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TOWN MANAGER

TOWN OF NEWINGTON

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OFFICE OF THE TOWN MANAGER

Information Technology Policy

Effective Immediately
February 1, 2005

SUBJECT : Acquisition Policy

PURPOSE : To provide guidelines and detail responsibilities regarding acquisitions for Town of Newington (hereinafter, "Town") technology equipment, grant purchased equipment, private purchased equipment or donated equipment (hereinafter, "IST Equipment").

APPLICABILITY: This policy applies to all departments in the Town and pertains to all systems, networks, laboratories, test equipment, hardware, software and firmware, owned and/or operated by the Town.

1.0 Policy

In order to maintain a secure, legal, consistent and stable hardware and software platform throughout the Town's communication networks, acquisitions shall comply with the Town's Strategic Technology Plan. Acquisitions for computers, computer peripherals, and computer related equipment including but not limited to printers, scanners, software, workstations, servers, external storage devices, digital imaging and video devices shall not be made without written approval from the Town Manager and/or his/ her duly authorized designee.

2.0 Planning

2.1. Hardware, Software, and Peripheral Standards

2.2. Information Systems and Technology (hereinafter, "IST") will develop and maintain a set of minimum standards for: workstations; servers; operating systems; peripherals, applications common throughout the organization; as well as for applications specific to a department or operational function. These standards shall be developed and updated as part of the annual update to the Town's Strategic Technology Plan.

2.3. To assure compliance with these standards departments planning the acquisition of items covered by this policy shall include IST in all phases of the procurement process including; budgeting; specifications and requirements development; product review, evaluation and selection; installation; and training as described in sec 3.0 below.

2.4. Project Requests

2.5. Project requests should be made in writing and contain at a minimum: Project description; Project benefits; Project justification; including why current software, hardware or peripherals do not meet the department(s) needs.

2.6. Requests must be submitted and approved by department head prior to submission to the Town's Director of IST.

2.7. Budget Preparation and Implementation

2.8. Departments planning budget requests for items covered by this policy shall prepare an IST Project Proposal budget request for review and approval as part of its annual budget request. Each proposal shall be in the format as developed by the Town's Director of Finance.

2.9. Upon approval of the Town budget, each department head shall coordinate the purchase and installation of all (operating/capital) items with the Town's Director of IST in accordance with

approved hardware, software, and peripheral devices standards.

3.0 Project Participation

- 3.1.** IST will provide a person to participate on departmental teams that are looking at purchase, replacement or enhancement of any equipment, components and/or systems that IST supports or would reasonably be required to support.
- 3.2.** IST will review specifications for any of the above and provide recommendations regarding compatibility and potential issues.
- 3.3.** 3.1.3. IST reserves the right to refuse specifications that would adversely impact IST support of existing equipment, components and/or systems or would require additional skills or staff time that could not be easily provided without additional resources.
- 3.4.** 3.1.4. IST will oversee and/or participate in the installation and training of equipment, components and/or systems as required by job responsibilities. General upgrades and replacements will be performed by IST.

4.0 Enforcement

Any employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Paul J. Fetherston
Town Manager