

COIT Software Evaluation Policy

Introduction

Under the provisions of the City and County San Francisco Administrative Code, information resources are the strategic assets of the City and County of San Francisco that will be managed at the direction of the Committee on Information Technology (COIT). The COIT Software Evaluation Policy will require a standard, rigorous evaluation of the operational benefits and total cost of ownership of new software. The Software Evaluation Policy will require departments to consider open source alternatives on an equal basis to commercial software, as these may reduce cost and speed the time needed to bring software applications to production. This policy is part of the City's "Open SF" project which is intended to engage our constituents in developing creative solutions to our shared challenges.

Purpose

The purpose of the COIT Software Evaluation policy is to ensure that all departments thoroughly and fairly evaluate software alternatives, including open source prior to acquiring new software. COIT believes that a rigorous evaluation process will help departments make software choices that meet operational requirements, reduce costs, and possibly speed the time to bring software applications into production.

Policy

After the Effective Date of this policy, all departments proposing new software purchases exceeding \$100,000 must evaluate software alternatives using the Software Evaluation Method. The Software Evaluation Method shall be available on the COIT website and will be developed and maintained by the City's Chief Information Officer.

- Departments are responsible for completing the Software Evaluation Policy prior to commencing procurement, either through a Technology Store bid, Request for Proposal or other procurement process.
- The Performance and Planning and Budget Subcommittees will review each Software Evaluations as part of their oversight of IT projects.
- Exceptions to this standard can be granted by COIT upon request by department.

Dates

Approved by Resources Subcommittee:

Approved by COIT:

Effective Date: