

CERTIFICATION

I do hereby certify that the attached Department Policy and Procedure is a true and accurate copy of the original instrument as it is on file at the Department.

City of Seattle

Seattle City Light Department



Sandy A. Macdonald Date: *01/10/12*
DEPARTMENT POLICY & PROCEDURE
City Light Department

Subject

Number

DPP 500 P I-800

**PROCUREMENT OF INFORMATION
TECHNOLOGY HARDWARE, SOFTWARE,
AND IT SERVICES CONTRACTS**

Effective

January 11, 2012

Supersedes

August 8, 2007

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Jorge Carrasco
Approved by Jorge Carrasco

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1.0 Purpose

- 1.1 To establish uniform guidelines for the acquisition, installation, and proper use of standard, as well as nonstandard, software and hardware, and the acquisition of IT services contracts.
- 1.2 This policy is intended to reduce redundancy, support, and maintenance costs, and increase interoperability of Department systems. This procurement policy will enable the Department to streamline procurement, minimize risks, increase security, and facilitate compliance with published standards.

2.0 Organization Affected

- 2.1 The City Light Department

3.0 References

- 3.1 Blanket Contract – A list of City issued blanket contracts and their related information and limitations, web site: <http://summitasp.ci.seattle.wa.us/summit/reports/fraBVCMMain.asp>
- 3.2 Direct Voucher rules and spending limitation information, web site: http://sclweb/finance/procurement/dv_rules.htm
- 3.3 IT hardware and software standards, web site: <http://sclweb/strategy/itsp/standards.asp>

- 3.4 Petty Cash rules and spending limitations, web site: http://sclweb/finance/ap_PettyCash.htm
- 3.5 March 16, 2006, memorandum to City Department Heads, City IT Directors, and City IT Managers, regarding "Review and Monitoring Process for IT Services Contracts and Assignments."

4.0 Definitions

- 4.1 Department. Seattle City Light Department.
- 4.2 Blanket Contract Purchase. Contracts for goods and services awarded to vendors and suppliers by the Department of Finance and Administrative Services (FAS) Purchasing and Contracting Services Division after a competitive bidding process. Blanket contracts are routinely issued for commonly used goods and services, and generally can be used by all City Departments.
- 4.3 Direct Voucher (DV). A method of payment for small purchases of goods or materials that are not available on a blanket contract and are less than the Direct Voucher authorized spending limit.
- 4.4 Hardware. Including but not limited to desktop computers, notebook computers, servers, remote appliances, printers, computer displays, network infrastructure, cables, and system peripheral devices (e.g., flash drives, portable USB drives, thumb drives, external hard and USB drives, image scanners, and similar devices attached to but not part of the computer itself, etc).
- 4.5 IRF. The Internal Request Form (IRF) is used for ordering materials, maintenance services, IT hardware and software, which are excluded from the Direct Voucher (DV) Guidelines and is available for download at SCL Inweb.
- 4.6 IT. Information Technology.
- 4.7 ITSC. Information Technology Strategy Council.
- 4.8 ITSD. Information Technology Services Division.
- 4.9 Network Hardware. Including but not limited to routers, switches, network interface cards, access points, Ethernet adapters, and cabling.
- 4.10 Petty Cash. Petty Cash funds are used to reimburse an employee for small incidental business related purchases by submitting a Petty Cash Expense Voucher.
- 4.11 SCL Manager/Supervisor. Manager or Supervisor who has budgetary signature authority to assume the cost.
- 4.12 Software. Includes operating systems, utilities, and computer applications.

- 4.13 IT Services Contracts. IT services contract work performed at the Department, including IT peak load and expert services contracts, IT staff augmentation contracts, consultant contracts for IT services, purchasing contracts, roster contracts, or other professional services.

5.0 Policy

- 5.1 Purchases of IT hardware and software products, and IT services contracts must be made in accordance with the procedures set forth herein.
- 5.2 All requests for the purchase of IT hardware, software, and IT services contracts will be sent to the Department's Procurement & Contracting Office for further processing.
- 5.3 Department Business Units should purchase standard IT hardware and software products per published ITSD standards (see reference section).
- 5.4 Any purchase request for nonstandard IT hardware and software will be reviewed and approved by ITSD prior to purchase.
- 5.5 All purchases will require Department Business Unit Manager/Supervisor approval before sending to Procurement & Contracting. Procurements of IT hardware and software products over \$7,000 will require additional approval by a duly authorized person as follows:
- >\$7,000 but \leq \$50,000, ITSD Manager
 - >\$50,000 but \leq \$100,000, Department Division Director, ITSD Director
 - >\$100,000, ITSC
- 5.6 Criteria used in the selection of the vendor for the purchase of IT hardware and software products and IT services will include long-term viability of the vendor based on such industry indices as market share, financial strength, industry ratings and benchmarks, stock performance, longevity, size of organization, etc.
- 5.7 Requests for all purchases of IT hardware and software over \$100,000 will be reviewed by ITSC and may require the development of a financial business case and consideration of the viability of the vendor.
- 5.8 Procurement & Contracting will forward all requests for the purchase of hardware, software, or network hardware (i.e., standard and nonstandard) to ITSD for review and approval to ensure compatibility with network architecture.
- 5.9 All procurement methods available to Department employees for procurement of IT hardware, software, and IT services, which include but may not be limited to direct vouchers, blanket contracts, consulting services, are all subject to this policy.

- 5.10 Commercial Credit Cards and/or petty cash cannot be used for the purchase of any IT hardware, software, and IT services contracts except by the Procurement & Contracting Office in certain circumstances.

6.0 Responsibilities

- 6.1 Department Divisions shall be responsible for complying with this policy.
- 6.2 Department employees shall be responsible for complying with this policy when purchasing IT hardware, software, and IT services contracts.
- 6.3 Department managers and supervisors shall be responsible for their employees' compliance with this policy including but not limited to the following:
 - 6.3.1 Submitting requests for procurement of IT hardware and software, pursuant to these procedures.
 - 6.3.2 Budget for the purchase, maintenance, and upgrades of approved IT hardware and software, and IT services contracts used within their Business Unit.
- 6.4 The Department Procurement & Contracting Office shall be responsible for reviewing all requests for IT hardware and software products, and IT services contracts. Those requests that require additional approval will be forwarded to ITSD as appropriate. Procurement of all IT hardware and software products, and IT services contracts will be executed by Procurement & Contracting.
- 6.5 The Department's ITSD shall be responsible for review and approval of all Department IT hardware and software purchases as indicated above to ensure such purchases are compatible with Department IT systems and technology.
- 6.6 The Department's ITSC shall be responsible for approving significant purchases as appropriate.
- 6.7 The Department Procurement & Contracting Office shall be responsible for issuance of direct vouchers (DVs) for IT hardware and software, not South Service Center Material Control.

7.0 Procedure

- 7.1 IT Hard and Software. To request purchase of IT hardware and software, an Internal Request Form (IRF) must be completed and submitted to the Department's Procurement & Contracting Office.
 - 7.1.1 Procurement and Contracting will review all purchase requests and trigger ITSD review for approval as appropriate.

7.1.2 ITSD will review all purchase requests forwarded by Procurement & Contracting and approve or forward them to ITSC for approval as appropriate.

7.1.3 All direct voucher requests for IT hardware and software will be submitted to Procurement & Contracting via an IRF form.

7.1.4 All blanket contract request for IT hardware and software will be submitted to Procurement & Contracting via an IRF form.

7.2 IT Service Contract Work.

7.2.1 All IT services contract work must be submitted to Procurement & Contracting.

7.2.2 Procurement & Contracting will submit the form to the Department's IT Director for review, approval, and signature.

7.3 Exceptions. Exceptions to this policy and these procedures must be approved by the ITSD Director.

7.4 Enforcement. ITSD reserves the right to remove/uninstall/confiscate any IT hardware and software purchased outside the guidelines stipulated in this policy and procedure where the installation or use of such hardware/software would be detrimental to the operation of SCL infrastructure or will impact the effective delivery of service.

7.5 Control and Authority. Responsible Party: Information Technology Strategy Council (ITSC).

8.0 Appendix

Distribution: Posted online at <http://sclweb.light.ci.seattle.wa.us/dpp/>

9.0 Revision History

Version	Date	Changes Made	Author/Key Contact
1.0	11-21-11	Added provisions for new portable hardware devices (flash drives, etc.). Deleted references and forms related to IT peak load contracts. Update Coordinated By: Jackie Kim	Leigh Barreca