STATE OF ALABAMA

Information Technology Policy

POLICY 230-00: INFORMATION TECHNOLOGY PROCUREMENT

State agencies expend hundreds of millions of dollars for IT products and services in a single fiscal year. The majority of these purchases require solicitation of quotes and proposals from qualified vendors. Agencies generally have the latitude to use two different competitive methods with distinctive processes and requirements. Agencies need to fully understand how to effectively use both processes to ensure the best value for the state in the procurement of IT products and services.

OBJECTIVE:

Enhance the purchase of IT hardware, software, professional services, and other technology components and equipment for state government to better allow state agencies to standardize information technologies and services purchased, resulting in better pricing, faster processing of requests, and improved delivery of technical support to end users.

SCOPE:

This policy applies to all Executive Branch agencies, boards, and commissions except those exempt under The Code of Alabama 1975 (Title 41 Chapter 4 Article 11).

This policy covers all IT hardware, software, professional services, and computer-related components purchased with agency funds. Specifically, the following technology resources are within the scope of this policy:

- Desktops, laptops, tablet PCs, personal digital assistants, and servers
- Software running on the devices mentioned above
- IT professional services
- Peripheral equipment, such as printers and scanners
- Network communications equipment and services
- Voice communications equipment and services (including cell phones)
- Cables or connectivity-related devices

Nothing in this policy shall be construed to repeal or supersede the existing laws of the State of Alabama as stated in The Code of Alabama 1975, Title 41, Chapter 16 (Public Contracts).

RESPONSIBILITIES:

Information Services Division (ISD):

- Establish broad IT procurement policies and standards in conjunction with State Purchasing
- Establish minimum standards for the development of IT competitive bid documents including Invitation-to-Bid (ITB) and Request-for-Proposal (RFP) processes
- Establish recommended guidelines for the evaluation of IT procurement responses

Agency Management, Information Technology Organizations:

- Ensure that all state IT procurement policies and standards are followed
- Ensure that all IT resources are purchased according to state statute
- Ensure that all IT procurements are fair and open
- Ensure use of established statewide contracts for IT procurements where applicable

ENFORCEMENT:

Reporting:

Non-compliance with this policy and associated standards may also be a violation of state law and as such subject to civil and criminal penalties. Anyone aware of non-compliant IT procurement practices must report the matter to their immediate supervisor, manager, or as outlined in organizational policies or procedures.

Non-Compliance:

The Chief Information Officer, or State Purchasing Director, reserves the right to hold or deny an agency's purchasing requests, contract approvals, and personnel actions until such time an agency complies fully or partially with this policy.

SUPPORTING DOCUMENTS:
- Information Technology Standard 230S1: IT Procurement

By Authority of Director, Information Services Division, Department of Finance

DOCUMENT HISTORY:

Version	Release Date	Comments
900-00	10/25/2006	
900-00_A	9/25/2008	Added authority reference and reporting requirement; reformatted entire document
230-00	4/26/2011	Renumbered and reformatted