

LCIS SOFTWARE INSTALLATION FORM

Lucas County Information Services

One Govt. Center, Suite 400 Toledo, OH 43604

Email: lcishelpdesk@co.lucas.oh.us

Phone: 419-213-4037

Instructions: Complete sections 1-3 and forward to LCIShelpdesk@co.lucas.oh.us (One Government Center Suite 400).

Section 1: User Information

Select one: New User Delete user Modify User

First Name: MI: Last Name:

Department: _____ Address: _____

Phone: _____ Email: _____

Section 2: Software Information

Software Name: (Groupwise, MS Office, Adobe, etc.)

Version (2013, Pro, Standard, etc.)

Installed on PC?

Installed on LCIS Network?

Section 3: Acknowledgement & Signature

By signing this form you're acknowledging that the appropriate software licenses have been purchased and that proof of license purchase documentation is attached to this form. LCIS will not install software omitted from this list. 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.

Employee Name Printed:

Employee Signature:

Director/Supervisor Name Printed:

Phone:

Director/Supervisor Signature:

Date:

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.