

## Amendment #8 to the Pulaski County Personnel Policies Handbook

WHEREAS, the Board of Commissioners and the Pulaski County Council desire to add to the Pulaski County Personnel Policies Handbook adopted September 11, 2017 to include:

### Pulaski County Information Technology Procurement Policy

Comes now the Pulaski County Board of Commissioners and the Pulaski County Council and set forth the policies and procedures by which all employees, Department Head/Elected Officials, or Boards are to follow in procuring information technology hardware and software as described herein.

#### **I. Definitions:**

- a. Information technology consultant:** The employee of the county that has been designated the information technology consultant, whether they are a full or part time employee of the county, or under contract with the County. The information technology consultant will be identified by resolution and may be an individual identified by name, or a company, or contracted consulting firm that will designate an individual to fulfill the role of Information technology consultant. (Hereinafter referred to as “IT Consultant”).
- b. Procurement:** The acquisition of information technology hardware or software with the intention of utilizing the same within or connecting to the Pulaski County IT System. This policy is applicable to the procurement whether it is by purchase, gift, grant, trade, or any other means.
- c. Applicant:** The employee, Department Head, Elected Official, or Board that is seeking to conduct a procurement.
- d. Pulaski County IT System:** The system of interconnected servers, routers, WIFI signals, email, software, wires, hard drives, computers, phones, wireless devices and the like that are utilized by the departments of the Pulaski County Government.
- e. Information Technology Hardware:** Includes all devices that have a data processor and can be connected to the internet or Wi-Fi system. This includes but is not limited to desktop computers, laptop computers, cell

phones, office phones, iPads or similar devices, tablets, and printers.

- f. Information Technology Software:** All programming for the information technology hardware.
- g. Pre-approved hardware and software list:** The list maintained by the IT Consultant that identifies information technology hardware and software that is known to not pose a security risk to the Pulaski County IT system and is compatible with the IT system. The items on the list should be able to operate within the Pulaski County IT system without undue costs or upgrades. The list may be updated without notice to the employees, Department Heads/Elected Officials, or Boards and, therefore, a current copy must be requested for each proposed procurement.

## **II. Procurement Process:**

For each purchase of information technology hardware or software the applicant must take the following steps and utilize the identified forms:

1. Request a current copy of the pre-approved hardware and software list from the IT Consultant. If the item the applicant seeks to procure is on the list then no further action must be taken under this policy.
2. If the hardware or software the Applicant seeks to procure is not on the pre-approved list then the Applicant must complete Form Z and submit the same to the IT Consultant.
3. After a reasonable time to review, the IT Consultant will complete Section 2 of Form Z and return it to the Applicant;
4. If the procurement is approved by the IT Consultant the Department Head/Elected Official shall follow whatever purchasing steps that are currently approved by the Board of Commissioners and the Pulaski County Council.
5. If the procurement is not approved by the IT Consultant, the Applicant must request a meeting with the Pulaski County Commissioners to resolve the issue and it will be scheduled within a reasonable amount of time. A vote by the Commissioners will be determinative of the issue.

## **III. Financial and Budgeting Consideration:**

This policy assumes that all purchasing steps are being followed. Compliance with this policy is a pre-requisite to procurement but does not bypass or eliminate the ordinary and necessary purchasing steps required by the Pulaski County Council or Pulaski County Commissioners.

**NOW THEREFORE BE IT AMENDED** by the Board of Pulaski County Commissioners and the Pulaski County Council that the above language shall be included and made part of the Pulaski County Personnel Policies Handbook.

Passed and Adopted by the Board of Commissioners of Pulaski County and the Pulaski County Council this \_\_ day of July, 2021.

Pulaski County Commissioners

Pulaski County Council

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Charles Mellon, President

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Kenneth Boswell, President

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Maurice Loehmer

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Michael Tiede

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John Mike McClure

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Adam Loehmer

Attest:

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Timothy Overmyer

\_\_\_\_\_  
Laura Wheeler,  
Pulaski County Auditor

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Brian Young

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Rudy DeSabatine

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Kathleen Thompson