

**ADMINISTRATIVE REGULATION 2022-03**  
**MAYOR JOHN W. SUTHERS**

DATE: April 27<sup>th</sup>, 2022

TOPIC: **Technology and Information System Acquisition Policy**

LEGAL AUTHORITY: City Charter 3-10(b); 15-30  
City Code § 1.2.314  
U.S.C. § 7001, *et seq.*  
C.R.S. § 24.71.3-101, *et seq.*

**1.0 Purpose and Scope:** The purpose of this Administrative Regulation is to ensure that City departments and municipal enterprises purchasing or utilizing Information Technology, as defined herein, coordinate such purchases and uses through the Information Technology ("IT") Department. Purchases not in conformance with this Administrative Regulation place excessive cybersecurity and data breach risk burdens on the City and may result in significant outages of community services, data loss, data breaches, and subject the City to monetary non-compliance fines and/or damages. Accordingly, this Administrative Regulation provides policies and processes that (i) validate and ensure all Information Systems, SaaS, and Technology (collectively "Information Technology") purchased and used by City departments and/or employees are compatible with the City networks prior to purchasing and use; and (ii) ensure technology integrity and compliance with local, State, and Federal regulations; license use; and City IT Department policies and standards.

**2.0 Terms Defined:**

- 2.1. **"Information System or (IS)"** - means a discrete set of information resources organized for the collection, processing, maintenance, use, sharing, dissemination, or disposition of information. This includes an IS hosted On-Premises in the City Data Center or hosted Off-Premises.
- 2.2. **"Information Technology"** - means collectively "IS", "SaaS", and "Technology".
- 2.3. **"Off-Premises"** - means a technology data center located outside of any City-owned facility that is managed, maintained, and operated by a third-party.
- 2.4. **"On-Premises"** - On-Premises means the technology data center that is located within City-owned facilities and managed, maintained, and operated by the City.
- 2.5. **"Software-as-a-Service (SaaS)"** - An Off-Premises method of software delivery and licensing in which software is accessed online via a subscription, rather than bought and installed on individual computers.
- 2.6. **"Technology"** - The use of any software, computers, storage, networking, physical devices, infrastructure, and processes to create, process, store, secure and exchange all forms of electronic data.

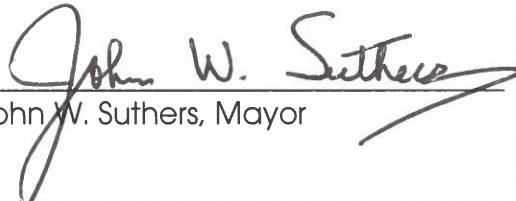
**3.0 Procedures**

- 3.1. No City department or municipal enterprise, or City employee on behalf


- thereof, shall purchase or use any Information Technology without first coordinating the purchase with and receiving approval from the City's IT Department in accord with this Administrative Regulation.
- 3.2. No City department or municipal enterprise, or City employee on behalf thereof, shall enter into the vendor selection process, agreements with Information Technology consultants, or any Information Technology contracts unless the City's IT Department has (i) verified and approved through a process established by the IT Department the vendor, consultant, or contractor's competencies; and (ii) confirmed that the proposed system interface and integration requirements are adequate to protect City data, technology, privacy, and Information Technology.
  - 3.3. No Information Technology licensing agreement shall be entered into or renewed by a City department or municipal enterprise without prior review and approval from the City's IT Department through the process established by the IT Department.
  - 3.4. Irrespective of the purchase price, all purchases of Information Technology shall be coordinated with the City's IT Department to ensure all such Information Technology is tracked via the IT Department's Asset Management System.
  - 3.5. To engage IT in the selection, review, and approval process contemplated herein, the applicable City department or municipal enterprise will either coordinate with the IT Business Relation Manager assigned to such City department or municipal enterprise or submit a request for service through the IT service desk.

#### 4.0 Miscellaneous

- 4.1. This Administrative Regulation shall be effective as of April 27, 2022, and shall remain in effect until amended or rescinded.
- 4.2. This Administrative Regulation shall be filed with the City Attorney and made available for public inspection on the City's website.

  
John W. Suthers, Mayor

APPROVED AS TO FORM:

  
Office of the City Attorney