

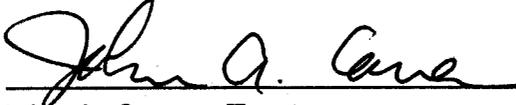


**Court Services and Offender Supervision Agency
for the District of Columbia**
Information Technology Services

Policy Area: Information Technology Acquisition
Issue: Authorization of Orders for IT-Related Hardware, Software and Services
Action/Guidance: CTO Review and Approval of IT Contracts & Procurement Requests

Effective Date: July 7, 2000

Approved:


John A. Carver, Trustee

I. INTRODUCTION:

CSOSA employees use Information Technology (IT) to conduct their daily business and as the agency continues to grow, the need for IT support and services is escalating. It is essential that proper management and oversight be applied to ensure the effective and efficient use of the agency's IT resources and funding.

II. PURPOSE:

The Chief Technology Officer (CTO) is the agency authority for IT issues and related purchases, installation, and support matters. As such, the CTO, or her delegate, has the responsibility for ensuring compatibility of the agency's IT components with the agency's IT architecture, standards, and policies.

III. COVERAGE:

This policy applies to all individuals preparing purchase requests for CSOSA and its components, who are involved in the solicitation of IT services, decision-making about IT purchases, and preparing purchase requests for IT hardware, software, and services. This policy is in effect for all IT-related purchases whether or not the item is procured using a government-issued credit card.

IV. POLICY:

CSOSA's CTO must review and approve agency-wide purchases of IT equipment, software and services (including contracts for IT development, system support, and telecommunications / Internet services.) This policy is in effect for IT purchases being made by all CSOSA and PSA departments for which there are enterprise-wide impacts.

All procurement requests for IT-related items are to be prepared with an approval signature block for the CTO. IT procurement requests received in the Office of Procurement without the CTO's signature will be returned to the requestor for proper IT review and approval. Purchase requests for IT-related equipment, software, and services must include:

- Clear and concise documentation stating the intent and business need for the requested equipment, software or services;
- Quotes from at least three reliable sources/suppliers obtained in accordance with federal regulations for minimum competition;
- Sole source justification (if not competitively procured); and,
- Completed Purchase Request (Form 551), signed and dated by the head of the initiating department.

The CTO's staff will review IT purchase requests in a timely manner to ensure:

- Adherence with IT operating standards;
- Technical maintenance agreements are included, if appropriate, for extended technical support and replacement warranties;
- Items to be procured are included in the agency's IT asset inventory; and,
- Federal IT acquisition policies and procedures are followed.

Upon completion of this review, the CTO or her delegate will sign their approval and the purchase request will be forwarded for processing. A record of the procurement request will be retained in the IT files for future reference.