ORGANIZATION OF AMERICAN STATES
GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM No. 118

SUBJECT: COMPUTER SOFTWARE SYSTEMS ACQUISITION POLICY

CONSIDERING:

That as specified in the Executive Order No. 08-01 Rev. 3, the *"mission of the Secretariat for Administration and Finance (SAF) is to provide leadership and guidance on administrative support activities, including, . . . information technology services of the General Secretariat, . . . , and procurement and contracting of goods and services, . . . ;"*

That according to the same Executive Order No. 08-01 Rev. 3, among the functions of the Department of Information and Technology Services (DOITS) of SAF, are the following:

"Manages the information and communications infrastructure and the assigned staff, including all matters pertaining to the plans, policies, procedures, and standards established for the use of technology resources and the management of information and communications services of the General Secretariat.

Evaluates, plans, and manages the General Secretariat's information and communications infrastructure, including the management of equipment installed or to be installed, local and wide-area networks (LAN/WAN), central computing and data communication services, operating systems, client software components and automation services, telecommunications, multimedia services, and communications.

Coordinates the selection, installation, implementation, testing, and management of information technology systems and equipment to protect and monitor the integrity of data, applications, operating systems, and communications networks.

Establishes and maintains standards governing equipment and software that may be acquired and installed at the Organization, manages access to established information networks, and controls authorized access, so as to enforce authentication and information security policies for the connectivity of existing equipment;"

That the continuous and growing need within the GS/OAS for a wide variety of computer software systems and related services to carry out the objectives of the Organization, has created resource demands that exceeds SAF/DOITS' capacity to assign required support resources; and

That acquiring software and related services from operating areas other than SAF/DOITS have caused: lack of transparency in the procedures and process followed by the third party, which prevents the monitoring of product quality, safety controls deadlines and costs; incompatibility or unfeasible integration with existent GSOAS corporate applications developed in-house; difficulties in providing maintenance (corrective, adaptive or enhancements) of the software developed or modified by the third party; incompatibility of the software developed or maintained with the

technology selected by the GS/OAS, as well as with its internal security policies and development standards and proliferation of multiple platforms and technical standards; and

That in order to resolve the issues listed above, and to regulate demand, increase cost efficiency, simplify administrative procedures, and expedite processing of requests, it is necessary to establish a GS/OAS-wide policy under the oversight of SAF/DOITS, when considering computer software systems and related services acquisition,

THE DECISION:

      1.   To issue the Computer Software Systems Acquisition Policy as set forth in the attached document.

      2.   To revoke as of the date of this Administrative Memorandum any and all provisions contained in prior administrative issuances of the GS/OAS that are inconsistent with the policy attached hereto.

Frank Almaguer
Secretary for Administration and Finance

Original: English
October 12, 2010

Attachment I: Computer Software Systems Acquisition Policy