

Information Technology Purchasing Policy

1. Overview

This policy aims to ensure that the purchase of Information Technology hardware, software, and services follow Rockdale County policies and guidelines, and that due diligence is performed to ensure compatibility with existing systems and policies. Also, that appropriate purchase plans are associated with technology acquisitions, and the approval of the Director/Deputy Director of Technology Services is obtained before information technology purchases.

2. Purpose

This policy outlines procedures for reviewing, approving, and purchasing all technology. The Technology Services Department is responsible for reviewing and approving all technology hardware; software; and any cloud or externally-hosted systems, software, and services. Purchases of technology funded by grants are the responsibility of the County Department receiving the grant. However, all purchases must meet the requirements and guidelines of the Technology Services Department.

3. Scope

This policy applies to the purchase of all IT items (technology hardware; software; cloud or externally hosted systems, software, and services) by Rockdale County staff.

3.1 Technology hardware includes but is not limited to desktop and laptop computers and peripherals, external storage drives (except thumb drives, CDs/DVDs, smartcards), servers, tablets/PDAs, monitors, printers, plotters, scanners, projectors, multi-media players, flat panel displays/televisions, fax machines, desk phones, cameras, and network devices.

3.2 Software includes but is not limited to any software application installed on Rockdale County-owned technology hardware (desktops/laptops/tablets/) or used in the cloud.

3.3 Departmental/Enterprise/Web Application Software is any software housed on a Rockdale County server. Usually, this type of software is multi-user, but it can also be dedicated to a specific business practice or purpose.

Cloud-based or externally hosted systems include, but are not limited to, any server or storage hosted outside the County's data center infrastructure.

Cloud-based or externally hosted software and services include but are not limited to, any software application or service hosted outside the County's data center infrastructure.

Procedures

All other IT-related purchases (technology hardware; software; and any cloud or externally hosted systems, software, and services) need the approval of the Director/Deputy Director for Technology Services.

Technology Hardware Purchases

Technology Services maintains a list of standard hardware requirements for laptops, mobile phones, and workstations. To order approved hardware, please enter a ticket with the Technology Services Department Service Desk with the type of equipment to be ordered. See Appendix A - Laptop Standards

SoftwareDesktop/Laptop/Tablet and Cloud Software Purchases:

Technology Services will assist each department in identifying software to meet its business requirements. To order or request a software application, enter a ticket with the type of software ordered.

Departmental/Enterprise Software Purchases:

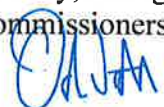
Technology Services must be included in reviewing any departmental/enterprise software (whether hosted on a desktop computer or a server) to ensure security and support standards, interfaces with other technologies, licensing compliance, and implementation schedule are attainable. This review includes both fees- based, and zero-dollar provided software. Contact Technology Services before pursuing any vendor discussions.

Cloud or Externally Hosted Systems, Software and Services Purchases:

County departments must include Technology Services in reviewing any cloud or externally hosted systems, software, and services. Technology Services will help ensure that the systems, software, and services meet security and support standards and interface with other technologies. Technology Services will also ensure that; licenses comply with TSD policy and that implementation schedules are attainable. This review also includes both fee-based and zero-dollar provided services. Contact Technology Services before pursuing any vendor discussions.

Approved this 9 Day of May

Rockdale County, Georgia
Board of Commissioners

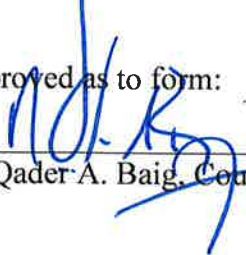

Osborn Nesbitt, Sr., Chairman

ATTEST:



Jennifer O. Rutledge, County Clerk/Executive Director
Government Affairs

Approved as to form:


M. Qader A. Baig, County Attorney

Appendix A

Technology Services Department

Laptop Computer Specifications

The following is a list of minimum specifications for all laptop computers that will require access to the Rockdale County network. The list is not all inclusive and deviations may be acceptable if approved by the Director of Technology Services Department or her/his designee.

No.	Specification	Preferred Configuration
1	Brand	Dell (Business Class Systems)
2	OS	Windows 10 Enterprise
3	Model	Business Class Only (Latitude or Precision)
4	Processor Brand	Intel Core i7 - 8 th Gen up (NO AMDs)
5	Memory	16 Gigs DDR4 RAM
6	Processor Count	8 Cores
7	Graphics Card	Standard Card 512 MB
8	Network Card	LAN/WAN Gig speeds
9	Hard Disk Drive	256 GB or Above
10	Wi-Fi connectivity	802.11 a/b/g/n
11	Bluetooth	4.0 or higher
12	USB 2.0	1 or above No
13	USB 3.0 or higher 1 or above No	1 or above No
14	USB Type C	Optional
15	VGA Port Optional	Optional
16	HDMI Port	Available
17	Display Port	Available
18	Thunderbolt Port	Optional
19	Display Size 14 inch or above	14 inch or above
20	Display Resolution 1024 X 768 or higher pixel	1024 X 768 or higher pixel
21	Display Type	Touch Optionable
22	Keyboard Standard	Standard
23	Optical Drive	Optional
24	ROHS Compliance Yes	Yes
25	Certification Energy Star with EPE	Energy Star with EPE
26	Fingerprint Reader	Optional
27	Battery (Li-Ion/Li Polymer)	External or Built In
28	Battery Backup	Optional
29	Battery Warranty	3 Years
30	Warranty	3 years