HIGHLAND TOWNSHIP PURCHASING POLICY
TECNOLOGY AND INTERNET CONNECTED DEVICES
Approved September 25, 2023

INTENT STATEMENT: Highland Township recognizes that a reliable and secure network is essential to the smooth operations and delivery of services for our residents and taxpayers. An optimal network is developed strategically, and decisions as to what software or equipment to purchase is based less upon first costs, then upon a thoughtful analysis of life cycle costs and benefits. This analysis must also consider vulnerability due to internet connectivity.

This policy establishes a procedure to evaluate and purchase software, software as service subscriptions, computer and network hardware and equipment, printers, scanners, phones, cameras. alarm systems, cloud backup services, internet service, cabling services and professional information technology services. It also covers devices that may be connected to the internet and place a demand on network resources or expose the Township to a cyber vulnerability.

PURCHASING GUIDELINES: The Township Supervisor is designated as the Purchasing Agent. The Township Supervisor may designate a Network Administrator, whose duty is to research and evaluate proposed technology purchases and make recommendations to the Purchasing Agent. In the Supervisor's absence, the Township Clerk is authorized to act as Purchasing Agent in consultation with the Network Administrator.

The Township shall designate a Network Consultant, whose scope of services should include the overall responsibility for network security and operations. The Network Consultant shall be involved in the evaluation of any software package or equipment that would appear to pose a significant demand on file server or network capacity, cloud storage requirements, or represent a vulnerability for cyber influences. The Network Consultant shall also proactively recommend measures to maintain a robust network environment and assist in annual budgeting and project management.

Any Department may initiate a request to purchase new software or technical equipment. A leadership team consisting of the Purchasing Agent, Network Administrator and other staff as may be designated by the Purchasing Agent shall screen the proposed software and/or equipment to identify whether there are feasible alternatives to the request. From this screening effort, the Purchasing Agent will determine if the Township interests would be better served by

a) Non-competitive quotes or bidding process as outlined in the general purchasing policy
b) Development of a Request for Proposal or Qualifications for a sealed bid process as per the purchasing policy
c) Direct purchase from an authorized reseller/certified vendor of a specific brand or product

Factors that could be considered as part of the procurement process determination include:

- Compatibility with existing systems
- Certifications or readiness of Network Consultant/Network Administrator to manage project
- Security advantages or concerns
- Anticipated ancillary impacts such as the need to increase cloud storage, file server or other capacities
- Commitments for ongoing subscription costs
- Ease of use/training concerns for end users

Once a recommendation for a project (purchase of IT goods or services) has been formulated, the information will be forwarded to the Township Clerk, who shall submit the information to the Board of Trustees to allow for a 24 hour comment period. If no objections are registered with the Clerk, the Purchasing Agent may complete the purchase. If there are objections, the project will be presented to the Board of Trustees at a public meeting for discussion and approval.

Direct purchase agreements may be executed if the project is included in the budget and funds are available. If a budget amendment is needed, the Purchasing Agent shall provide written rationale for direct purchase based on a thorough analysis of the factors above.