



INFORMATION TECHNOLOGY POLICY
705 – HARDWARE, SOFTWARE AND IT PROCUREMENT Policy

Policy Title: HARDWARE, SOFTWARE AND IT PROCUREMENT POLICY	Policy Number: APR 705
Effective: November 1, 2012	
Supersedes: APR #414 dated 11/97	
Approval:	Page 1 of 3

1. Scope

- | | |
|--|---|
| <input checked="" type="checkbox"/> Full-time | <input checked="" type="checkbox"/> Union |
| <input checked="" type="checkbox"/> Part-time | <input checked="" type="checkbox"/> Independent Contractors |
| <input checked="" type="checkbox"/> Temporary/Contract | <input checked="" type="checkbox"/> Visitors and Vendors |
| <input checked="" type="checkbox"/> Salaried | <input checked="" type="checkbox"/> Volunteers/Unpaid Interns |

Employees who are covered under the provisions of a collective bargaining agreement will follow the standards as contained in their respective contracts if this policy conflicts with the language in the contract.

This policy is applicable City-wide. All City personnel who have responsibilities that include the evaluation or purchase of new hardware, software or IT services must follow the requirements of this policy.

The provisions of this Policy are subject to, and may be superseded by (in the event of a conflict), relevant provisions of applicable collective bargaining agreements between the City and the various collective bargaining associations of the City

2. Purpose

The purpose of this policy is to control the process of acquiring computer hardware, software and IT services to ensure that appropriate platforms are provided to support business applications.

2.1 Rationale

Without formal procurement policy and processes, the City may be exposed to several business risks, which include not benefiting from economies of scale when different groups purchase hardware, software or IT services in

isolation, non-standard technology, use of unauthorized software, and inappropriate contracts. All of these risks lead to increased costs and potentially severe business consequences.

3. Responsibilities

All City personnel who have responsibilities that include the evaluation or purchase of new hardware, software or IT services must follow the requirements of this policy.

4. Policy

4.1 Technology Standards

- Hardware, software or IT services must be procured in compliance with City IT standards.
- Hardware, software or IT services must be standardized to reduce complexity and cost to procure, maintain, and support the technology.

4.2 Procurement Control

- Software must be either developed in-house, or obtained from legitimate and reliable third parties.
- Products must be reviewed and tested prior to their use and financial settlement.
- Selection of IT services must be performed by the Information Technology Service Unit in conjunction with the requesting Service Unit.

4.3 Hardware, Software and IT Services Acquisition

- City purchasing procedures must be followed in the procurement of information technology related hardware, software and IT services.
- All purchase requests that include non-standard hardware, software, or service components must be reviewed and approved by designated ITSU management personnel.
- All software and hardware is to be procured through the IT Service Unit except where an alternate procurement agreement between ITSU and the service unit exists.
- All agreements with IT Service Providers must be authorized by the IT Service Unit, in conjunction with the requesting Service Unit.
- Acquisition, and use of Public-Domain software, freeware, shareware, open source software, or software downloaded from the Internet, is prohibited without written pre-approval from the ITSU management.
- Any non-disclosure agreement required must be approved by the City Attorney's office.

4.4 Intellectual Property Rights and Licensing

- All copyright and/or licensing requirements must be followed per the requirements in the Intellectual Property Policy.
- Proof of ownership and license must be maintained for all software, as long as the software is in use. Records documenting end of use and disposal should also be maintained.
- The IT Service Unit will maintain records for all hardware, software and IT service purchases made

4.5 Third Party Software Maintenance

- For licensed software acquired from third parties, the third parties must have appropriate procedures to validate, protect and maintain the software product's integrity rights.
- Consideration should be given to the support of the product in a maintenance agreement related to the delivered product.