

Policy Title Information Technology Acquisition Policy

Department Information Services

Chapter 5

Section 6

Policy 1

Effective Date Monday, April 23, 1984

POLICY STATEMENT

All IT acquisitions will be made in accordance with Ramsey County procurement and IT policies and standards. Prior to acquisition and regardless of funding source, the Ramsey County Department of Information Services (“IS”) will review and approve all Ramsey County information technology (“IT”) purchases.

APPLICABILITY

This Policy is applicable to all Ramsey County departments and users of Ramsey County technology resources.

GENERAL INFORMATION

The purpose of this policy is to ensure compatibility of all IT systems and devices with the County’s technology strategy, standards and information security requirements. The County also realizes efficiencies through centralized and streamlined processes throughout the IT resource lifecycle from acquisition through disposal.

AUTHORITY

Ramsey County Board of Commissioners Resolution 84-342 Electronic Data Processing (Computer) Equipment and Software Acquisition Policy (also referenced as the “Computer Equipment and Software Acquisition Policy” in the Ramsey County Administrative Code Index). This policy was updated under the authority of the County Manager, as delegated to the Ramsey County Chief Information Officer.

DEFINITIONS

The following definitions are located in the Information Services Data Dictionary:

[Information Technology](#)

RESPONSIBILITIES

Departments

1. Comply with county procurement and technology acquisition policies, procedures and standards.
2. Develop department procedures to ensure compliance with this policy.
3. Manage vendor relationships for department-specific contracts.
4. Obtain training and vendor support for department-specific equipment and software.
5. Identify one or more IT Business Contact(s) to serve as a communications point of contact between your department and Information Services.

Information Services

1. Develop and implement technology resource acquisition programs, standards and procedures in accordance with Ramsey County procurement and information technology policies.
2. Administer the hardware and software acquisition process.
3. Review all IT solicitation documents and contracts in accordance with established standards.
4. Process all hardware and software maintenance agreements, except in limited circumstances where other approved processes are in place.
5. Maintain inventory for all IT equipment and software licenses.
6. Coordinate IT equipment disposal/recycling in conjunction with the County’s General Surplus policy.
7. Provide desktop support to county standard hardware and software.
8. Provide varying levels of support to enterprise applications as contractually defined.
9. Review policy, standards, guidelines and procedures periodically or when significant changes are implemented and update them as needed.

Ramsey County Users

Understand and comply with County policies, standards, guidelines and procedures governing the purchase and use of County information technology resources.

PROCEDURES

- > [Hardware and Software Purchases](#)
- > [Technology Acquisition and Integration](#)
- > [Maintenance Agreements](#)
- > [Equipment Disposal & Recycling](#)

LINKS AND RESOURCES

[Ramsey County Procurement Policies](#)

CONTACTS / SUBJECT MATTER EXPERTS

[IS Director of Administration](#)

REVISION HISTORY

| Date | Brief Description of Change |
|------------|--|
| 07-26-2016 | Reformatted to Administrative Policy template; updated to remove references to obsolete terminology, process and technology. |

APPROVAL

Rich Christensen

Chief Information Officer

July 1, 2021

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