fax machines, modems, multi-purpose devices that connect or transmit data to from the County network must be reviewed and approved by Systems Management prior to purchase, regardless of whether the specific item or category is listed on the Technology List or not.
5. Any items that require connectivity to the County network must use technologies, standards, and protocols already in place. Systems Management is not obligated to enable or install new technologies to accommodate the device in question and may negate the purchase if it is determined the technology is not compatible with Systems Management Standards.

6. In the event an unbudgeted request is approved for any device requiring additional wiring or connections, the related expense is the responsibility of the Division which will be using said device. This includes the cost of the wiring, wall jacks, and monthly service. If the installation causes the County Network or Telephone system to exceed capacity, or uses resources reserved for a device in an upcoming budget, the Requesting Division(s) must bear the expense of funding the expense of the equipment and labor required to expand the capacity if Systems Management cannot. Systems Management will not terminate or reduce the quantity or quality of a service to another Division to accommodate the purchase of an Exempt Device.
7. Any Exempt Device that generates output (temporary or long term) or consumes bandwidth or storage space on a County asset is subject to approval. Systems Management reserves the right to deny or severely restrict access of an Exempt Device should the consumption be deemed excessive. In the event access is denied or restricted it is the responsibility of the Division using the device to bear the expense of expanding the capacity.
8. Systems Management reserves the right to terminate any Exempt Device without notice or warning that is deemed to pose a known or potential threat to the County network. This includes remote maintenance and service access by any outside party where said access poses a breach of security. This applies to new and existing equipment, software and services regardless of the cost or length of prior service. There are no exceptions whatsoever when dealing with the security of the County network.
9. All equipment needs to perform in an acceptable and predictable fashion, all Vendors are expected to provide price, delivery, and support, in a consistent fashion. To this end Systems Management will establish standards and procedures that leverage the equipment and services to their maximum benefit. There is considerable benefit in consolidating to certain vendors, software systems, and procedures. This enables the County to leverage employee training and support to a small known line of goods and services so it can be as self-sufficient as possible. Systems Management will strive to acquire all hardware, software, and systems at the lowest price possible (either through negotiated State or Federal price schedules) or via quotes from vendors selling the identical item or service. Decisions on acquisition will not be based solely on lowest price.

FOOTNOTES & REFERENCES TO RELATED AR's: Supersedes AR 9.02-2 dated January 28, 1994; AR 16.21 dated January 27, 2009; AR 16.10 dated June 22, 2010.