



# XX.XXX: Information Technology Procurement Review and Approval

Effective: xx/xx/xxxx – RES-2026-0292

## **Purpose:**

The purpose of this policy is to ensure that all purchases of computer hardware, software, websites, cloud-based services, and software licensing by Genesee County are secure, compliant, cost-effective, and aligned with county technology standards. This policy is intended to protect the data, privacy, and security of Genesee County residents, employees, and operations.

## **Policy Statement:**

All purchases or agreements involving computer hardware, software, websites, software licensing, cloud-based applications, or information technology services **must be reviewed and recommended by the Genesee County Information Technology Department** prior to purchase, contract execution, or placement on a Board of Commissioners' agenda.

No information technology-related purchase shall proceed without approval from the Chief Information Officer (CIO) or their designee. Approval from the CIO allows the normal purchasing approval process through the purchasing department to continue. Software vendors that handle sensitive data or have access to critical systems must provide the county with cyber liability insurance coverage. This includes vendors that process customer data, handle payment information, collect and store personal data, etc. or provide services that involve networked systems.

## **Scope:**

This policy applies to:

1. All Genesee County departments, offices, agencies, and elected officials.
2. All funding sources, including operating funds, grants, millages, and special revenue funds.
3. All procurement methods, including purchases, subscriptions, renewals, pilots, trials, and no-cost or discounted software.



## Required IT Review

Before any IT-related purchase is initiated, departments must submit the proposed purchase to the Information Technology Department for review. This review shall include, but is not limited to:

### 1. Security and Risk Assessment

The Information Technology Department shall evaluate the vendors:

1. Cybersecurity controls and best practices
2. Data encryption standards (at rest and in transit)
3. Incident response and breach notification procedures
4. Compliance with applicable federal, state, and local data protection laws

### 2. Data Governance and Privacy

All proposed IT purchases must be vetted to determine:

1. What data is collected, stored, processed, or transmitted
2. Where the data is hosted (on-premises, cloud, domestic or international)
3. Who has access to the data (vendor staff, subcontractors, third parties)
4. Whether data is shared, sold, or distributed to any third parties
5. Data retention, ownership, and destruction practices

### 3. Vendor Approval

1. Vendors must meet Genesee County information security, privacy, and technology standards.
2. **If a vendor is not approved by the CIO or Information Technology Department, the purchase shall not proceed.**
3. **Unapproved vendors shall not be added to any Board agenda, resolution, or purchasing action.**

### 4. Compatibility and Operational Review

The IT Department shall also assess:

1. Compatibility with existing county systems
2. Impact on infrastructure, network performance, and support resources
3. Long-term sustainability, scalability, and total cost of ownership



### **Agenda and Purchasing Controls**

1. Any IT-related purchase requiring Board approval **must include written confirmation of approval from the CIO or Information Technology Department.**
2. The Purchasing Department shall ensure that **no IT purchase is placed on the Board agenda without CIO approval.**
3. Emergency purchases remain subject to post-purchase IT review and remediation if required.

### **Enforcement**

Failure to comply with this policy may result in:

1. Denial of purchase or contract execution
2. Removal of items from the Board agenda
3. Suspension or termination of non-compliant systems or services
4. Additional corrective actions as determined by the CIO or County Administration

### **Effective Date**

This policy shall take effect immediately upon adoption by the Genesee County Board of Commissioners.