<div align="center">

County of Sacramento
Inter-Department Correspondence

</div>

<div align="right">

For the Agenda of: November 20, 1997

</div>

Date: November 17, 1997

To: Information Technology Policy Board Members

From: Debra Nadolna, Chair
        Technology Review Group

Subject: **Recommendation for an Exception Policy relating to Personal Computer Hardware and Software Standards**

Recommendations:

1. Approve the process and policy for granting exceptions to the personal computer hardware and software standards as outlined in this report.
2. Task the TRG with developing guidelines for transitioning to the new standards and a format for Departmental migration plans.

Background:

At the Information Technology Policy Board (ITPB) meeting of October 16, 1997, the Technology Review Group (TRG) was asked to further define a process and policy for granting exceptions to the personal computer hardware and software standards approved by the ITPB on October 16, 1997 (a copy of the memo describing these standards is attached). This memo documents the TRG recommendation for an exception process and policy.

Definition of an Exception:

An exception is defined as the procurement of, or the anticipated procurement of, any hardware or software that does not conform to the standards. There are two types of exceptions to the standards:

1. Hardware or software that is mandated as a condition of a specific funding source, a mandated system, or a mandated program reporting requirement. An example might be a grant reporting requirement that necessitates the use of WordPerfect.
2. A compelling business need that is beneficial to the Department and the County and, depending on the nature of the deviation from the standards, ensures the integrity of the County's wide area network.

Exception Policy:

Any procurement that does not conform to the new County standards will not be considered an exception if the item procured fits within the Departments current technology environment and that Department's migration to the standards is still in progress. A non-standard procurement becomes an exception when a Department completes its migration to the standards or the procurement does not conform to the Department's current technology environment.

Exception Procedure:

All requests for exceptions, whether for exception type one or two, must be signed by the Departmental IT manager and Department Director.

Exceptions for reason one will necessitate the Department IT manager to submit a written report to the TRG for review and recommendation to the ITPB on approval or disapproval of the exception. This report will describe the exception and state the reason it was needed. The TRG will have a subcommittee that will review these requests every two weeks. In this case, the system may be installed or item procured before the ITPB grants final approval.

Exceptions for reason two must have approval prior to purchase. The Departmental IT manager will submit a request to the TRG for review and recommendation to the ITPB on approval or disapproval of the exception. Exceptions for reason two require the Departmental IT manager to explain how the exception fits with the Department's transition plan for migrating to the County's standards. In this case, due to meeting schedules of the TRG and ITPB, it may be as long as six weeks before the Department receives notification of approval/disapproval of the exception. Therefore, procurement will be delayed by this long.

Impact of Implementing Recommendation:

The TRG recommends that Departments submit migration plans to the new standards to the ITPB as part of the upcoming budget process. Once the IT structure proposed by Deloitte and Touche is implemented, Departments can produce migration plans to the standards. When the Departmental migration plans are in place, the impact of this policy and process on Departments should be minimal since purchases made during the migration process that fit within the Department's current environment are not considered exceptions.