Information Technology Purchasing Policy

1.0 Policy Statement

The Information Technology Division shall be part of the evaluation process before any IT hardware, software, and externally hosted systems are purchased for the City. This will ensure that there is consistency and system compatibility with the City's IT resources, infrastructure and standards. Hardware and software shall not be purchased without approval from the IT Division or the CAO.

2.0 Background

The City of Mount Pearl has a set of standards for desktop software, operating systems, computer networks, computer hardware and peripherals. This standardization is essential as it allows the City's IT Department to provide quality service and support, and to ensure that network, software, and hardware installations are planned and coordinated centrally by experienced IT employees in accordance with the City's guidelines.

3.0 Scope

This policy applies to all City of Mount Pearl IT related purchases for City business.

4.0 Purpose

To outline the guidelines and procedures for the review, approval and purchase of IT equipment and to ensure consistency and compatibility across City-owned IT systems. To provide a framework for the procurement of all IT hardware, software, and any externally hosted systems or software for the City of Mount Pearl.

5.0 Definitions

- **Hardware -** The machines, wiring, and other physical components of a computer or computing devices.

- **Software** - The programs, applications, and other operating information used by a computer.

- **Computer Network** – A computer network is a set of computers connected together for the purpose of sharing resources. Shared resources can include a printer, a file server, etc.

- **Computer Peripheral** – A computer peripheral is any external device that provides input and output for the computer. For example, a keyboard and mouse are input peripherals, while a monitor and printer are output peripherals.

- **Operating Systems** - The software that supports a computer's basic functions, such as maintenance and controlling peripherals.

6.0 Purchasing Guidelines

A. The City will purchase information technology systems that are compatible with current strategic plans.

B. The Manager of Information Technology will approve, change and/or amend purchases of information technology equipment (both hardware and software).

C. The Information Technology Division will be in charge of the installation of information technology equipment.

D. Department Directors will involve the Information Technology Division throughout the project initiation and the planning phase, including creation of specification, estimates, project feasibility, etc.

E. All IT related purchases will need to have full approval and authorization prior to requisition. Hardware and software purchase cannot be made without approval by the Information Technology Division or the CAO.

7.0 Approvals

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Steve Kent, Chief Administrative Officer

_____October 2, 2018_____
Date