City of Richmond
Administrative Manual

SUBJECT: PC Hardware/Software Standards

SECTION: Information Technology   **POLICY NUMBER:** AP 654

INITIAL DATE PREPARED: August 25, 1999   **LAST DATE REVISED:** August 25, 1999

I. <u>**Purpose**</u>

To provide a City-wide standard uniform for planning, budgeting and acquisition of PC hardware/software and to define Information Technology (IT) support for installation, consulting, training and maintenance.

II. <u>**Policy**</u>

All budget and procurement requests that are information systems related, including PC hardware/software, shall conform to the following standard procedure.

III. <u>**Procedure**</u>

A. The PC hardware/software standards attached are a guide for use in planning budget requests and procuring new or updated PC hardware/software.

B. Submit budget requests for PC hardware and related equipment, which is under $5,000 individually, to IT for consolidation, recommendation and subsequent review, approval and prioritization by the IT Steering Committee.

C. IT will maintain a PC hardware/software installation/upgrade program as part of the approved IT fiscal year budgeted work plan. The program is based on cost-to-maintain, system compatibility and utilization. Fully justified non-budget PC hardware/software requests during the year may be considered for inclusion on the appropriate list by the IT Steering Committee.

D. Based on IT's evaluation and recommendation, replaced PC's are either reallocated to another user, or scrapped, in accordance with Policy Number AP 110, if the machine cannot run current versions of software or would require high maintenance effort and cost.

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E.   IT will provide City Standard PC software through the City's network whenever possible. PC users are encouraged to use the network version (instead of personal copies) of a software to reduce cost. Exceptions are handled on a case basis when a network version is not available, or when user productivity, job efficiency and cost considerations warrant single-copy purchases.

F.   Procurement will not process IT related purchase requests without prior sign-off approval by the IT Director (or his designate).

G.   The PC hardware/software standards shall be reviewed and updated each six months, since the PC technology progresses very rapidly. IT has standardized on Compaq servers, Dell workstations, Hewlett Packard printers, Corel Office Suite software, and Network Associates McAfee AntiVirus software. Other brands of hardware and software may be permitted with IT approval. Please contact IT for the latest approved hardware and software information.

H.   Computer hardware and software systems purchased by the City are the property of the City and may only be moved or relocated in accordance with Policy Number AP 651.