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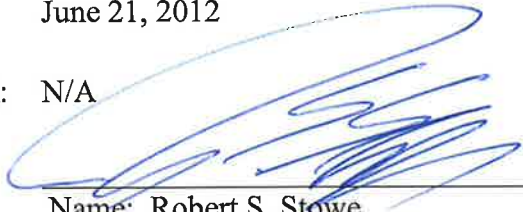
**CITY OF BOTHELL
ADMINISTRATIVE ORDERS**

TITLE: Technology Purchasing

EFFECTIVE DATE: June 21, 2012

REPLACES ORDER: N/A

APPROVED BY:



Name: Robert S. Stowe

Title: City Manager

1.0 PURPOSE

This Administrative Order is necessary in order for the City of Bothell ("City") to; maintain efficient and centralized technology management and decision making; insure predictable and cost effective technology related spending and effectively manage ongoing maintenance or replacement costs.

2.0 DEPARTMENT/DIVISIONS AFFECTED:

All

City of Bothell Technology Purchasing and Implementation Administrative Order

FORWARD

This Administrative Order applies to all users of City of Bothell technology services, the computer network, and technology located on city premises, inside city facilities.

This Administrative Order is necessary in order for the City of Bothell (“City”) to;

- maintain efficient and centralized technology management and decision making;
- insure predictable and cost effective technology related spending, effectively manage ongoing maintenance or replacement costs;
- to make certain technology acquisitions are appropriately prioritized in a manner that is transparent and aligned with the City’s technology goals;
- to ensure that all purchases and implimentations are in alignment with Information Secuirty Administrative Order 2.4.1 which is in compliance with applicable laws and standards and protects the City from liability.

The Technology Purchasing Administrative Order represents the combined efforts of the City Information Services Division (IS), Human Resources Department (HR), Legal Department and user communities.

Chapter	Section	Date of Adoption/ Revision	Title
1	Purpose and Scope	5/5/11	Adoption, Purpose and Scope
2	Definition of Terms	5/5/11	Definition of Terms
3	Purchases	5/5/11	Purchasing
4	Records and Agreements	5/5/11	Records and Agreements

1. Adoption, Purpose and Scope

1. PURPOSE: To establish the authority for the adoption of the Security Administrative Order.
2. ORGANIZATIONS AFFECTED: All units of city government; branches, departments and divisions.
3. REFERENCE: Not applicable
4. ORDER:

The Technology Purchasing Administrative Order is issued by the City Manager. The City Manager may at any time, make changes to this Administrative Order. The Information Services Manager may also recommend changes to the City Manager.

Adoption of Related Operating Procedures

The Information Services Manager is authorized and directed to implement, amend and maintain Operating Procedures as that insure technology management effectively meets the requirements of this Administrative Order.

Annual Review

Review is performed annually by the Information Services Manager.

Related Operating Procedures Handbook

The Information Services Division is directed to maintain a Technology Purchasing Procedures. These procedures are required to be published, available to all City Staff.

Administrative Order Distribution

This Administrative Order must be electronically published and distributed to all appropriate City employees.

2. Definition of Terms

1. PURPOSE: To establish generally-accepted words and phrases used in the Technology Purchasing Administrative Order.
2. ORGANIZATIONS AFFECTED: All units of city government; branches, departments and divisions.
3. REFERENCE: Not applicable
4. DEFINITIONS:

Employee: Any person employed by or volunteering for the City of Bothell, including those on a limited, part time and contract basis.

Grant: An award of financial assistance from an outside agency.

No Cost: External funding source or free.

Information Services Steering Committee (ISSC): A lateral city committee assembled for the purposes of effectively reviewing and prioritizing technology purchases across departments in a manner consistent with city goals and objectives. The Committee consists of representatives from all city departments chaired by the Information Services Manager. The ISSC meets quarterly to review progress on active Division projects and initiatives, reviews requests submitted by departments wishing to make or receive a technology investment. At least once a year, the Committee reviews requests, develops priority ranking and recommendations which are forwarded to the City Manager by the Division.

Information System: Information systems include any devices that may be connected to or installed on the city network, a city-owned computer, city facility, or the city telephone system. Information systems include, but are not limited to: laptop computers, workstations, servers, scanners, mainframe computers, routers, switches, external hard drives, digital cameras, telephones, fax machines, printers, mobile phones or devices, smart phones, software or applications, flash drives and networkable copiers.

Network Resource: Any service or communication provided via the city network or any network terminating into a City facility.

Printer Management Strategy: A strategy for the management of copiers and printers to ensure cost effective implementation and use.

Sensitive Data: Sensitive data includes but is not limited to passwords, Social Security numbers, credit card information, protected health information (PHI), personally identifiable information (PII), bank account numbers, tax ID numbers and criminal justice data that are stored, processed or transmitted on or by City information systems or network resources.

Six Year Technology Plan: An ongoing technology plan that is updated annually and maintained by Information Services. The plan provides a six year road map of significant technology related projects and assures that new and existing technologies are secured, maintained and implemented in alignment with city goals and in a manner to most effectively serve the needs of Bothell. The plan insures that major projects are incorporated into or anticipated in the capital facilities plan.

Technology Services: Technology Services include, but are not limited to: technology-related professional services, brokering services, subscriptions, agreements, hosting, telephony or internet services and all other technology services provided by internal City staff or by any other agency, firm, contractor or representative acting on behalf of or providing service to the City or on City premises.

User: Anyone who accesses City information systems, data or network resources.

3. Purchasing

1. PURPOSE: To establish centralized and efficient procurement practices that can be effectively managed, appropriately prioritized.

2. ORGANIZATIONS AFFECTED: All units of city government, including branches, departments and divisions.

3. REFERENCE:

City of Bothell Personnel Policies and Procedures (10.5-F); PCI Security Standards Council DSS Requirements - Section 3, 7, 9; Information Security Administrative Order 2.4.1; City of Bothell Procurement Policy

4. ORDER:

Purchases, Services and Implementations

All technology related purchases and implementation must be first approved by the Office of the City Manager, or designee, regardless of funding source or budget impact. This includes all items and services as defined in 'information systems' and 'technology services'; section 1 – Definition of Terms.

Technology acquisitions are subject to a review and approval process. Acquisitions are subject to review and priority ranking recommendations by the City Information Services Steering Committee (ISSC). Acquisitions are also subject to Information Services review and priority ranking based on: ongoing budget impact, risk to sensitive data, the Six Year Technology Plan, impact to technology infrastructure or network resources, staff impact, effect on existing city technologies and goals.

Maintenance, Upgrades and Replacements

The cost of maintenance, upgrades and replacements is required to be examined and funding for these costs identified before new technology services or information systems are purchased or implemented. Ongoing costs of maintenance, upgrades, and replacements are required to be considered during the initial purchase or implementation approval process.

Grants and No Cost Implementations and Purchases

All information systems and technology services are to be coordinated through Information Services regardless of funding source or budget impact. Additional analysis may be performed in order to identify related future or ongoing costs. Departments wishing to purchase or implement technology services or information systems through grant funding or other source may be required to transfer funds into a special revenue fund for the purposes of maintenance or replacement.

Systems and Application Upgrades

Upgrades and replacements of existing information systems, technology services, or applications are subject to the guidelines contained in this Administrative Order and are required to be coordinated through Information Services.

Printers and Copiers

All printer and copier purchases, leases, or implementations are required to be coordinated through and approved by Information Services. This centralized printer management strategy ensures that installation of additional printers and copiers are determined based on legitimate need and implemented in the most cost effective and environmentally conscious manner.

4. Records and Agreements

1. PURPOSE: To establish a centralized contracts and agreements management strategy to ensure contracted technology services are appropriately priced, secure, can be effectively integrated into existing systems, are fully utilized and appropriately leveraged.

2. ORGANIZATIONS AFFECTED: All units of city government, including branches, departments and divisions.

3. REFERENCE: City of Bothell Procurement Policy

4. ORDER:

Media Storage

All software installation media must be centrally stored in Information Services including upgrade or supplemental media. If media is not available from vendor, Information Services must be provided with serial numbers or other account information required for download and installation.

Contracts and Agreements

Technology related contracts, agreements and renewals for products and services are required to be routed through Information Services for review upon procurement and annually upon request for renewal.