



COUNTY OF EL DORADO, CALIFORNIA
BOARD OF SUPERVISORS POLICY

Subject: INFORMATION TECHNOLOGIES STEERING COMMITTEE AND ACQUISITION PROCEDURES	Policy Number A-10	Page Number: 1 of 4
	Date Adopted: 9/19/1989	Revised Date: 11/02/1999 10/21/2005

BACKGROUND:

El Dorado County has a significant investment in information technology. With over 2,000 personal computer workstations linked to the Enterprise Server via the County's wide-area network, some of the benefits of these past investments are now being realized. Additionally, this infrastructure will help pave the way for future technological developments which can greatly improve the ability to provide cost-effective services to the public. In order to ensure that future activities and acquisitions in information technology are considered within the overall context of a County-wide plan, the following policies and procedures are hereby established. This policy supersedes former Board of Supervisors Policy Number A-10 dated 9/19/89 and revised 10/3/95.

POLICY:

1. The Information Technologies (IT) Department is ultimately responsible for establishing standards for the overall management and administration of information technology based programs for the County. As part of this responsibility, IT will maintain a County-wide Strategic Plan for Information Systems and ensure that it is updated at least bi-annually. This plan will be prepared in concert with the Information Technology Steering Committee (ITSC) and submitted with recommendation(s) to the Board of Supervisors for approval. Individual departments are encouraged to develop their own strategic or five-year plans. IT will provide technical assistance and/or recommendations to the extent possible within the capability of available resources.
2. The Information Technology Steering Committee (ITSC) will function in an advisory capacity to IT, the CAO, and the Board of Supervisors. It will review and make recommendations on all matters considered. It may be asked to recommend priorities for information processing projects and/or the allocation of limited County resources. The ITSC will also provide input during the formulation of the County-wide Strategic Plan for Information Systems and will be part of the review and approval process for that plan.



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- a. The ITSC shall consist of the Chief Administrative Officer (Chairman), IT Director, Surveyor (GIS Systems) and two department head representatives from each of the following functional groups: General Government, Law & Justice, Land Use and Development Services, and Health & Human Services. The department heads comprising each functional group shall meet as necessary to appoint their representatives. A two-year term is recommended. The steering committee may establish ad hoc and standing sub-committees as necessary.
 - b. The IT Director shall be responsible for providing administrative support to the committee.
 - c. The committee shall meet at least quarterly.
3. Plans and proposals by County departments for acquisition of information technology-based systems and/or hardware or software components shall be submitted to Information Technologies (IT) for formal review at the earliest possible time in the acquisition cycle. Items submitted to IT for review shall include: all purchase or lease requests or contracts dealing with information technology, including consulting, computer hardware of any kind, network equipment and components, enterprise and departmental computer application systems, PC desktop applications, personal data assistants (PDA's) and software tools, etc. Exceptions to this policy include computer accessories as defined in the current Purchasing Ordinance.

The review of County Department proposals and request by IT shall result in a written report that may include, but is not be limited to, analyses of the following:



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- a. The anticipated costs/benefits associated with the proposed acquisition as expressed in writing by the requestor;
- b. Compliance with established Information Technology (IT) standards. Deviations from established IT standards will be noted and a recommendation will be made to the ITSC as to whether or not an exception should be made or consideration given for a new standard;
- c. Compatibility with existing IT systems and components;
- d. Adequate maintenance and support commitment from the vendor;
- e. Required training specified by the requestor and contract provisions for said training;
- f. Compliance with security standards and requirements;
- g. Adequate facilities for the acquisition, both initially and in the foreseeable future;
- h. IT industry best practices including state-of-the-art methodologies and architectures are utilized;
- i. Adequate back-out and back-up plans are included to ensure continuity of service in the event of potential system component failures;
- j. Penalties for failure on the part of the vendor to meet contractual obligations will be considered and coordinated with County Counsel and the requestor;
- k. Quality and completeness of documentation required by the requestor or included with the acquisition;



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- i. Project development and/or implementation plans;
- m. Compatibility with existing network facilities. New network requirements may need to be referred to the ITSC for approval before proceeding.

Any problems or concerns noted by IT shall be promptly reported to the requestor by IT.

IT shall complete the above review in a timely manner, within a time frame commensurate with the size and scope of the request. Within 3 days of receipt of the review request It shall notify the requestor of the estimated date of completion of the review. Unanticipated delays in the review shall be promptly reported to the requestor.

When a Department submits an on-line requisition to ADPICS for the purchase of computer related items requiring review by IT, the request is automatically entered into a special que "approval processing", and is routed to IT for approval. The Purchase Order is only prepared upon receiving approval from IT.

IT shall refer all requests involving enterprise (multi-department) applications and/or new systems development projects exceeding \$10,000 to the ITSC. The BOS, CAO, and other departments may also refer items to ITSC as required.

Project development and/or implementation plans will be monitored by an IT project coordinator during the course of the implementation.

Primary Department: Information Technologies

References: None