



DENNIS W. ARCHER, MAYOR
CITY OF DETROIT
EXECUTIVE OFFICE

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EXECUTIVE ORDER NO. 10

TO: ALL BOARDS, COMMISSIONS, DEPARTMENT DIRECTORS, CITY COUNCIL MEMBERS, AND THE CITY CLERK

SUBJECT: REQUESTS FOR INFORMATION TECHNOLOGY ACQUISITION AND ESTABLISHMENT OF A TECHNOLOGY STEERING COMMITTEE

DATE: SEPTEMBER 24, 1997

Pursuant to the powers vested in me by the Constitution of the State of Michigan, and the 1997 Detroit City Charter, I, Dennis W. Archer, Mayor of the City of Detroit, do hereby establish the following procedure to govern all requests for information technology acquisition:

1. **Purpose:** The coordinated and planned use of information technology provides a significant advance in operational productivity and results in the provision of more efficient City services as well as cost savings for every City department. In order to ensure improved operational efficiencies, cost savings, and the ability to share common information, it is essential that all City departments, boards and other agencies comply with the directives contained in this Executive Order.

2. **Scope:** All City departments, boards and other agencies are directed to submit to the Director of the Information Technology Services Department (ITS), for evaluation and approval, all requests for acquisition of, including change order requests for, information technology, software, applications, services, systems, and equipment. To allow timely procurement, all such requests must be submitted as early in the acquisition process as possible so that the information technology needs of the particular department, board or other City agency can be assessed, defined, and coordinated with systems in use and under development throughout the City. Responsibility for monitoring and enforcing the provisions of this Executive Order is assigned to the Finance and Budget Departments and such other City Departments as the Mayor may, from time to time, designate. ITS is responsible for ensuring that all technology requests are in conformance with the City of Detroit's Strategic Technology Architecture Plan and current technology standards as defined by ITS, and are approved by the Technology Steering Committee that is established herein.

3. **Establishment of Technology Steering Committee:** This directive formally establishes a Technology Steering Committee. It will be the function of the Committee to support City-wide information technology planning, policies, and prioritization of information technology projects to ensure adherence to the City's strategic technology direction and prudent technology investment.



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4. **Membership of Technology Steering Committee:** The Committee will consist of the Directors of the Information Technology Services, Budget, Finance, and Human Resources Departments and such other executive personnel as the Mayor may direct. Three (3) additional department directors will be appointed by the Mayor to serve on the Committee on an annual rotating basis. The Chief Executive Assistant to the Mayor shall serve as the Chairperson of the Committee.

5. **Proposed Administrative Guidelines:** The Finance and Budget Directors are hereby directed to prepare and submit proposed administrative guidelines for the implementation of this Executive Order to the Technology Steering Committee, for review and comment, within thirty (30) days after the effective date of this Executive Order. The Steering Committee shall submit its comments regarding the guidelines to the Finance and Budget Directors within fourteen (14) days after the Committee's receipt of the proposed administrative guidelines. The Finance and Budget Directors shall review and consider the Steering Committee's comments and, within fourteen (14) days after receipt of the Committee's comments, shall issue final administrative guidelines, which shall be effective on the date of issuance.

6. **Effective Date:** This Executive Order shall be effective as of the date first noted above.

A handwritten signature in black ink, appearing to read "Dennis W. Archer".

Dennis W. Archer

Mayor

