Ravalli County
Information Technology Policy 12
Information Technology Procurement
July 2011

<u>This policy does not supersede state or federal laws and acceptable use policies.</u>

SCOPE:

This policy applies to all County departments, employees, and non-County entities, performing IT procurement functions for the County.

PURPOSE:

The purpose of this policy is to provide the requirements and guidelines necessary for the procurement of electronic hardware, software, and services (collectively referred to as IT Property) within the County.

As IT Property expands their availability for numerous County business functions, it is imperative the assessment and procurement of those products be coordinated through IT. The goal of this coordination would be to validate any IT Property brought into the County, to meet the following criteria:

- The hardware or software requested meets the minimum specifications for use within the County
- The hardware or software requested would not provide a security risk to the customer, their clients, or the County as a whole
- The hardware or software requested would be able to be supported by IT or a support agreement is included as part of the procurement

REQUIREMENTS:

<u>Purchasing IT Property:</u>

All requests to purchase IT Property, with the exception of those products identified in Appendix A, will be reviewed by the IT Department prior to purchase. The purpose of this review is to accomplish the following tasks:

1. To verify the IT Property meets current standards within the County. If it does not, a justification, provided by the requesting entity, will be needed to weigh the merits of bringing non-supported IT Property into the County.

2. To verify that current IT resources will be able to support the purchased item or that a support component is included in the procurement.

3. To ensure that all contracts, purchases, or renewals of Multi-function Printers and Copiers are approved by the Board of Commissioners.

4. IT will complete the review of the procurement request and submit a recommendation of approval or denial to the requesting entity. If approved, the requesting entity will send written authorization to IT to proceed with the order. Any denial can be forwarded by the requesting entity to the Board of Commission for reconsideration.

5. In addition to an approval or denial, IT can provide recommendations to the requesting entity that may provide additional benefit to them during the procurement process. Such things as brand reviews, applicable use elsewhere in County government, and cost comparisons are examples of the possible recommendations that could be sent back to the requesting entity.

6. All IT Property must be disposed of in accordance with the Ravalli County Surplus Property Policy and Procedures after IT approval is obtained to ensure appropriate scrubbing. This includes IT Property to be traded or returned at the time of a new equipment purchase.

Use of personal IT Property within the County:

1. Use of non-County owned IT Property on the County network is prohibited unless the user complies with Ravalli County's IT Policy for Non-Ravalli County Devices Connecting to the County Network. This includes, but is not limited to, bringing printers, cell phones, monitors, laptop, scanners, etc., from home and attaching them to the County equipment or networks.

Grant equipment, proposals, RFPs, bids, contracts:

1. IT Property obtained through grants or donations may be used within the County at the discretion of the IT Director. Any such request must be made in writing.

2. Departments will involve IT in the early planning stages of any grant proposal, RFP, bid, contracts, etc. which will result in IT Property being obtained.

GUIDELINES:

None at this time.

DEPARTMENT RESPONSIBILITY:

None at this time.

Date	Purpose of Revision
June 20th 2011	Adopted – Commission

REFERENCES - Laws, rules, and applicable policies:

MCA 2-2-121; MCA 45-6-311; Ravalli County Personnel Policies; Ravalli County IT Policies; Ravalli County Surplus Property Policy and Procedures

Appendix A

1. List of acceptable IT purchases for the County users.

USB Storage devices
- Flash Drive
- Thumb Drive
- Jump Drive
- Cruzer Mini
- Quick Drive
- Micro Drive

Expansion Cards for Cameras
Keyboard
Mouse
Keypads
Digital Video Recorders
Speakers
Media DVD/CD Disks, floppy disks
Printer Cartridges – Must be through County Contract
Computer desks
Keyboard/mouse drawer/trays
USB memory card reading devices
Digital Cameras

2. Devices that are purchased through IT:

Printers – See Printer-Copier-Fax Request Form
- Duplexers
- Additional Trays

Copiers - See Printer-Copier-Fax Request Form
Monitors
System Memory
Hard drives
Modems
Scanners
Projectors
DVD Drives/Writers
CD Drives/Writers
Laptops – See Computer-Laptop Request Form
Notebooks - See Computer-Laptop Request Form
Workstations - See Computer-Laptop Request Form
Uninterruptible Power Supplies (UPS)
Phones

3. Devices that are unacceptable:

Wireless Network Adapters
Switches
Routers
Hubs
Access points
Network adapters
IP Cameras

SUMMARY OF CHANGES:

Change Date: