

COMPUTER HARDWARE AND SOFTWARE ACQUISITION

POLICY

It is the policy of Black Hawk County to coordinate and fund all County computer hardware and software purchases through the Information Technology Department.

SCOPE

This policy applies to all departments that have computer hardware and software requirements.

PROCEDURES/REQUIREMENTS

1. The Information Technology Department will maintain an inventory of computer hardware and software implemented in the County offices.
2. The Information Technology Department will develop long term planning for the replacement or upgrade of hardware and software based on the use in County offices.
3. Department Heads and Elected Officials will submit requests for computer hardware and software to the Information Technology Department.
4. The Information Technology Department will coordinate the purchase of equipment of hardware and software to achieve the most cost-effective price.