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Lucas County Information Services

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Secretary of the Data
Processing Board

One Government Center
Suite 400
Toledo, OH 43604

419.213.4037
LCIS Helpdesk

LCIS End User Hardware Installation Form

Date: _____

User Name: _____

Phone: (ext.): _____

E-Mail Address: _____

Department: _____

Location/Building: _____

Date and Time you will be available for service*: _____

**Please note: You must be present for service to be performed. Your username and passwords may be necessary to complete service. For security reasons we ask user not to post their user information and passwords in public view.*

Type of Installation (Check all that apply):

PC ☐ Laptop ☐ Monitor ☐ Network Printer ☐ Standalone Printer

Other device (please specify): _____

Is this brand new (still in factory box) equipment (check one)? Yes ☐ No ☐

If NO, Please indicate the make and model of this equipment:

Make (manufacturer): _____ Model: _____

Is this device currently being used by another employee? Yes ☐ No ☐

If YES, Please list the users name, location and phone number:

Does device need to be connected to the county's network?* Yes ☐ No ☐

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8 cYg'XYj jW'W'bbYw'lc'UgWUbbYf'cf'gWU'gHjcb3p

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8 cYg'XYj jW'fYei jfYjbgH'Ujcb'cZCb6 UgYdfcXi Wg3'p

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**Please note: If you are unsure of the network status for this device please contact your department head, supervisor, or LCIS for additional help. (LCISHelpDesk@co.lucas.oh.us or 419.213.4037)*

Please use the Software Request form to list All software/programs that LCIS Tech staff will be installing on this device. If you are not sure what Software/programs you may need please contact your supervisor or LCIS for additional assistance.

Please Fax your completed requests to LCIS Help Desk at 419.213.4024

****IMPORTANT SOFTWARE INFORMATION****

By signing this form you're acknowledging that LCIS will not install software omitted from a software installation form. Software that came pre-installed on your old equipment may not be licensed for use on your new equipment and may not be transferable. Please confirm with your department manager for current license status. LCIS staff will NOT install ANY software that doesn't have a current license.

For questions regarding service orders or service order status please contact LCIS Help Desk 419.213.4037 or email lcishelpdesk@co.lucas.oh.us.

Lucas County IT Procurement Policy

Effective 10/1/12

Revised 5/2/2013

Purpose

In conjunction with ORC 307.84 regarding the Automatic Data Processing Board, the purpose of this policy is to provide further criteria for procurement of and investment in IT hardware, software and related services for all Lucas County offices, departments, and agencies under ADP Board oversight. By definition, these are any officer, department, board, commission, agency, court, or other office of the county, other than a board of county hospital trustees.

Policy

- A. Hardware/Software/IT services procurement under \$7,500 only requires informal review by Lucas County Information Services. The Checklist for Hardware/Software/Services will be completed by LCIS management prior to procurement initiation from the requesting county office, department, or agency. Exceptions to this policy are listed in the Exclusions Section at the end of this document.
- B. County offices, departments, or agencies requesting IT procurement of \$7,500 or more will require formal DP Board review and approval along with pricing quotations. Exceptions to this policy are listed in the Exclusions Section at the end of this document.
- C. Any and all hardware procurement which will attach to the Lucas County network must be submitted for review to Lucas County Information Services regardless of dollar value. These can include, but are not limited to PC's, monitors, printers, scanners, multi-function copiers, netbooks, tablets, and smart phones. Formal DP Board approval may be required at the discretion of LCIS management.
- D. IT software purchases of \$5,000 or more (one individual license) must be added to the capital asset base as an intangible asset as soon as the software is placed in service.
- E. IT software purchases or upgrades of \$7,500 or more must have 3 competitive quotations submitted for DP Board review unless the software provider is a sole-source or state term vendor. Purchases of \$50,000 or more must follow Lucas County purchasing policy for appropriate approvals. Exceptions to this policy are listed in the Exclusions Section at the end of this document.

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- F. Software/hardware support renewals whose original purchase date is on or after September 29, 2011 and exceeds the \$7,500 threshold must be submitted for procurement approval to the Data Processing Board. Exceptions to this policy are listed in the Exclusions Section at the end of this document.
- G. If IT procurement approval (formal or informal) is required, it must be obtained prior to creation of the vendor's purchase order.
- H. All compliance to Lucas County's general purchasing policies and practices will apply.

Exclusions

The following items are excluded from Data Processing Board review and formal approval (LCIS approval and Procurement Checklist still required):

- Any and all hardware and software purchases or leases which comply with the technology standards set by Lucas County Information Services management. These include but are not limited to Microsoft Office, PC's, laptops, monitors, printers, scanners, multi-function copiers, netbooks, tablets, and smart phones.

The following items are excluded from LCIS review and approval. (No approval required):

- Any and all hardware purchases or leases which will **not** connect to the Lucas County network.
- Any and all hardware or software purchases or leases which do **not** require involvement of Lucas County Information Services to install or maintain.
- Software/hardware support renewals on IT purchases on or after September 29, 2011 that are Ohio state term contract or sole source providers.
- Software/hardware support renewals on IT purchases prior to September 29, 2011.