

**Internal Operations Manual**

**SUBJECT:** Approval required for purchase of LAN and Desktop products or services used to handle information in electronic form.

**NUMBER:** 107-01-070

**DIVISION:** Director's Office

**EFFECTIVE DATE:** 10-22-01

**APPROVED:** Original Signature Approval Filed with Director's Office

**POLICY/PURPOSE:** This policy is to assure Department purchases of LAN and Desktop products or services are aligned with established Department standards.

**AUTHORITY:** Delegation of Authority from DAS Director to DAS Office of Information Technology (DOIT) Manager.

**APPLICABILITY:** All DAS Divisions and Offices. As governed by this policy, networked desktop service includes the following: computer hardware, computer software, peripheral devices, switching equipment, data connections, access to the Internet, and trained technical staff to keep the service working.

**EXEMPTIONS:** Products and services purchased by DAS Purchasing on behalf of other state agencies or political subdivisions. Products and services procured by or for DAS IRMD for use in providing service to enterprise customers (i.e. mainframe hardware and software, WAN equipment, etc.).

**ATTACHMENTS:** DAS LAN Plan

**GUIDELINES:**

- I. Divisions must request and document approval from DOIT Manager to purchase Information Technology (IT) products or services. DOIT will coordinate purchasing and installation of all LAN and desktop computer hardware and software governed by this policy on behalf of DAS divisions.
- II. DOIT Manager approval must be obtained before beginning an IT-related purchase or signing an IT-related contract. A contract for IT-related personal services must be submitted to the DOIT Manager for approval before it is sent to the DAS personal services coordinator. A requisition for IT-related products or trade services must be submitted to the DOIT Manager for approval before it is sent to DAS Purchasing.
- III. Divisions may request pre-approval of a specific product, thereby making that specific product exempt from the pre-approval process defined in this policy. DOIT will coordinate purchasing and installation of such exempted products on behalf of DAS divisions. The DAS Technology Council maintains a list of all pre-approved products.
- IV. DOIT will establish and maintain specific procedures necessary to implement this policy.

## DAS Local Area Network Plan

1. Ethernet technology [replacing token ring] is the standard “platform” for all DAS divisions, interconnected with Oregon wide area network [WAN/MAN], providing 10/100 megabit service. DOIT LAN/Desktop Technicians are assigned to providing overall LAN/Desktop Services.
2. The network, desktop, computing, and communications environment throughout DAS will be governed by common standards. In summary, divisions must meet the following standards:

Network operating system:	Microsoft Windows NT/2000 Server
Desktop operating system:	Microsoft Windows NT/2000 Workstation
Desktop Office Suite:	Microsoft Office 97/2000
Network E-Mail Server:	Microsoft Exchange Server 5.5**
Desktop E-Mail/Scheduling:	Microsoft Outlook 2000**
Desktop Internet Browser:	Generic browser acceptable.

3. All LAN technicians, database administrators, and related information technology staff will be organized under DOIT. DOIT will develop service level agreements with each division, which defines the level of LAN and desktop support that will be provided.
4. All application servers, file servers, and domain servers will be administered by DOIT, with their location determined by their specific networking requirements.
5. DOIT is responsible for the specification of information technology standards for DAS, developed in consultation with the DAS Technology Council, which must also be consistent with the Oregon Enterprise IT Standards.
6. The DOIT Manager will share signature authority with division administrators and their designees for future acquisitions involving LAN and computer equipment, software and services.
7. The DAS Technology Council will conduct on-going consideration of security, virus protection, schedules for equipment migration, and common software adoption standards. This council will be composed of representatives of the divisions, who have the knowledge and skills suited for membership. The council will be headed by the DOIT Manager.

\*\* Until (and if) a statewide electronic mail system is implemented, the interim DAS standard is to use Exchange as the server and Outlook as the client.