

CITY OF SAN DIEGO, CALIFORNIA
COUNCIL POLICY

CURRENT

SUBJECT: INFORMATION TECHNOLOGY PROCUREMENT THROUGH
SAN DIEGO DATA PROCESSING CORPORATION
POLICY NO.: 100-22
EFFECTIVE DATE: April 13, 2010

BACKGROUND:

The City of San Diego created the San Diego Data Processing Corporation (“SDDPC”) in 1979 as a 501(c)(3) nonprofit public benefit corporation, with the City as the sole member of the Corporation. The primary purpose of SDDPC is to provide data processing services (and related information technology services) to the City and other public agencies, with authority to purchase and otherwise acquire property to fulfill its purpose. The City has regularly used SDDPC to procure information technology related goods and services through contracts entered into between SDDPC and third party vendors and service providers.

PURPOSE:

It is the intent of the City Council that when the City uses SDDPC to procure information technology related goods and services that the City follows the procedures described in this Council Policy.

POLICY:

The City process for approval and authorization for procurement of information technology (“IT”) goods and services through SDDPC, is set forth in this Policy. The City will not be a party to a contract for IT goods and services between SDDPC and a third party vendor or a third party supplier.

A. IT Governance Approval

All City purchase requests for IT goods, software licenses and services procured through SDDPC will be validated and approved by the Information Technology Business Leadership Group’s (“IT BLG”) program management office (as described elsewhere in IT BLG governance documents) in accordance with the IT BLG governance process.

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B. City Budgetary Approval

During the City's annual budget process, City departments will submit to the City Manager appropriations requests for all IT projects and the City Manager will approve, deny, or modify such requests and then submit to the City Council an appropriations ordinance that includes a request to appropriate funds for the approved IT projects. Individual IT projects that exceed One Million Dollars (\$1,000,000) for goods, professional services, software licenses, or consulting services will be separately identified and listed in the City Manager's proposed budget and the appropriations ordinance will contain a specific reference to the approval of such IT projects.

C. City Council Approval

The City Council will approve, deny, or request a modification of the budget for IT projects and approve any such IT projects through approval of the annual budget.

D. Service Requests

For IT projects approved by the City Council in accordance with the provisions of this Council Policy, an individual authorized by the City Manager will execute and send a service request to SDDPC using an approved service request form to provide the procurement services.

E. SDDPC Approval

SDDPC will follow its Board approved procurement policies to procure the goods, professional services, software licenses, or consulting services identified in the City's submitted service request form.

F. IT Procurement in Excess of One Million Dollars (\$1,000,000)

City Council approval is required for any IT project in excess of One Million Dollars (\$1,000,000) to be procured through SDDPC that is not separately listed and approved as part of the City Council's approval of the City's budget.

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The originating department will route an approved City Council docketing request form, following the City's procedures, and the IT project will be presented to the City Council with a request for the City Council to approve the use of SDDPC to provide the necessary procurement services for the IT project. If the Council approves the IT project, then the City will process a duly authorized service request form and deliver it to SDDPC. Upon receipt of the duly authorized service request form, SDDPC will follow its Board approved procurement policies to procure the goods, professional services, software licenses, or consulting services.

HISTORY:

Adopted by Resolution R-305745 - 04/13/2010