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m ***Computer Systems and Services***
Procedures

In agencies which do not have a Data Processing Coordinator, the head of the agency, or designee, will be responsible for discharging the duties normally performed by the Data Processing Coordinator.

Responsibility	Duties
Data Processing Coordinator/ Agency Head	1. Determine need for computer systems or services. 2. Forward a MEMO [28-1418-5007] to the Mayor's Office of Information Technology broadly identifying the following information: Statement of the current problem. • Statement of how the current method is handled. • Listing of alternative solutions. • Statement of anticipated cost/benefit of requested change(s). • Statement of whether this request was included in the annual plan for future automation submitted to Mayor's Office of Information Technology (MOIT) or not. • Statement of whether this request was included in the annual plan for future automation submitted to Mayor's Office of Information Technology
MOIT	3. Review the MEMO and recommend to the Data Processing Coordinator/Agency Head either to: a. Consider an alternative solution and end b. Proceed to STEP 4.
Data Processing Coordinator/ Agency Head	4. Submit a requisition for funding to the Bureau of the Bureau of Budget and Management Research

Bureau of the Budget and Management Research (BBMR)	5. Approve or disapprove for funding and return requisition to the requesting agency.
Data Processing Coordinator/ Agency Head	6. Upon receipt of the requisition: a. If funding is not available, procedure ends here. b. if funding is available, proceed to STEP 7. 7. Conduct an in-depth feasibility study and include the following: • Problem statement/definition. • Desired objectives • Narrative description and analysis of existing environment. • List of alternatives considered and the impact of these solutions on both the desired objectives and existing environment. • Document cost and benefit analysis for alternative solutions. • Agency-recommended solution and justification for same. 8. Contact MOIT if guidance is required in completing the feasibility study. 9. Forward the completed feasibility
Bureau of the Budget and Management Research (BBMR)	10. Review request and agency-prepared feasibility study. NOTE: *At its discretion or in response to a request from MOIT, the Department of Audits may participate with MOIT in the completion of the review and recommendation process.* 11. Attach written recommendations regarding the request and forward all related documents to the Bureau of Purchases.

Bureau of Purchases	12. Determine if requested equipment or services are to be competitively bid. a. If it is not practicable or no benefit will result from a competitive bid, in accordance with Article 6 Section 4d of the City Charter, proceed to STEP 13. b. If requested equipment or services are to be competitively bid, prepare specifications and obtain sign-off from: • Requesting agency. • MOIT. <u>AND</u> • Issue a Request for Proposal in accordance with Article 6 Section 4 of the City Charter, then proceed to STEP 14. 13. Obtain from vendor a price quote or contract defining the terms and conditions for procurement of requested equipment and services. 14. Select the lowest responsive, responsible vendor. 15. Forward the contract to the Law Department for review.
Law Department	16. If approved for form and legal sufficiency, sign and return the contract to the Bureau of Purchases.
Bureau of Purchases	17. Prepare a letter to the Board of Estimates requesting approval to procure requested computer systems or services. 18. Review the letter with the MOIT

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MOIT	19. Make written comments to accompany the letter to the board of Estimates detailing recommendations for approval or disapproval of request.
Bureau of Purchases	20. Forward the letter and any accompanying documents to the Board of Estimates. 21. If request is approved, follow appropriate procedures for issuing a purchase order.
Data Processing Coordinator/Agency Head	22. Upon receipt of requested systems and/or services, initiate plan for maintaining performance and utilization statistics. It is incumbent upon the agency head to see that compliance to Board stipulation occurs.