



STATE OF WASHINGTON
DEPARTMENT OF CORRECTIONS

APPLICABILITY
DEPARTMENT WIDE

REVISION DATE
1/11/21

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DOC 280.250

POLICY

TITLE
**ACQUISITION, DISPOSAL, AND LICENSING OF
INFORMATION TECHNOLOGY**

REVIEW/REVISION HISTORY:

- Effective: 11/6/95
- Revised: 1/15/97
- Revised: 6/23/06
- Reviewed: 4/9/07
- Revised: 6/7/07 AB 07-017
- Revised: 12/24/08
- Revised: 12/20/10
- Revised: 7/7/14
- Revised: 7/13/15
- Revised: 9/1/17
- Revised: 1/4/19
- Revised: 1/11/21

SUMMARY OF REVISION/REVIEW:

Added I.A.4 that the IT unit will ensure all IT assets are appropriately tracked and managed
I.C.2. and VII.A.2. - Adjusted language for clarification
Added III.A.2.a. that when possible, the Technology Master Contract must be used unless
approved exception by the IT Purchasing Coordinator
III.B.3.a. - Added clarifying language
Added section VI. to address the management of state-owned IT assets

APPROVED:

Signature on file

STEPHEN SINCLAIR, Secretary
Department of Corrections

12/28/20

Date Signed

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REFERENCES:

DOC 100.100 is hereby incorporated into this policy; DOC 235.000 Fixed Asset Inventory; DOC 280.310 Information Technology Security; [Department of Enterprise Services \(DES\) Policies](#); [OCIO 121 IT Investments – Approval and Oversight](#); [OCIO 141.10 - Securing Information Technology Assets](#); [OCIO 188 - Accessibility](#); [Office of the State Treasurer Lease/Purchase Program Guide](#); [Rehabilitation Act, Section 508](#); [Information Technology Accessibility Plan](#)

POLICY:

- I. Information Technology (IT) purchases will comply with the Washington State Office of the Chief Information Officer (OCIO) purchasing regulations, policies, standards, and procedures, approved by the Technology Services Board and the Department of Enterprise Services (DES).
 - A. This includes acquisition or leasing of equipment and acquisition of software, services, and products used in storing, processing, transmitting, and displaying all forms of electronic information for data processing, office automation, multimedia, telecommunications (i.e., voice/data cabling and components), surveillance systems (SEN), video telecommunications, or any Building Automation System/Linux Virtual Server (BAS/LVS) system using a server, personal computer (PC), or software based operating system.
- II. The Department is committed to providing individuals with disabilities with access to/use of information, data, and content that is available to individuals without disabilities per section 508 of the Rehabilitation Act and OCIO Policy 188.
- III. Processes and procedures will be followed to prevent the unlawful acquisition, reproduction, distribution, or transmission of computer software and other copyrighted and licensed materials.

DIRECTIVE:

- I. Responsibilities
 - A. The IT unit will:
 1. Oversee IT purchases and ensure consistency in procurement practices Department wide.
 2. Establish procedures to ensure compliance with:
 - a. Contractual agreements related to IT equipment leasing, and
 - b. Laws and regulations related to software licensing agreements.

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3. Ensure compliance with OCIO policies and the Office of the State Treasurer Lease/Purchase Program Guide for acquisition and leasing of technology equipment.
4. Ensure all IT assets are appropriately tracked and managed throughout their lifecycle.

B. Employees will:

1. Use Department-owned and/or authorized manufacturer software on Department-owned/leased computers. All installed software must comply with DOC 280.310 Information Technology Security.
2. Not copy software licensed to Department-owned/leased computers to non-Department computers or copy software from non-Department computers to Department-owned/leased computers.
 - a. Violations of software laws and regulations may result in corrective/disciplinary action, up to and including dismissal. Employees may also be subject to civil liability. The Department will not defend or indemnify employees in copyright violation suits.

II. Accessibility

A. The IT Accessibility Coordinator will work with IT to:

1. Ensure covered technology (e.g., websites, web-based applications, software systems, electronically published documents) meets requirements,
2. Develop a plan to update existing covered technologies to meet accessibility requirements, and
3. Develop an Accessibility Plan and ensure it is maintained on the Department's internal website.

B. New applications will be maintained and, when necessary, substantially modified/enhanced so that they are accessible to and usable by individuals with disabilities unless it creates an undue burden on the Department.

C. The IT Accessibility Coordinator will be notified of any new, covered technology that does not comply with accessibility requirements.

III. Purchases

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- A. Orders will meet DES purchasing requirements.
 - 1. Orders will not be created to avoid DES requirements for competitive solicitations.
 - 2. Use of Technology Master Contracts satisfies the competitive solicitation requirements, up to the maximum acquisition limit per the Master Contract Usage Agreement.
 - a. When possible, the Technology Master Contract must be used. Decisions regarding exceptions will be made by the IT Purchasing Coordinator.
 - B. Orders will be created and processed per Department IT processes and procedures.
 - 1. For product purchases, the competitive solicitation requirements must be satisfied per DES procurement policies and OCIO policy 121 on IT investments approval and oversight.
 - 2. Sole source acquisitions or emergency purchases will be conducted in accordance with DES policies.
 - 3. Orders for cellular technology and portable storage devices require approval from the employee's supervisor and the appropriate Appointing Authority.
 - a. The requesting unit will fund all costs associated with using the device (e.g., device purchase cost, lifecycle replacement costs, device accessory costs, monthly plan cost, messaging and data, applicable taxes).
 - b. Requests to purchase or transfer cellular/portable storage devices will be made through the IT service request process.
 - C. Vendor complaints and protests will be referred to the IT service request process and handled per DES policy DES-170-010 on complaints and protests.
- IV. Infrastructure
- A. All infrastructure improvements will comply with the Department Telecommunications Distribution Infrastructure Standards (TDIS). These standards will be available on the Department website.
- V. Management of State-Owned Information Technology Assets

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- A. Following acquisition, all assets will be entered into the approved IT asset management system to include the following minimum information:
 - 1. General information (e.g., asset tag, serial number, model information)
 - 2. Purchase request/order number
 - 3. Location
 - 4. Status (e.g., active, available stock)
 - 5. Owner/primary user name and unit/business area
- B. Employees who change any aspect of an IT asset (e.g., location, owner) will ensure the asset management system is updated.
- C. IT asset management employees will coordinate an audit of the asset management system for accuracy at least annually.

VI. Disposal of State-Owned Information Technology Assets

- A. Approval for IT equipment disposal must be obtained from the Department's Chief Information Officer or designee, through the IT service request process, before submitting the disposal request.
 - 1. Before disposing of computers, data must be removed from the hard drives in a manner that meets or exceeds standards listed in OCIO policy 141.10 on securing IT assets.
 - 2. Leased equipment will be coordinated for disposal/replacement by the IT Asset Manager.
- B. State-owned IT assets will be disposed of per DOC 235.000 Fixed Asset Inventory.

DEFINITIONS:

Words/terms appearing in this policy may be defined in the glossary section of the Policy Manual.

ATTACHMENTS:

None

DOC FORMS:

None