

Procurement of Laptops and Tablets**1.7.8****PURPOSE**

This policy will serve as a guide for Departments when considering the purchase of tablets and laptop computers in order to ensure appropriate usage and the prudent expenditure of public funds. It should be noted that desktop computers will continue to be the standard for the City as they typically provide better performance with a longer useable life at a lower cost than comparable mobile devices.

POLICY

To ensure the prudent expenditure of public funds, Department Directors (Chief), Assistant Directors (Chief) or Deputy Directors (Chief) should ensure there is a valid business justification to warrant the purchase of laptops or tablets before approving the purchase. Directors should consider the following before approving the procurement of mobile devices:

- Whether the employee's job duties require access to electronic documents while working from multiple locations
- Whether the equipment is required to enhance productivity while working in the field
- Whether or not desktop PC access is available for the majority of the work day during the course of daily or weekly job duties

Once it is determined by the Department Director or designee as noted above that there is a valid business justification to warrant the purchase of the equipment, the following should be considered when selecting the type of mobile device to purchase:

- The type of usage and application for the mobile device (for example, heavy data entry may be better suited for a device with a full sized keyboard rather than a virtual keyboard)
- Whether the equipment will be used by a group of shared users for a specialized purpose (e.g. laptops for presentations)
- Whether the required applications are compatible with the operating system of the device and whether support is provided by the application administrator or owner

Laptops and tablets may pose additional security risks due to the greater potential of loss or theft which may compromise potentially confidential data that resides on the unit. As a result, Department Directors or their designees as noted above should have a process in place to track such assets and ensure that appropriate measures exist to secure confidential information. A record should be created and maintained for laptops or tablets purchased in accordance with this policy which includes at the minimum:

- The type of device purchased
- The device serial number
- The name of the employee to which the computer is assigned
- The employee identification number of the employee to which the computer is assigned
- The date of issue of the device
- The date the equipment is returned (e.g. upon the employee's separation or transfer to a different Department)

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In cases where applications can work on multiple platforms, can run in a web browser, or are accessible using built-in applications, the least expensive device that meets the business requirements should be selected. Accessories including but not limited to docking stations, monitors, and keyboards may not be purchased for home use unless prior approval is received from the City Manager or designee.

Tablets and laptops will be ordered by the Information Technology Department based on vendor contracts awarded by Finance/Purchasing as a result of a competitive procurement process.

Tablets and laptops may **NOT** be purchased by Departments using a City Procurement Card (P-card).

PROCEDURES

The following procedure applies to all requests for the purchase of laptops and tablets

<u>Responsibility</u>	<u>Action</u>
Employee	1. Request approval from Department Director (Chief), Assistant Director (Chief) or Deputy Director (Chief) for the purchase of the mobile device
Department Director (Chief), Assistant Director (Chief) or Deputy Director (Chief)	2. Review request for the mobile device and provide written approval if appropriate
	3. Discuss and assess the intended use of the mobile device with the employee and select an appropriate device based on the assessment
Employee	4. Send purchase request to ITD HelpDesk at service ticket online .
	5. Include visible code
	6. Obtain Director or designee approval of the procurement via email and copy email into the IT service ticket.
IT Department	7. Order the product requested

Approved:

/s/ Jennifer Maguire
Senior Deputy City Manager

November 2, 2016
Date