Administrative Regulations

Number AR23-6
Issue 1

Subject: WordProcessing and Automated Office Equipment Authorization and Control.

I. PURPOSE

The purpose of this regulation is to establish policies and procedures governing the acquisition and use of automated office equipment and word processors.

II. SCOPE

This regulation shall be applicable to all City departments and offices directly responsible to the City Manager. In the interest of uniformity, effectiveness and completeness, it is requested that elective offices and other independent offices, commissions, boards and departments also comply with this regulation.

III. POLICY

Automated office technology is a rapidly expanding field with profound consequences for improved productivity, decision-making and work roles.   Recent developments point to interactive networks of office equipment which share resources and achieve access of computer data bases.

In view of these trends, it is the policy of the City to select and acquire equipment which is capable of or upgradable to state-of-art automated office technology. It is the responsibility of the Department of General Services, Information Services Division, to conduct an ongoing assessment of the technology and its relationship to the City's information processing systems, review all requisitions for automated office equipment, and establish technical standards and specifications for the selection of equipment.

IV. PROCEDURES

The following steps must be completed to obtain automated office equipment.

A. Justification

It is the responsibility of the individual department to conduct a justification study for the acquisition of equipment prior to submitting a purchase requisition. The justification study should consider those elements outlined in Chapter I of the Purchasing Division's Word Processing Manual. Equipment should be justified by virtue of increased production, cost savings, or needed quality, speed, volume or retrieval storage capability.

B. Information Services Division Review

When a department has completed its justification study, it should submit a memorandum to the Information Services Officer summarizing the results of the study, including user requirements, contact person regarding the equipment, and desired date of installation.   A completed Work Flow/Assessment Analysis (forms are included in Chapter VII of the Word Processing Manual) should also be completed. Information Services Division staff will review the system requirements and recommend an appropriate equipment configuration to the requesting department.

C. Approval and Authorization for Purchase

The Information Services Division wills then forward the request, analysis and their recommendation to the City Manager for approval before purchase is authorized.

D. Acquisition of Equipment

Upon approval from the City Manager, the department should initiate a purchase requisition for the recommended equipment following normal purchasing procedures. The purchase requisition should be accompanied by a copy of the City Manaqer's approval.

E. Technical Assistance

At any stage in the procedure, assistance regarding types of equipment, features and costs may be obtained from staff of the Purchasing Division. Technical assistance concerning networking capability and automated office features may be obtained from the Information Services Division.

F. Disposal or Upgrades of Equipment

Prior to the replacement, upgrade or disposal of automated office equipment, the Information Services Division shall be notified in writing.