

EXECUTIVE ORDER: NO. 28

EFFECTIVE DATE: September 8, 1986

SUBJECT: MICROCOMPUTER ACQUISITION

This document describes the policy for the acquisition and use of microcomputers and related software to achieve the following goals: to encourage improved work quality and productivity by the cost-effective application of microcomputers; to allow end users the opportunity to acquire the most suitable microcomputer hardware and software; to enhance the exchange of information and experience concerning the purchase and use of microcomputer hardware and software. Provisions of this document rescind those of Executive Order No. 23 dated March 14, 1985.

## I. APPLICATIONS OF MICROCOMPUTERS

- A. Microcomputer utilization should address the proprietary needs of an individual or department. If the information processed by a specific application is of a shared nature, then the use of Metro's central computer should be considered.
- B. Microcomputers are intended to have three major uses in the organization:
  - 1. process proprietary applications for an individual or departments;
  - 2. receive data transferred from host computer for proprietary application needs; and
  - 3. function as standard data terminals to applications resident on host computers.

Users are encouraged to evaluate all potential uses to eliminate purchase of underutilized systems.

## II. ACQUISITION OF MICROCOMPUTER HARDWARE AND SOFTWARE

- A. Establishing the need for purchasing and maintaining of microcomputers will be the responsibility of the department or division where the system will be used. However, a needs analysis will be carried out with appropriate participation of the Data Processing Division and all purchases made within guidelines established below.
- B. The following procedures shall be used for all purchases of software costing more than \$250 and of all hardware:
  - 1. The user shall prepare and submit to the data processing division a request considering the following requirements:

- a. is the purchase proposed adequate to service the needs identified; and
  - b. are the benefits derived commensurate with the cost of the purchase.
2. The data processing division shall determine whether the purchase meets the requirements under II.B.1 above and shall also determine whether the purchase is compatible with and has a positive effect on Metro's existing data processing and information systems. When it is appropriate to use and maintain data exclusively on the proposed purchase, the compatibility requirement may be waived by the Deputy Executive Officer. The Data Processing Division shall make a recommendation on the purchase to the Deputy Executive Officer who must approve all purchases.
- C. Users will inform the Data Processing Division of all acquisitions of microcomputer hardware and software.

### III. TECHNICAL STANDARDS

The overall strategy of Metro's information systems plan identifies the integration of microcomputers with central data and word processing as well as meeting stand alone needs. Accordingly, the following technical standards will be adhered to for all recommended microcomputer purchases.

- A. All purchases will be within the following hardware standards:
  1. The Apple Macintosh family of microcomputers and peripherals will be employed for desk top publishing at Metro. Its use will include word processing and graphics applications as required by the page composition system;
  2. The IBM PC family and high-level compatibles will be used for:
    - a. proprietary applications where a microcomputer solution is appropriate;
    - b. dedicated or local word processing needs in accordance with Metro's document standards;
    - c. terminal access to Metro's shared data and word processing systems; and
    - d. participation in upload/download transfer of data with Metro's shared systems with appropriate data integrity controls.
- B. Data Processing will maintain a list of potential software packages best suited for each environment and function; they will assist users in matching their needs to available

products. Due to the rapid changes in the software industry, this list will be continually reviewed and updated semi-annually or as the need arises.

- C. Word processing software packages must be capable of generating text files compatible with Metro's word processing system.

#### IV. USER RESPONSIBILITIES

Users shall have the following responsibilities:

- A. Users are responsible for administering the purchase and maintenance of the systems they use.
- B. Where there is no standard software product that can meet a user's needs, all requirements for potential custom programming must be reviewed by the Data Processing Division. This includes applications developed in high-level languages, assembler language and application generators associated with database management packages.
- C. Users shall obey the letter and spirit of the laws of copyright and trademark.
- D. Users shall not use microcomputers for unauthorized access or modification of data on other machines.
- E. Users shall clearly label as derivative any report which is based on data copied from the central repository for that data.
- F. Users shall provide adequate care and ensure the security of their hardware, software and data.

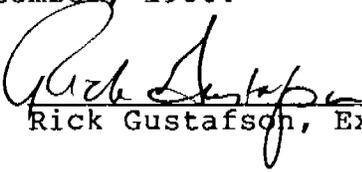
#### V. DATA PROCESSING RESPONSIBILITIES

Data Processing will provide to Metro users the following resources to assist in determining and implementing the most suitable microcomputer solutions:

- A. Consultation, analysis of needs and identification of recommended solutions;
- B. Vendor coordination to ensure unnecessary costs are not incurred;
- C. Installation of hardware and software at the user location;
- D. Coordination of in-house or outside training on standard packages;
- E. Ongoing education and training for users for standard packages and system administration;
- F. Maintenance of an education and software review library for package demos and tutorial materials;
- G. Coordinating periodic special interest or user meetings (e.g., Lotus 1-2-3 users); and

H. Recommend procedures for file backup, protecting data integrity and preventing unauthorized data access.

Ordered this 8th day of September, 1986.

  
Rick Gustafson, Executive Officer

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