



STATE OF DELAWARE  
**DEPARTMENT OF TECHNOLOGY AND INFORMATION**  
 801 Silver Lake Blvd.  
 Dover, Delaware 19904

<b>Doc Ref Number:</b>	PL-CSP-001	<b>Revision Number:</b>	0
<b>Document Type:</b>	Enterprise Policy	<b>Page:</b>	1 of 5
<b>Policy Title:</b>	Coordinated Software Purchases Policy		

<b>Synopsis:</b>	This policy stipulates that certain software products/types are not available for unilateral purchase by State of Delaware organizations.		
<b>Authority:</b>	Title 29 Chapter 90C Delaware Code, §9004C – General Powers, duties and functions of DTI “2) Create, implement and enforce statewide and agency technology solutions, policies, standards and guidelines, including as recommended by the Technology Investment Council on an ongoing basis and the CIO”		
<b>Applicability:</b>	This Policy is applicable to all users of the State of Delaware communications and computing resources. DTI is an Executive Branch Agency and has no authority over the customers in Legislative and Judicial Branches, as well as School Districts, and other Federal and Local Government entities that use these resources. However, all users, including these entities, must agree to abide by all policies, standards promulgated by DTI as a condition of access and continued use of these resources.		
<b>Effective Date:</b>	3/6/2009	<b>Expiration Date:</b>	None
<b>POC for Changes:</b>	Jason Clarke, Chief Operating Officer		
<b>Approval By:</b>	Secretary James Collins, Chief Information Officer		
<b>Approved On:</b>	3/6/2009		





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## I. Policy

### EXECUTIVE SUMMARY

The software products/types that are listed in this policy are not available for unilateral purchase by State of Delaware organizations.

Purchases of these software products/types must be coordinated through the Department of Technology and Information (DTI). Coordination requires organizations submit their intentions in writing to DTI and receive written approval from the DTI Purchasing Agent and/or the State Chief Information Officer. Without written approval, State of Delaware organizations are not authorized to purchase the software products/types listed in sections A and B of this policy.

### PURPOSE

The purpose of this policy is to ensure all eligible organizations take advantage of the enterprise licensing and maintenance agreements that have been procured on behalf of the State and to expose additional opportunities where volume purchasing may be advantageous. Further, coordination of these software purchases will support compliance with State standards, policies and interoperability and supportability across the State.



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### **POLICY STATEMENT**

A. The following software products/types are available through existing negotiated agreements and therefore shall be coordinated through DTI. Any exceptions require approval from the State CIO.

1. Oracle database software
2. Antivirus software
3. E-mail encryption software
4. E-mail or electronic messaging software
5. GIS and Mapping software
6. Strohl Systems Continuity of Operations Software (LDRPS) and Emergency Notification Software (NotiFind)

B. The following software products/types are purchased in significant quantities across the State. DTI therefore recommends organizations requiring these products/types coordinate through DTI to ensure all purchasing opportunities are realized.

- 1) Enterprise Resource Planning Software (ERP) - ERP software provides broad-use solutions designed to coordinate all activities necessary to complete business processes. (e.g. financials, shipping, project management, human resources, customer relationship management)
- 2) Authentication Software - Authentication software includes network protocol solutions used to control and track centralized access, authorization and accounting management for people or computers. (e.g. wireless network credentialing)
- 3) Application Server Software - Application server software includes products like IBM's WebSphere and Oracle's WebLogic which are used to host custom and/or COTS software applications.
- 4) Secure Mainframe Terminal Emulation Software - Secure 3270 Terminal emulation software provides the ability to access applications hosted on the State's mainframes via a green screen. DTI has negotiated pricing on Jolly Giant Software Inc, QWS3270.





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C. The following software products/types shall be registered by the purchasing agency in accordance with company recommendations. This registration will facilitate tracking and assist the State's ability to manage and optimize recurrent purchases.

1. Microsoft Operating Systems
2. Microsoft Management Tools

### **IMPLEMENTATION RESPONSIBILITY**

DTI and/or the organization's technical staff will implement this policy during the course of normal business activities, including project execution and the design, development, or support of systems.

### **ENFORCEMENT and WAIVER**

DTI will enforce this policy during the course of normal business activities, including review of proposed projects and during the design, development, or support of systems. This policy may also be enforced by others during the course of their normal business activities, including audits and design reviews.

If there is ambiguity or confusion regarding any part of this policy, contact the point of contact defined in the header of this policy.

## **II. Definitions**

**Enterprise agreement** – An Enterprise or Blanket Agreement is a contract within large organizations to cover all designated resources with a standard service at a set price. This can be a cost-effective way to acquire and maintain uniformity across the enterprise.

**Volume purchase agreement** – A volume purchase agreement is a contract to purchase a minimum level of service/product in exchange for additional pricing discounts.



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### III. Development and Revision History

Initial version established **3/6/2009**

### IV. Approval Signature Block

<b>Name &amp; Title:</b> Cabinet Secretary - State Chief Information Officer	<b>Date</b>

### V. Listing of Appendices



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