

Alpena County Technology Purchasing Policy



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I. PURPOSE

Information Technology (IT) is charged with supporting county owned computer hardware, software and peripherals in ways that meet the County's strategic priorities and support the mission of the County. IT is responsible for maintaining the county network, servers, workstations, and peripherals, maintaining quality at reasonable costs. This policy establishes standards, guidelines, and procedures for the purchase of county technologies regardless of the funding source.

II. POLICY

Policy Statement

All technology-related purchases must go through the IT Department, regardless of the funding source. IT strives to purchase technologies that are sustainable, compatible with existing systems, and can be efficiently supported. As a result, IT has numerous agreements with hardware, software, network, and telecommunication vendors, service agencies, multimedia companies, software developers and others. To effectively maintain these relationships and allow for economies of scale, it is necessary for the County to have a centralized purchasing process.

Scope

Centralized purchasing of technology hardware and software help align:

1. Compatibility with the County network environment
2. Compliance with County technology security policy
3. Suitability based on assessment
4. Licensing compliance for software purchases
5. Hardware and software that can be efficiently supported
6. Availability of sufficient resources, including initial and recurring costs

Standardization allows the county to efficiently select and manage technology, obtain better technology pricing, reduce maintenance costs, and increase access to training and assistance. These standards are re-evaluated periodically based on common needs, vendor offerings, cost, reliability, supportability, quality, sustainability, compliance with recycling policies and timeliness of vendor response.

IT should be involved in the initial stages of any technology project. The purpose of IT involvement is to ensure that the project meets requirements to mesh with the County technology

environment. Project management will still be the requesting party's responsibility unless they make prior arrangements with IT to assume that role.

The County IT Department will not reimburse or support the purchase of any technology related item, unless that purchase was first approved by IT.

Technology Purchasing Procedures

All technology purchases must be processed through the IT Department. This applies to projects, maintenance contracts, parts, support, repairs, and routine supplies. IT will approve, place, receive, and pay for all orders unless prior arrangements have been made with IT.

The purchasing procedure for routine orders can be initiated by contacting the IT Department by phone or by email. To facilitate turn-around, and to give the best possible service, please have the following information available or included when requesting or submitting a request:

- Complete item description(s).
- Quantities.
- General Ledger account to be charged.
- Date needed.

Requests should be submitted with sufficient time to obtain price quotations and place orders without causing undue delay. Please provide as much lead-time as possible. To duplicate a previous purchase, the prior order should be referenced.

Purchase Deadline

December 10th of each fiscal year is the last day to place a technology order. This deadline historically has allowed sufficient time to receive items and process invoices for payment.

Requests for a large number of computers, standard configurations with additional components, or requests for non-standard equipment may require several weeks' notice. Equipment orders from vendors typically range from 1 to 4 weeks from order to delivery, depending on the unit or components ordered. Allow enough lead-time for purchases to be paid in the same fiscal year as they are ordered in. You must notify the Finance Ways and Means Committee for any exceptions.