Title VI – Information Services

Section 410 – Request for review of Technology Purchases: Hardware and Software

Latest Update: December 2023

1. Overview

   This policy outlines the required process for County departments to obtain review and approval from the Information Services Department (ISD) for technology-related acquisitions, including but not limited to software, hardware, AI subscriptions/tools, radios, and radio-related equipment. This also applies to technological components of grant applications. ISD is responsible for approving all County technological acquisitions, regardless of the need for Board of Supervisors' Approval.

2. Purpose

   ISD is tasked with reviewing and recommending all technological acquisitions, ensuring compatibility and support within the County's IT environment, safeguarding against unauthorized access, and compliance with State and Federal laws. The 410 approval is mandatory for County-issued purchase orders involving the County's networks, systems, or applications.

3. Scope

   This policy applies to all County employees and technological purchases, with the following exceptions:

   A. State-mandated technology acquisitions.
   B. Acquisitions valued under $100, excluding monitors.
   C. Annual waivers for the Sheriff's Office CSI Division, subject to ISD Director's approval.
   D. Mobile devices procured through ISD's Telecommunications Team.
   E. Human Services Department's independent purchases for computer and mobile devices, subject to review for network and data center use.

4. Policy

   A. Authorized Department Requestors

      Departmental Technology Coordinators (DTCs) and departmental fiscal staff are authorized to submit 410 requests to ISD.

   B. Procedure

      Submission is via the online ISD 410 form, requiring a detailed description, justification, intended use, and scope of ISD support. Additional information may be requested for a comprehensive review.

C.   Time Frame
Submit at least ten business days in advance to allow adequate review time.

D.   Equipment And Standards

ISD evaluates, determines, and enforces technology standards.

5. Policy Compliance

Non-compliance results in project or procurement delays, with potential denial of network access or ISD support. GSD and AUD require an approved 410 form for procurement.