

Effective January 31, 2018

PROCUREMENT DIRECTIVE NUMBER 005

(Issued 03/14/2019)

Requirements for IT/GIS Department approval for hardware and software products/types

In accordance with Horry County Procurement Regulation, Section 3-2-4, this Procurement Directive sets forth the procedures relative to enforcing “Horry County IT/GIS Policy 2017.002 Technology Purchases” (attached).

The attached policy, approved on January 31, 2018, states in part “Coordination requires organizations submit their intentions in writing to IT/GIS and receive written approval for the IT/GIS Director” and “This policy will work in conjunction with not in lieu of the HCG Procurement [sic] Policy and Guidelines.”

Therefore, all requests to purchase information technology items, as indicated in the attached policy, require written approval from the IT/GIS Director or his designee. The written IT pre-approval must be attached to each request regardless of the transaction type (requisition, purchase order change order, contract, contract change order, and purchasing card). Otherwise, Procurement Department will return the request for such pre-approval or write up a purchasing card violation.

This Procurement Directive remains in effect until superseded or rescinded in writing.

Additional relevant Horry County Procurement Regulation sections: 3-1-1-B.6; 3-1-4-B; 5-2-2; and 5-3-1.

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Director of Procurement

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IT/GIS DEPARTMENT**

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**Horry County IT/GIS Policy
2017.002 Technology Purchases**

1.0 Purpose

The purpose of this policy is to ensure all eligible departments take advantage of the enterprise licensing and maintenance agreements that have been procured on behalf of the County and to expose additional opportunities where volume purchasing may be advantageous. Further, coordination of these hardware and software purchases will support compliance with County standards, policies and interoperability and supportability across the County. Additionally, software licensing requirements are the responsibility of the IT/GIS Department and therefore all purchases including hardware must be authorized and tracked by IT/GIS.

This policy will be reviewed and revised periodically. However, the County is obligated to comply with new laws or regulations coming into effect between revisions.

2.0 Scope

The hardware and software products/types that are listed in this policy are not available for unilateral purchase by Horry County Departments. Purchases of these hardware and software products/types must be coordinated through the Horry County IT/GIS Department. Coordination requires organizations submit their intentions in writing to IT/GIS and receive written approval from the IT/GIS Director. Without written approval, Horry County departments are not authorized to purchase the hardware or software products/types listed in Section 3.0 of this policy.

This policy will work in conjunction with not in lieu of the HCG Procurement Policy and Guidelines as adopted and amended from time to time.

3.0 Policy

- A. The following software products/types are available through existing negotiated agreements and therefore shall be coordinated through IT/GIS. Any software purchases including but not limited to software applications, commercial off the shelf (COTS), custom written software, software as a service (SaaS), require approval from the IT/GIS Director. If such software purchases are part of grant funding, approval must be obtained prior to submission of the Grant Application.

1. Microsoft SQL databases software
2. Antivirus software
3. E-mail encryption software
4. E-mail or electronic messaging software
5. GIS and Mapping software (ESRI)
6. Microsoft Office or any other Microsoft Software
7. Microsoft Operating Systems (OS)
8. Adobe (All versions)
9. Document Management Software (OnBase)

- B. The following hardware products/types require 1) prior authorization from IT/GIS before issuance of a purchase order OR purchase using a pCard. Desktops, laptops and mobile devices require tracking of all operating system (OS) licensing. 2) ALL hardware must be shipped to 103 Elm St., Conway SC, 29526 for acceptance by IT/GIS.
- 1) Desktop PCs
 - 2) Laptop PCs
 - 3) Servers
 - 4) Tablets (iPads)
 - 5) Security Cameras (Also requires TSC approval prior to purchase)
 - 6) Peripherals (Scanners, Printers, barcode scanners, etc.)
 - 7) Switches, Routers, etc.
- C. The following software products/types shall be registered by the purchasing agency in accordance with company recommendations. This registration will facilitate tracking and assist IT/GIS ability to manage and optimize recurrent purchases.
1. Microsoft Operating Systems
 2. Microsoft Management Tools
 3. Microsoft Office Suite
 4. Adobe Suite or Portions thereof
- D. The following Internet of Things (IoT) hardware devices require prior authorization from IT/GIS before issuance of a purchase order OR purchase using a pCard or planning for delivery: (This list is not all inclusive as the list of connected devices change rapidly.)
1. HVAC Systems and Components
 2. Security Cameras
 3. Vending Machines
 4. Exercise equipment
 5. Monitoring equipment
 6. Weather monitoring devices

4.0 Enforcement

HCG will enforce this policy during the course of normal business activities, including business case and architectural review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.


Hardware purchased without prior approval will not be provided access to the HCG domain or network or any line of business systems. Additionally, software purchased without prior approval will not be installed on any server or PC. Software installed by anyone other than IT/GIS personnel, using unauthorized administration account access will be cause for disciplinary action up to and including termination of employment.

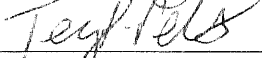
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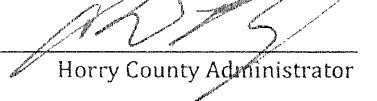
5.0 Definitions

6.0 Revision History

Procedures Approved/Adopted:


Horry County CIO


Horry County CISO


Horry County Administrator

1/31/18
Date

1-31-18
Date

1/31/18
Date