

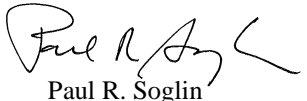
SUBJECT: SOFTWARE ACQUISITION POLICY

Purpose: This Administrative Procedure establishes specific policy for the acquisition of software by City agencies. Software is a valuable resource and guidelines are necessary in order to protect the network and computing environment for all staff, as well as assure compatibility. In addition, the City has a significant investment in existing software as well as the related business processes that have been developed and may affect one or more agencies. Requests for software need to be reviewed to avoid duplicative and/or competing acquisitions and conflicts with the City's strategic plan.

Policy: Software performs a specific set of business functions such as financial management, inventory management, workforce scheduling, issuing permits, preparing work orders, managing recreational programs, tracking legislative processes, conducting surveys, records management and other purposes. Many of these utilize business processes that affect multiple agencies. All software has a cost to the City for initial acquisition, configuration, implementation, integration and staff time; as well as ongoing licensing, maintenance and support. In addition, duplicative software may impact the integrity of network security, City operations, financial statements and coordinated service to citizens and related costs to the City.

Procedure: Requests for software must be submitted to the City's Information Technology (IT) Director or his/her designee, prior to budgeting for or any procurement or acquisition activities. Sufficient lead time must be provided in order to allow for a thorough review. This review and approval is necessary regardless of the nature of the product (e.g. "Hosted" software, "Software as a Service," "Third Party Providers," "Open Source" software or other). The IT Director will consult other City agencies as needed. At the end of this review a final determination will be provided by the Director or his/her designee.

Authority: Information Technology Director


Paul R. Soglin
Mayor

APM No. 3-20
August 8, 2016