

# COUNTY OF SACRAMENTO

## IT Procurement Policy

July 1, 2011

### **1.0 Purpose of the Policy**

Create efficiencies in costs and processes in the area of acquiring and maintaining technology products and services.

### **2.0 Scope of this Policy**

This applies to all County of Sacramento government entities involved in the procurement of technology products and services.

### **3.0 IT Procurement Policy**

It shall be the policy of the County of Sacramento that:

- Departments shall use the shared access point to communicate all intents to purchase technology products and services,
- Departments shall comply with adopted technology standards,
- CAPSD shall publish purchasing rules and regulations, contract use instructions & guidelines, and purchasing FAQs to a shared access point or referenced at that shared access point,
- CAPSD shall maintain active contracts sufficient to meet the department's business needs provided that departments contribute adequate resources and information to establish and maintain said contracts,
- Approval of purchases shall use existing budget processes while adhering to county purchasing policies, standards and procedures.

### **4.0 Policy Exceptions**

Deviations from the standards established for the purchasing of technology products and services shall require Agency Head and CIO approval. In the event of the failure of the Agency Head and CIO to agree, final approval or disapproval shall be by the County Executive Officer or designee.

### **5.0 Effective Date of this Policy**

The effective date for this policy is July 1, 2011.

### **6.0 Known Limitations of this Policy**

New technologies would require assessment before being added to the approved standards list. Regular review of the standards is required for efficient functioning of this policy.

### **7.0 Compliance Review for this Policy**

CAPSD shall conduct regular reviews for compliance with this policy.

### **8.0 Compliance**

1. Departments who violate this policy may be subject to temporary or permanent revocation of IT procurement privileges.