



ORGANIZATION OF AMERICAN STATES
GENERAL SECRETARIAT

ADMINISTRATIVE MEMORANDUM No. 117

SUBJECT: COMPUTER EQUIPMENT 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 computer equipment acquisition is decentralized in the GS/OAS, and as result of that, GS/OAS has experienced: Lack of standardization and incompatibility of some computer equipment with the technology adopted by GS/OAS; security threats to its network with non standard computer equipment acquired; increased operating and maintenance costs; difficulties in keeping up-to-date equipment inventory; lack of uniformity regarding replacement of computer equipment; inability to carry-out planned equipment purchases that take advantage of quantity discounts and other savings from vendors, and the "domino effect" in the purchase of new computer equipment; 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 equipment acquisition,

THE DECISION:

1. To issue the Computer Equipment 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 6, 2010

Attachment I: Computer Equipment Acquisition Policy