



**STATE OF MONTANA
DEPARTMENT OF CORRECTIONS
POLICY DIRECTIVE**

Policy No. DOC 1.7.2	Subject: IT HARDWARE, SOFTWARE AND CONTRACTED SERVICES STANDARDS
Chapter 1: ADMINISTRATION AND MANAGEMENT	Page 1 of 2 and Attachments
Section 7: Information Systems	Effective Date: Dec. 1, 1996
Signature: /s/ Mike Ferriter, Director	Revised: 04/24/12

I. POLICY

The Department of Corrections establishes and follows standards in the acquisition and installation of computer hardware and software to ensure compatibility within and between Department divisions or programs and other State entities; this includes contracting for information services when fiscal and operational issues suggest contracts are the most appropriate method of acquisition. All contracts for information services will be handled in compliance with all applicable state laws and policies.

II. APPLICABILITY

All divisions, facilities, or programs Department-owned or contracted, as specified in contract.

III. DEFINITIONS

Acquisition – To purchase, lease, rent, or acquire hardware and/or software by any method.

Contracts for Information Services – Include, but are not limited to, contracts for system analysis, design, development, maintenance, enhancement, operation or administration. Systems include data systems and any networks or communications facilities supporting such systems.

IV. DEPARTMENT DIRECTIVES

1. The Department of Corrections (the “Department”) will collaborate with the Department of Administration (DOA) and/or the DOA’s State Information Technology Services Division (SITSD) for review and approval of the following:
 - a. specifications and procurement methods pursuant to [2-17-512, MCA](#);
 - b. all contracts for information services;
2. The DOA enters into term contracts with various vendors to procure standard hardware and software at discounted prices. To purchase computer hardware and software in accordance with DOA standards, the Department will:
 - a. purchase computer hardware and software by utilizing DOA approved term contracts;
 - b. the Department may establish its own standards for purchase, which must be approved by DOA if the DOC has chosen not to set standards in the software category; and
 - c. orders to purchase or lease computer hardware and software, including free or no-cost software, must be requested using the [Information Technology Purchase Request](#) and following the [Procurement Request Process Flowchart](#), and must be reviewed and approved by the Network Support Bureau chief prior to issuing purchase orders.

Policy No. DOC 1.7.2	Chapter 1: Administration and Management	Page 2 of 2
Subject: IT HARDWARE, SOFTWARE AND CONTRACTED SERVICES STANDARDS		

3. The Department and DOA recognize the occasional need to purchase hardware and/or software that are “nonstandard.” The general criteria that will be applied to the approval of nonstandard purchases are that the hardware and/or software incorporate some necessary capability not present in standard hardware and/or software. In this case the DOA will review the request and issue an exception in writing.
4. Department divisions interested in contracting for information services should contact the Department’s Information Technology Division (ITD) which will assist in the coordination with SITSD. If it is determined that an existing term contractor cannot provide the services desired in a timely or cost-effective manner, the ITD will work with the requestor and SITSD to secure a suitable vendor following state law and policies governing the RFP and contracting processes.
5. Department staff must consult the ITD before installing any nonstandard equipment or software.
6. Department acquisitions will be made according to the following:
 - a. acquisitions of computer hardware and software will be in accordance with applicable Department and DOA State purchasing policies and procedures, including *DOC Policy 1.2.8, Procurement*; and
 - b. acquisitions of products or services will be formally reviewed during the Information Technology Purchase Request (ITPR) process to ensure compliance with security policy, state and federal laws.

V. CLOSING

Questions concerning this policy should be directed to the Department’s chief information officer (CIO).

VI. REFERENCES

- A. [2-15-112, MCA](#); [2-17-504, MCA](#); [2-17-512, MCA](#); [2-17-532, MCA](#); [18-4-313, MCA](#); [53-1-203, MCA](#)
- B. *Title 2, Chapter 12, Sub-Chapters 1 & 2; Administrative Rules of Montana*
- C. *DOC Policy 1.2.8, Procurement*

VII. ATTACHMENTS

[Information Technology Purchase Request](#) [PDF](#)

Procurement Request Process Flowchart [PDF](#)

Procurement Request Process Narrative [PDF](#)