

Attachment 1– Criteria for Standardization of IT Systems

Systems that meet all of the following criteria may be considered as City Standards:

Criteria A	Satisfies a long-term City-wide need or requirement and stays in use within the City for a minimum of three (3) years	The IT Systems have been used by the City for a minimum of three (3) years. Staff are trained and familiar with the IT Systems; and OCIO is well-versed in supporting Staff on these IT Systems.
Criteria B	Compatibility and Integration	The IT Systems are compatible with the current IT infrastructure, preventing integration issues and scenarios where rebuilds of the infrastructure to accommodate a new system are necessary. This ensures business continuity and prevents down time.
Criteria C	Meets IT Security Standards	Risk is introduced with each new IT System that is added into the City’s computing environment. These IT Systems have been vetted by the City’s IT Infrastructure and Security team and have been determined to meet or exceed the City’s relevant IT security standards.
Criteria D	Interoperability	The IT Systems are compatible and capable of integrating with third party components.
Criteria E	Scalability	The IT Systems are able to be scaled up to meet the City’s growth and evolving needs.