

GENERAL DISTRIBUTION

**WEST VIRGINIA
DIVISION OF CORRECTIONS
& REHABILITATION**

NUMBER: 105.09

DATE: 08 October 2021

**SUBJECT: PROCUREMENT OF
TECHNOLOGY RESOURCES**

POLICY DIRECTIVE

PURPOSE:

To maintain efficient and proper procurement of technology assets.

REFERENCE:

State of West Virginia Office of Technology Policies: WVOT-PO1002 Acceptable Use of State-Issued Portable/Mobile Devices and CIO-19-001 CIO Review Approval.

RESPONSIBILITY:

No additional written instructions on this subject are required.

CANCELLATION:

Any previous written instruction on the subject including DCR Policy Directive 105.09, dated 01 November 2019.

APPLICABILITY:

All facilities and work units within the Division of Corrections and Rehabilitation (DCR). This Policy is available for general distribution.

DEFINITIONS:

Chief Technology Officer (CTO): Agency head for the State of WV Office of Technology, must review and approve certain technology related purchases.

DCR Information Technology (DCR-IT): Internal technology unit for the DCR, supervised by the DCR Director of Information Technology.

Procurement: The purchasing, leasing, or acquiring of equipment or services by any means, of technology resources within the bounds of West Virginia law and the guidelines set forth by the Division of Administrative Services (DAS) and the State of WV Office of Technology (WVOT).

State of WV Office of Technology (WVOT): The state agency tasked with providing information technology services to executive branch agencies, of which the DCR is one.

POLICY:

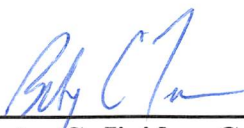
- I. The procurement of the certain technology equipment, regardless of price or purpose, requires the DCR Director of Information Technology/designee approval. To request the following items, complete the form on the following link <https://forms.gle/WLfwixvPBrhVftXu8>. Once completed, it will automatically notify the DCR-IT Unit, therefore an email is not required. If approved, other services may be required (e.g., installation of encryption software) and could delay the installation of the device and/or software.
 - A. Items under WVOT statewide contract:
 1. Computer equipment and accessories (desktop computers, monitors, laptops, and tablet computers)
 2. Digital mailing systems
 3. Information technology consulting services
 4. Adobe Professional DC software
 5. Kofax Nuance Power PDF Standard and Advanced software
 - B. All other software not listed in section I. A. must be requested on the DCR form.
 - C. Additional technology devices:
 1. Network printers
 2. Projectors
 3. Fax machines
 4. Routers, wireless access points, switches, and other network equipment
 5. VOIP phones and equipment

- D. Removeable media such as flash drives, mobile storage devices, and external hard drives.
 - E. All security technology that connects or has the potential to connect to the State Network, such as fencing systems, camera systems, door/lock controls, body scanners, fingerprint scanners, etc.
- II. The following items **do not** require the DCR Director of Information Technology/designee procurement approval. Procurement will be handled by the facility's or work unit's purchasing/business office staff.
- A. Items such as keyboards, desktop printers, desktop scanners, mice, webcams, that do not store data, and devices that do not connect to the State Network.
 - B. Smart phones/cell phones.
 - C. Lease or purchase of multi-function copiers.
 - D. Uninterruptible power supply (UPS).
- III. For items/systems related to physical plant security which connect to either the State Network or are interconnected with other equipment that is connected to the State Network, the DCR Director of Information Technology/designee will consult with the DCR Director of Security Services/designee prior to approval.
- IV. For items requiring and granted approval by DCR Director of Information Technology/designee, the purchase may still need approved by the Chief Technology Officer (CTO) from State of WV Office of Technology (WVOT). In these cases, the request will be forwarded to the CTO and tracked by the DCR-IT Unit.
- V. Once all appropriate approvals are granted, the DCR Director of Information Technology/designee will either inform the requesting authority that they may proceed with the purchase or forward the request to the Division of Administrative Services (DAS) to purchase with DCR-IT funding.
- A. All items purchased with DCR-IT funding will be shipped to the DCR Director of Information Technology/designee for proper inventory tagging and entry into the fixed assets system unless otherwise directed by the DCR Director of Information Technology/designee. These items will then be delivered to the requester with instructions on how to proceed with installation.
 - B. Items purchased through facility or local unit funding with DCR-IT Unit approval, can be shipped directly to the local unit/requester and tagged/entered into the fixed assets system onsite. The facility or local unit must then send a list of asset tags and serial numbers for the purchased equipment to the DCR Director of Information Technology/designee.

- VI. Only software or hardware approved by the DCR and the WVOT will be permitted in DCR locations or networks. Non-approved assets may be confiscated, and the user may face disciplinary action.

- VII. At no time should any items that required DCR Director of Information Technology/designee procurement approval be reissued, moved, or transferred from the initial installation location without written authorization from the DCR Director of Information Technology/designee.

ATTACHMENT(S): None.

APPROVED SIGNATURE:  _____ 9-23-21
Betsy C. Jividen, Commissioner Date