Policy Title:		Hardware, Software and IT Procurement Policy			
	INFORMATION TECHNOLOGY SERVICES (ITS)		Category	IT Procurement	
			Administrative Policy #		
			Revision #		As Needed – no less frequently than triennially
			Review Frequency		
Administrative Division	Information Technology Services		Reviewed By	Chief Information Officer	
BOWC Approval			Last Reviewed/Update Date		
Implementation Date					

1. OBJECTIVES

1.1. To describe requirements for procurement of hardware, software and IT assets. ITS follows best practice and industry standards to ensure all policies and procedures address the appropriate risks and controls.

2. PURPOSE

2.1. The purpose of this policy is to protect the integrity and availability of DWSD information and to protect DWSD technology resources from unauthorized use or modification and from accidental or intentional damage or destruction.

3. DEFINITIONS

"Chain of Command" means the supervisory and management structure of DWSD.

"Direct Supervisor or Direct Supervision" means the DWSD employee who exercises immediate supervisory authority over another employee's job performance or conduct; the person responsible for monitoring a Contractor's performance.

"DWSD" stands for Detroit Water and Sewer Department.

4. SCOPE

4.1. This policy applies to all employees and contractors/vendors that are or will be engaged in the procurement of DWSD hardware, software, or IT assets. This should be used in conjunction with other DWSD ITS policies.

5. RESPONSIBILITIES

5.1. Information Technology Services

5.1.1. The Chief Information Officer (CIO) is responsible for publishing this policy; communicating this policy to all employees; for review, approval and publishing of divisional standards; and for updating this policy as necessary.

5.2. **Management**

5.2.1. Management is responsible for monitoring work areas for compliance and addressing any incident(s) of noncompliance and alerting Human Resources when a violation has occurred.

5.3. **Employees**

5.3.1. The employee is responsible for being familiar with and fully complying with this policy.

6. **POLICY**

6.1. General Standard

6.1.1. All purchases of hardware, software and IT services are subject to DWSD's overall Procurement Policy, in addition to the policies outlined herein.

6.2. **Technology Standards**

6.2.1. Hardware, software or IT services must be procured in compliance with DWSD IT standards.

6.2.2. Hardware, software, or IT services must be standardized to reduce complexity and cost to procure, maintain and support the technology.

6.3. **Procurement Control**

6.3.1. Software must be either developed in-house or obtained from legitimate and reliable third parties.

6.3.2. Products must be reviewed and tested prior to their use and financial settlement.

6.3.3. Selection of IT services must be performed under the requirements of DWSD's Procurement Policy and after consultation with the Information Technology Services Division and the requesting Department.

6.3.4. All procured hardware will be tracked and recorded by the Information Technology Services Division through the inventory management application.

6.4. **IT Services Acquisition**

6.4.1. DWSD purchasing procedures must be followed in the procurement of information technology related hardware, software and IT services.

6.4.2. All purchase requests that include non-standard hardware, software, or service components must be reviewed and approved by designated ITS management personnel.

6.4.3. All software and hardware is to be procured through ITS except where an alternate procurement agreement between ITS and the requesting department exists.

6.4.4. All agreements with IT Service Providers must be authorized by ITS, in conjunction with the requesting department.

6.4.5. Acquisition and use of Public-Domain software, freeware, shareware, open source software, or software downloaded from the Internet is prohibited without written pre-approval from the ITS management.

6.4.6. Any non-disclosure agreement required must be approved by the DWSD Office of General Counsel.

6.4.7. System and Organization Controls Report (SOC) or general control reports will be obtained and reviewed prior to purchasing any third party software.

6.5. Intellectual Property Rights and Licensing

6.5.1. All copyright and/or licensing requirements must be followed per the requirements in the Intellectual Property Policy.

6.5.2. Proof of ownership and license must be maintained for all software, as long as the software is in use. Records documenting end of use and disposal should also be maintained.

6.5.3. ITS will maintain records for all hardware, software and IT service purchases made.

6.6. Third Party Software Maintenance

6.6.1. For licensed software acquired from third parties, the third parties must have appropriate procedures to validate, protect and maintain the software product's integrity rights.

6.6.2. Consideration should be given to the support of the product in a maintenance agreement related to the delivered product.

6.7. Reasonable and Necessary Accommodations

6.7.1. Management many take reasonable and necessary actions to accomplish the intent of this policy.