

19 INFORMATION TECHNOLOGY PURCHASING

19.1 Definition

Information Technology Property: includes, but is not limited to, all present and future forms of computer hardware, computer software, or services used or required for automated data processing, computer related office automation or telecommunications.

Telecommunications: means all present and future forms of hardware, software or services used or required for transmitting voice, data, video or images over a distance.

19.2 Information Technology Purchasing Officer

Because of the complexity of information technology purchasing, the Division of Purchasing has a Information Technology Purchasing Officer to assist agencies to ensure that the most expedient and cost-effective method of purchasing is deployed. The IT Purchasing Officer is available to help you develop specifications, create Request For Proposals, and in conjunction with the Information Technology Resource Management Council (ITRMC) project team, make purchasing recommendations.

19.3 Purchasing Methods & Rules for IT Property

19.3.1 IT Property Costing Less Than \$5,000

Information Technology property (defined as computer hardware, software, computer related office automation, automated data processing and telecommunications) not available on statewide contracts, costing less than \$5,000 may be acquired as each agency sees fit, in accordance with good business practice and in the best interests of the state.

19.3.2 IT Property Costing More Than \$5,000 and Less Than \$75,000

Property costing more than \$5,000 and less than \$75,000 (or your delegated purchasing authority) and not available on statewide contracts, requires, where practical, a minimum of three (3) competitive solicitations from vendors with a significant Idaho economic presence as defined by Idaho Code. *(See Chapter 7)*

19.3.3 IT Property Costing More Than \$75,000

Purchases of property costing over \$75,000, not available on statewide contracts are processed by the Division of Purchasing as formal, sealed Invitation To Bids or Request For Proposals. *(See Chapter's 8, 9 and 10)*

19.4 Purchasing Methods & Rules for IT Services

19.4.1 IT Services Costing Less Than \$75,000 and Less Than One Year

Information Technology services costing less than \$75,000 acquired through a service contract not to exceed one (1) year may be acquired as the agency sees fit, in accordance with good business practice and in the best interests of the state.

19.4.2 IT Services Costing More Than \$75,000

Purchases of services costing over \$75,000 are processed by the Division of Purchasing as formal, sealed Invitation To Bids or Request For Proposals.

19.5 Leased or Rental of IT Property

19.5.1 Leased or Rental IT Property Costing Less \$75,000 or delegated Authority and Less Than One Year

Leased or rented IT property costing less \$75,000 or delegated authority and the contract lasting less than one (1) year in duration with no renewal options may be acquired as each agency sees fit, in accordance with good business practice and in the best interests of the state. *(See Chapters 7 and 11)*

19.5.2 Leased or Rental of IT Property Exceeding \$75,000 or One Year

Any Lease or Rental Agreement that exceeds one (1) year in length, *regardless of dollar amount*, is processed by the Division of Purchasing.

19.6 Microcomputer Contracts

Contracts for the purchase of microcomputer and associated peripherals have been established with CompUSA, Dell, Gateway, IBM, and Compaq through the Western States Contracting Alliance (WSCA). Additional contracts for Micron and

Hewlett Packard products are also in place. Agency use of these contracts is optional, not mandatory. They cover the following items. For more information on ordering computers see the FAQ section in the Appendix of this book.

- computers - desktop and notebooks/laptops
- printers
- monitors/adapters
- mass storage devices
- computer faxes/modems
- video cards
- sound boards/multi-media accessories
- scanners
- network hardware
- add-on memory
- operating system software
- accessories

19.7 Master License Agreements

The Division of Purchasing currently has Master Licensing Agreements (MLA's) in place for IBM Software Advantage for Workstations, Netscape Internet Browser, Microsoft Select Software Products, Attachmate Extra, Novell Software Products, Autodesk/Softdesk Software Products, and Corel Software Products. These MLA's allow agencies to purchase both operating system software licenses, application software licenses, and maintenance (upgrade insurance).

Some MLA's products are purchased direct from the software manufacturers, others are purchased from authorized resellers (principally CompUSA and Computerland of Boise at the present time). For more information on where to purchase licenses, see the statewide contract listing on the Idaho Purchasing Homepage web site or contact the Division of Purchasing.

19.8 ITRMC Review and Approval

What kinds of IT purchases need reviewed by ITRMC?

Large projects consisting of software and/or hardware solutions and small purchases that are an integral part of larger projects or significantly affect the operations of the requesting agency and it's interaction with other state agencies must be reviewed by ITRMC for conformance to established guidelines and policies of the State. Basic purchase or replacement of desktop hardware and operating software, not part of large projects, do not need to have ITRMC approval.

If in any doubt, contact ITRMC or the Division of Purchasing for guidance.

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To understand the role and functions of ITRMC see their internet web site at:<http://www2.state.id.us/itrmc/index.htm>

19.9 Telephone and Communication Systems Review

All telephone and communication systems equipment requirements must be routed through the Dept. of Administration, Division of Information Technology and Communication Services (DITCS) for review and approval.

19.10 Division of Purchasing Rules Regarding Information Technology

IDAPA 38.05.01

011. DEFINITIONS.

22. Information Technology Property. Includes, but is not limited to, all present forms of computer hardware, computer software or services used or required for automated data processing, computer related office automation or telecommunications.

033. PURCHASE OF TELECOMMUNICATIONS OR INFORMATION TECHNOLOGY PROPERTY.

Unless otherwise exempted by statute or these rules, all agency requests exceeding the sealed procedure limit for telecommunications or information technology property must be reviewed and approved by the Division of

Information Technology Services within the Department of Administration before submission to the division. It is the requesting agency's responsibility to attach any approvals to any requisitions submitted to the division. Acquisitions of these types of property are subject to state acquisition requirements, so agencies should plan long enough in advance to allow for this review. The department's review and any subsequent acquisition will conform to the guidelines and policies established or adopted by the Information Technology Resource Management Council or other governing or policy board or council that may be created by statute or directive for the purpose of information technology oversight or review.