

FY 2010 BUDGET

TECHNOLOGY STANDARDS GUIDE

(July 2, 2009)

In a continuing effort to bring all departments to a minimum level to most efficiently and effectively utilize the capabilities of technology throughout our government organization (with the limited resources that are available to us), please consider including the following items for your budget. The Information Management Office (IMO) is willing to assist you with implementation, but it is important that you budget the funds. If you need assistance with pricing, check the Quick Pricing Guide with the packet of budget forms, or contact IMO.

1. The County embraces the "Tier 1" concept for acceptable manufacturers and developers of computer hardware and software. IMO recommends Dell products for computer hardware, HP for printers, and Microsoft products for software. This is done to reduce compatibility problems and costs associated with upgrades and the sharing of information internally and with the public. Check with IMO for other potential Tier 1 vendors.
2. Microsoft Office (Outlook, Word, Excel) is the County's standard. New computer purchases should include licensing for Office 2007.
3. IMO can assist in the creation of small new databases or in the conversion of small old databases. Microsoft products (Access or MSSQL) will be used. Desired changes should be submitted as part of your budget package, but coordinated with IMO first.
4. Any computer that is part of the County's network must have up-to-date antivirus software which will be installed and paid for by IMO.
5. A UPS (un-interruptible power supply), must be connected to each computer.
6. All new servers on the County's network must run Windows 2003 Server and Computer Associates' Anti-Virus & Backup software. If your department has its own network server, the same standard is strongly encouraged.

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7. Departments with network servers should work with IMO for configuration standards. Of significant importance is compliance with IMO security standards, specifically, the password policy which is: Users must change passwords every 90 days (Nursing Home and Public Health every 45 days); Passwords must be at least 5 characters in length; Users will be unable to use their 5 previously used passwords; Users will be locked out after 5 failed attempts to login; The failed attempt count will reset after 30 minutes.
8. Any cabling that is intended to be connected (directly or indirectly) to the central network must be coordinated with IMO. Other cabling should be a minimum of Category 5E Cable and should pass a certification test before use.
9. The County Board adopted a resolution encouraging all departments to utilize the County's Master Street Name Table in new and existing databases. Budget requests should plan for necessary software changes to utilize that table to ensure consistent and accurate street names which will facilitate the sharing and use of data between departmental lines and to the public.
10. The County Board desires to make public information accessible to the public via the Internet wherever practical. Departments should look for ways to make their public information accessible via the Internet and give that consideration when submitting budget numbers that would be impacted in making this accessibility a reality.
11. Departments are encouraged to utilize the County's Web Site rather than creating their own sites. This will make it easier for the public to be able to go one place for information related to the County, reduce the overall cost for taxpayers, reduce continuity problems when staff turns over, and give users a consistent look and format for ease of use and assurance that they are at an official government site.