CITY OF EL PASO, TEXAS
AGENDA ITEM
DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES

AGENDA DATE: **May 14, 2013**
PUBLIC HEARING AGENDA DATE:

CONTACT PERSON/PHONE: MIGUEL GAMINO, DEPARTMENT OF INFORMATION TECHNOLOGY SERVICES DIRECTOR, 541-4746

DISTRICT (S) AFFECTED: **ALL**

SUBJECT:
That the Information Technology Policy on Procurement, Installation and Implementation of information technology, software, equipment, support and maintenance attached as Exhibit A be approved and authorize the City Manager to establish procedures to implement this policy.

The Department of Information Technology Services (DoITS) will review and approve all purchases for IT related items that will be directly or indirectly connected to any of the City's information technology infrastructure, regardless of funding source.

Additionally, this ordinance authorizes the City Manager to amend Appendix A of this Policy with the support of the Information Technology Steering Committee, as long, as the purpose of the policy is retained and IT related procurements are approved by DoITS.

BACKGROUND / DISCUSSION:
The City recently has advanced in the efforts of consolidating many of its IT related infrastructure, services, software and agreements increasing efficiency and effectiveness while also reducing the City's level of risk and costs. The success of these efforts have stemmed from the consolidating the various departmental needs to find common solutions and synergies. One of the ways risks have been reduced is to avoid the purchase of IT related equipment and software that may have compatibility issues, over procurement by single-department purchases, non-support issues and use of life issues.

PRIOR COUNCIL ACTION:
November 27, 2012, Council discussed that action be initiated to formulate a city policy that any department initiating the purchase and /or implementation of new software and/or hardware must coordinate with the information technology department its needs.

AMOUNT AND SOURCE OF FUNDING:
N/A

BOARD / COMMISSION ACTION:

N/A

**********REQUIRED AUTHORIZATION**********

DEPARTMENT HEAD: **Miguel Gamino, IT Director**

Name | Signature | 5/7/13 Date

EXHIBIT A

CITY OF EL PASO
INFORMATION TECHNOLOGY POLICY

POLICY I Procurement, installation and implementation of information technology software, equipment, support and maintenance

The procurement, installation and implementation of information technology software, equipment, support and maintenance requires the review by the City's DoITS. This includes the purchase of items that will require IT services for installation, implementation, support and maintenance after the procurement is completed. The DoITS will review all purchases for IT related items that will be directly or indirectly connected to any of the City's information technology infrastructure, regardless of funding source.

STANDARD

Departments will be required to obtain a review and approval from the DoITS prior to submitting or processing to procure the goods and/or services. The initial request will be thru a Technical Purchase Request (TPR). The IT Department will review on a case by case basis:

1. Options available to meet the departments needs and IT standardization and consolidation objectives.
2. Determination whether a Technical Purchase Request or a Business Case is needed for departmental decision on options provided by IT Department.

a. Funding Source availability prior to procurement is processed.
b. Purchases of related future support and maintenance to be determined along with current and future budget impacts to user departments and IT.

Technology purchases will include, but not limited to, software, hardware, printers, copiers, faxes, phones (landline and cellular), cameras, security access controls, internet services and cable. This includes, but not limited to, anything connected to the City's network and/or equipment.

This also applies to any demonstrations related to the possible future purchase. Any demonstrations requiring connection to City property will need to be approved by the IT and Purchasing Directors prior to any commitments. All vendor meetings and communication will be coordinated through IT Administration or Purchasing Director (or designee).