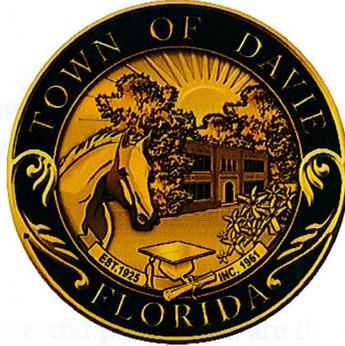


**TOWN OF DAVIE
HUMAN RESOURCES DEPARTMENT**



**HARDWARE AND SOFTWARE PROCUREMENT POLICY
SOP #24-015**

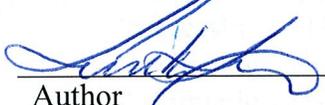
September 19, 2012

SUMMARY OF REVISED, DELETED, OR ADDED MATERIAL

This operating procedure shall replace the Personnel Rules and Regulations and Policies enacted prior to the effective date of this Operating Procedure.

Revision	Date	Responsible Department	Description of Change
1	11/06/2009	Technology and Info. Management	Initial Release
2	September 19, 2012	Technology and Info. Management	Revision

APPROVALS:



Author



Date



Town Administrator



Date

1-1. PURPOSE.

The purpose of this policy is to establish procedures for the acquisition of computer hardware, software and peripherals that are purchased with Town of Davie funds, connect to the Town's network and/or require support of Town technology resources.

1-2. SCOPE.

This operating procedure applies to all employees of the Town of Davie (regardless of probationary or other status), as well as all Executive, Part-Time, Seasonal employees, and volunteers.

1-3. DEFINITIONS.

Computer hardware, software and peripherals are defined as devices that are purchased to provide computer/computer-generated printing services, wired and wireless network access to employees. Peripherals shall include, but not be limited to, devices such as copiers, bar code readers, blackberry devices, or any other equipment that connects to or receives a data download from a Town-owned PC or the Town of Davie network.

1-4. POLICY.

The Town of Davie has agreed standards in place for desktop software, operating systems, computer networks and computer hardware and peripherals, such as printers. This standardization is essential as it allows the Town of Davie's IT Department to provide a quality service. The main benefit areas are:

- IT Support Staff are familiar with hardware and peripherals, thus speeding up fault finding;
- The IT Department is able to stock standard spares in order to reduce down time;
- Network installations are planned and coordinated centrally by experienced network engineers;
- IT staff with relevant skills are recruited.

This policy outlines the procedures that must be in place to achieve these benefits and to ensure the purchase, delivery and installation of IT equipment is coordinated successfully. This policy has been developed in conjunction with the Town of Davie's Technology & Information Management Systems Department and the Town of Davie Information Technology Governance Committee.

1-5. ROLES AND RESPONSIBILITIES.

All purchasers of computer hardware and software:

It is the responsibility of the users' line manager to ensure that this policy is adhered to. IT hardware or software cannot be donated.

IT Department:

It is the responsibility of the IT Director to ensure that this policy is adhered to, and that IT hardware or software is purchased in accordance with this policy only.

Purchasing Department:

It is the responsibility of the Purchasing Department to ensure that all purchases of IT equipment and software have been made in accordance with this policy.

1-6. PROCEDURES.

- a. All requests for computer hardware, software and/or peripherals should be sent to the Technology & Information Management Systems (TIMS) for review.
- b. Standard Hardware and Software.
For purchase of standard hardware and/or software, TIMS will prepare a quote and seek approval from the requesting department. Upon approval, TIMS will initiate a Purchase Requisition using the requesting department's account code.
- c. Non-standard Equipment.
A request to purchase non-standard hardware and/or software shall be reviewed by TIMS prior to submission to the Procurement Division for review of:
 1. Compatibility with existing standards and equipment;
 2. Support requirements; and/or
 3. Suitability for department's technology needs.

TIMS shall complete its review within thirty (30) days of receipt of the request. If, after review, TIMS does not approve the proposed purchase, it may ask the requesting department to reconsider its request or suggest an alternative.

- d. Authorized Approvers.
Only the IT Director and the Information Systems Supervisor of TIMS are authorized to approve the purchase of hardware, software or peripherals under this policy.
 - e. Appeal Process.
If the proposed non-standard purchase is not approved by TIMS and a proposed alternative is not accepted, the requesting department may appeal the decision to the Information Technology Governance Committee (ITG). The ITG shall meet with the Director of TIMS and a representative from the requesting department to review the request and the TIMS recommendations before making a recommendation to the Town Administrator. The Town Administrator shall make the final determination regarding the proposed purchase.
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f. Non-Compliance.

Computer hardware, software and peripherals not purchased in accordance with this policy shall not be paid for by Town of Davie funds and will not be connected to any device on the Town of Davie network. Any device that is purchased and connected to the Town network without the pre-approval of TIMS shall be removed from the PC and/or the Town network. Non-compliance with this policy may result in disciplinary action.
