

# **YUMA COUNTY COMMUNICATION AND INFORMATION TECHNOLOGY EQUIPMENT ACQUISITION POLICY**

History: Adopted Nov. 5, 2001  
ID #: 0102

## **I. POLICY OBJECTIVE:**

To ensure all communication and information technology equipment acquisitions conform to County purchasing requirements, are compatible with County established strategies for compatibility and program planning, and are consistent with County policies regarding maintenance, inventory, and disposition of communication and information technology equipment.

## **II. OFFICE OF PRIMARY RESPONSIBILITY:**

The Yuma County Information Technology Services (ITS) Director is responsible for the development, coordination, maintenance, and distribution of the Yuma County Communications and Information Technology Equipment Acquisition Policy. The Yuma County Board of Supervisors must adopt this policy and any changes to the policy, to be in effect. The ITS Department shall be responsible for developing any necessary process charts and/or procedures which support the implementation of this policy.

## **III. CHANGE CONTROL PROCEDURES:**

Recommendations for changes to the Yuma County Communication and Information Technology Equipment Acquisition Policy shall be submitted in writing to the ITS Director. The ITS Director will, after review, include the recommendations for change on the agenda for the next regularly scheduled Board of Supervisors Meeting for discussion and possible action. If the Board of Supervisors adopts the changes, the Policy shall be updated, the revision number and effective dates changed, and the Policy re-distributed. Copies of the current policy shall be made available to any county Agency upon request.

## **IV. POLICY STATEMENT:**

The Yuma County ITS Department shall be responsible for monitoring and assisting all county Office, Agencies, and Departments in the acquisition (purchasing) of all communication and information technology equipment for Yuma County. Yuma County ITS may take on a project or simply provide consultation services to assist other Departments with the implementation of their requested systems. The ITS Department shall assist in the acquisition of hardware and software to be used on any County owned communication systems (servers, workstations, databases, radios, pagers, telephones, etc.). The Yuma County ITS Department shall at a minimum:

- A. Provide assistance in assessing communication and information technology equipment needs, developing requirements, determining sources, developing cost data, identifying recurring maintenance costs, and developing acquisition alternatives.

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- B. Review all communication related purchase documents **such as bids, quotes, packing slips, and invoices**, prior to them being sent to the Yuma County Finance Department or the Yuma County Board of Supervisors for approval and subsequent action.
- C. Resources associated with communication and information technology systems covered by this policy shall include but not necessarily be limited to:

- 1. Hardware.

- a. Computers such as, but not limited to; mainframes, servers, workstations, and laptops.
- b. Peripheral devices such as, but not limited to; printers, copiers, external storage devices (optical storage, ZIP drives, etc.), monitors, speakers, personal data assistants (palm pilots) that connect to the computers, docking stations, multi-function machines, scanners, and video projectors.
- c. Telephones and pagers such as, but not limited to; land line telephones, wireless telephones (cell, CDMA, TDMA), 1-way, 1 ½ - way, and 2-way pagers.
- d. Two way radios such as, but not limited to; land mobile radios and hand-held radios.

- 2. Networking equipment.

- a. Networking integration equipment such as, but not limited to; gateways, routers, switches, bridges, hubs, and repeaters.
- b. Networking integration media such as, but not limited to; twisted pair cables, fiber optic cables, and coaxial cables.
- c. Networking security devices such as, but not limited to; firewalls and virtual private networks (VPN)

- 3. Software.

- a. Operating Systems such as, but not limited to; Microsoft, Novell, UNIX, to include LINUX, Banyan, Macintosh, and proprietary software.
- b. Application software such as, but not limited to; office management, collaboration, single-purpose, web-service, and proprietary software.
- c. Utilities that are supposed to increase the efficiency and effectiveness of operating systems or application software.
- d. Programming Languages such as, but not limited to; C/C++, Visual Basic, XML, Java, and other application development languages.

### V. REPORTING:

The ITS Department shall monitor acquisition status and provide verbal or written reports related to communication and information technology equipment or software acquisition status reports, **as per the fixed asset and other applicable policies established by the Board of Supervisors**, to any County Agency upon request.