



# Technology Acquisition Policy

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JANCO ASSOCIATES, INC.

2024

# Technology Acquisition Policy

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# Technology Acquisition Policy

## Policy - Technology Acquisition

### Policy Purpose

The purpose of this policy is to establish guidelines for the acquisition of technology including hardware, software, computer-related components, and services purchased with enterprise funds.

### POLICY STATEMENT

This policy includes, but is not limited to, the following enterprise technology resources:

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- Servers
- Media storage devices including USBs and NAS devices

### APPLICABILITY

This policy extends to technical services, such as off-site disaster recovery solutions and ISPs, as well as professional services, such as consultants and legal professionals hired through the IT department. These include, but are not limited to, the following:

- Professionals or firms contracted for application development and maintenance
- Consulting, legal, or accounting professionals
- Recruiting services
- Training and HR services
- Off-site collocation services
- Disaster recovery services
- Cloud services
- Hosted telephone services
- Telephone network services
- Data network services
- Artificial intelligence and Machine Learning initiatives and deployments

All hardware, software, or components purchased with enterprise funds are the property of the enterprise. This also includes all items purchased using a personal credit card or other methods for which the employee is later reimbursed.

### Requirements

- All security-related events must be logged, and audit trails saved for a minimum of one week.
- An individual will monitor the access and compliance to all mandated security and business continuity requirements and will report any breaches to the application and data to the CIO and CSO promptly.

# Technology Acquisition Policy

## PURCHASE APPROVAL

Procurement in the IT department is diverse enough that the approval process for IT purchases can vary depending on the type and significance of the purchase. The following defines from whom approval must be sought and the associated process.

The following groups/individuals have the authority to approve and/or sign vendor contracts:

Approval Role	Individual Name or Group	Specific Area of Authority/Activity	Amt Approval Authority
Contract Manager		Enterprise purchasing – signing authority.	
CFO		Enterprise expenditure – approval and signing authority.	
CIO		IT expenditure – approval authority.	
CAIO		Strategic direction of AI and ML	

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manager for final approval. All incoming  
 the department manager before submission  
 their designee for final approval. All  
 ment by the department manager before  
 e Recommendation Report. This Report  
 on:

- Business case document
- Business requirements document
- Vendor/solution evaluation strategy
- Risk assessment document
- After the review of a purchase request or recommendation, the approving body will communicate the decision to approve or deny the purchase in writing to the requestor.

## Technology Acquisition Policy

### Electronic Forms

Electronic Form in MS Word Format comes separately in its directory

- Vendor Partner Contact Form
- Vendor Partner Checklist

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## Technology Acquisition Policy

### Job Descriptions

Four (4) detailed job descriptions are included with this policy template. They come separately in their directory.

- Chief Artificial Intelligence Officer (CAIO)
- Chief Experience Officer (CXO)
- Manager Contracts and Pricing
- Manager Outsourcing
- Manager Vendor Management
- Contract Management Administrator

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# Technology Acquisition Policy

## WHAT'S NEW

### 2024 Edition

- Added Best Practices for AI / ML Acquisition and Deployment
- Added Job Descriptions
  - Chief Artificial Intelligence Officer (CAIO)
  - Chief Executive Officer (CXO)
- Updated all included forms and checklists
- Update all included job descriptions

### 2023 Edition

- Updated all included forms
- Update all included job descriptions

### 2022 Edition

- Added Vendor/Partner Contact Form
- Updated all included forms
- Update all included job descriptions

### 2021 Edition

- Added Vendor / Partner Questionnaire
- Updated all included job descriptions
- Corrected minor errata

### 2020 Edition

- Updated to include Work From Home considerations
- Added job descriptions for
  - Manager Contracts and Pricing
  - Manager Outsourcing
  - Manager Vendor Management
  - Contract Management Administrator

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Electronic Form that is provided to vendors and partners as part of the Disaster Recovery and Business Continuity Planning process

# Vendor Partner Checklist



## DRP and Business Continuity Strategy

1. In the event of a disaster or significant disruption, does your organization have documented plans for business continuity and IT disaster recovery?  Yes  No

2. What type of failure scenarios or outages do you plan for?

3. What duration of time is assumed for each type of failure scenario or outage you plan for?

4. Does the plan establish critical business functions with recovery priorities?  Yes  No

5. If you answered "Yes" to Question (4), what is the expected recovery time for your critical business functions?

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6. Does the plan account for interdependence of your organization?  Yes  No

7. Does the plan cover some, most, or all locations from which you provide your services?  Some  Most  All  NA

8. What percentage of "business as usual" servicing capability is the plan designed to address?

1%-10%     11%-25%  
 26%-50%     51%-75%  
 76%-99%     100%

9. Do you have a dedicated team of professionals focused on business continuity and/or IT disaster recovery?  Yes  No

10. If you answered "No" to Question (9), do you use an external BCP/DR service provider to handle your planning needs?  Yes  No

11. Is your main IT facility or data center located in the same building or office complex occupied by your main business or operations staff?  Yes  No

12. Please provide an illustration or schematic of how your organization's primary, secondary, and/or tertiary servicing centers are set up to provide redundant services to ENTERPRISE.  Yes  No

## Chief AI Officer (CAIO)

### Position Purpose

The Chief AI Officer (CAIO) is a C-suite executive overseeing a company's overall strategy, acquisition, implementation, and monitoring of AI and Machine Learning (ML) technology. This role requires a deep understanding of the business, technical expertise, and regulatory awareness. The CAIO must be capable of communicating AI-related information effectively across the organization. However, the role is not solely technical; it demands diverse skills, including AI ethics, understanding, and implementation awareness.

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ow using data to determine new  
ll as how to be more efficient, more  
o break down barriers between IT, the  
ational manager. As the role is  
nd machine learning across the entire  
ibilities are set by the organization's  
organization's legal structure. The CAIO  
is responsible for AI across the entire enterprise and its operations.

### Problems and Challenges

The major challenge for this individual is defining the AI solutions and data architecture of the enterprise while balancing data assets and computing services with financial and marketing needs. This is accomplished with the use of AI technology that supports both enterprise growth and productivity. Seamless integration of AI from the customer, through product and service design, financial statements, and management reporting is a primary concern.

For the CAIO, the application of AI is the focal point. As such, it is extremely important to the enterprise's current and future business operations. The Chief AI Officer (CAIO) ensures the continued success of these areas while simultaneously minimizing costs and maximizing equipment and employee performance.

CAIO is a C-suite executive responsible for overseeing a company's overall strategy, acquisition, implementation, and monitoring of AI technology. This role requires a deep understanding of the business, technical expertise, and regulatory awareness. The CAIO must be capable of communicating AI-related information effectively across the organization. However, the role is not solely technical; it demands diverse skills, including AI ethics, understanding, and implementation awareness.

Challenges include:

- ▶ Earning company-wide commitment - Getting everyone on board with the AI and machine learning vision is a major endeavor task with internal politics and an ever-changing digital landscape.
- ▶ Developing an AI strategy mission statement – CAIO is responsible for end-to-end strategy, design, and implementation of the company's AI roadmap.
- ▶ Creating the bridge between AI and ML solutions and business operations - the CAIO focus is the relationship between AI/ML and productivity.
- ▶ Maintaining links with experts.