



Technology Acquisition Policy

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JANCO ASSOCIATES, INC.

2023

Technology Acquisition Policy

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Policy - Technology Acquisition

Policy Purpose

The purpose of this policy is to establish guidelines for the acquisition of technology including hardware, software, computer-related components, and services purchased with enterprise funds.

POLICY STATEMENT

This policy includes, but is not limited to, the following enterprise technology resources:

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- Media storage devices including USBs and NAS devices

and servers

APPLICABILITY

This policy extends to technical services, such as off-site disaster recovery solutions and ISPs, as well as professional services, such as consultants and legal professionals hired through the IT department. These include, but are not limited to, the following:

- Professionals or firms contracted for application development and maintenance
- Consulting, legal, or accounting professionals
- Recruiting services
- Training and HR services
- Off-site collocation services
- Disaster recovery services
- Cloud services
- Hosted telephone services
- Telephone network services
- Data network services

All hardware, software, or components purchased with enterprise funds are the property of the enterprise. This also includes all items purchased using a personal credit card or other methods for which the employee is later reimbursed.

Requirements

- All security-related events must be logged, and audit trails saved for a minimum of one week.
- An individual will monitor the access and compliance to all mandated security and business continuity requirements and will report any breaches to the application and data to the CIO and CSO promptly.

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Electronic Forms

Electronic Form in MS Word Format comes separately in its directory

- Vendor Partner Contact Form
- Vendor Partner Questionnaire

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Job Descriptions

Four (4) detailed job descriptions are included with this policy template. They come separately in their directory.

- Manager Contracts and Pricing
- Manager Outsourcing
- Manager Vendor Management
- Contract Management Administrator

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WHAT'S NEW

2023 Edition

- Updated all included forms
- Update all included job descriptions

2022 Edition

- Added Vendor/Partner Contact Form
- Updated all included forms
- Update all included job descriptions

2021 Edition

- Added Vendor / Partner Questionnaire
- Updated all included job descriptions
- Corrected minor errata

2020 Edition

- Updated to include Work From Home considerations
- Added job descriptions for
 - Manager Contracts and Pricing
 - Manager Outsourcing
 - Manager Vendor Management
 - Contract Management Administrator

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Electronic Form that is provided to vendors and partners as part of the Disaster Recovery and Business Continuity Planning process

Vendor Partner Checklist

DRP and Business Continuity Strategy

1. In the event of a disaster or significant disruption, does your organization have documented plans for business continuity and IT disaster recovery? Yes No
2. What type of failure scenarios or outages do you plan for?
3. What duration of time is assumed for each type of failure scenario or outage you plan for?
4. Does the plan establish critical business functions with recovery priorities? Yes No
5. If you answered "Yes" to Question (4), what is the expected recovery time for your critical business functions?
6. Does the plan account for interdependencies both internal and external to your organization? Yes No
7. Does the plan cover some, most, or all locations from which you provide your services? Some Most All NA
8. What percentage of "business as usual" servicing capability is the plan designed to address?
 1%-10% 11%-25%
 26%-50% 51%-75%
 76%-99% 100%
9. Do you have a dedicated team of professionals focused on business continuity and/or IT disaster recovery? Yes No
10. If you answered "No" to Question (9), do you use an external BCP/DR service provider to handle your planning needs? Yes No
11. Is your main IT facility or data center located in the same building or office complex occupied by your main business or operations staff? Yes No
12. Please provide an illustration or schematic of how your organization's primary, secondary, and/or tertiary servicing centers are set up to provide redundant services to ENTERPRISE. Yes No

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