

CITY OF LONDON  
CHAMBERLAIN'S DEPARTMENT  
INFORMATION TECHNOLOGY



**ENTERPRISE ARCHITECTURE DOCUMENTATION**  
**TECHNOLOGY PROCUREMENT POLICY**

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Document Approval

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Document Abbreviations

CoL	City of London
CoLP	City of London Police

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1. Introduction

- 1.1. The IT Division must ensure that business needs and technology standards are met, but care will be given to avoid being overly prescriptive.
- 1.2. The IT Division will leverage the extensive experience and knowledge of the vendor community to identify innovative and modern approaches that reduce cost or increase efficiency.
- 1.3. The procurement planning process will be viewed as an opportunity to discover and pursue business process improvement. IT projects should be as much about improving government business practices as they are about technology. (Task Force on Reengineering IT Procurement for Success, 2013).
- 1.4. The IT Division strives to develop and implement sound technology procurement practices throughout the corporation and is dedicated to building strong relationships with the business and technology vendors. The IT Division promotes fair and open competition and provides professional leadership and guidance in technology procurements.

2. Purpose

- 2.1. This document is designed to provide best practices for the management of technology procurements for the City of London Corporation (CoL).
- 2.2. To ensure all Technology Procurements for the CoL adhere the correct governance processes and where necessary have the design and security sign from the Corporate IT Division.

3. Roles and Responsibilities

- 3.1. A successful IT procurement requires collaboration between IT subject-matter experts, business owners and procurement professionals. Specific roles and responsibilities will vary for each procurement, but will generally include the following;

Role	Responsibilities
Procurement Manager	<ul style="list-style-type: none"><li>• Evaluate available procurement methods.</li><li>• Assist in the development of procurement plan.</li><li>• Act as a single point of contact for the procurement; including the evaluation and negotiation teams, vendors, etc.</li><li>• Participate with team in establishing well-defined evaluation criteria and processes.</li><li>• Obtain and maintain all confidentiality/non-disclosure agreements from team members as applicable.</li><li>• Assist in the preparation of solicitation documents.</li></ul>

	<ul style="list-style-type: none"> <li>• Lead the formal solicitation process.</li> <li>• Post solicitation documents and respond to vendor questions.</li> <li>• Participate in vendor demonstrations.</li> <li>• Ensure the overall integrity of the procurement process through fair and open competition.</li> <li>• Coordinate Legal and IT Division review and approval of procurement documentation required before release/execution.</li> </ul>
<b>Business Owner</b>	<ul style="list-style-type: none"> <li>• Define requirements.</li> <li>• Ensure the security of corporation data and resources.</li> <li>• Define budget, requested timeline and other possible constraints.</li> <li>• Define conditions of performance satisfaction and final acceptance.</li> <li>• Support negotiations to ensure that the final contract supports business needs and corporation requirements.</li> <li>• Ensure that the procurement aligns with corporation strategic goals and policies.</li> <li>• Ensure that the procurement aligns with corporate policies.</li> <li>• Serve on evaluation team to evaluate the vendor responses.</li> </ul>
<b>IT Architect / IT Business Partner</b>	<ul style="list-style-type: none"> <li>• Assist Business Owner with technology-related requirements.</li> <li>• Evaluate proposed technical solution to ensure alignment with corporation IT architecture principles and standards.</li> <li>• Evaluate proposed technical solutions for interoperability with other key state systems.</li> <li>• Ensure the security of corporation data and resources.</li> <li>• Support the procurement process through the identification and availability of key technical subject matter experts.</li> <li>• Identify opportunities to promote efficiency using existing technical solutions or consolidation of similar requests.</li> </ul>
<b>Subject Matter Expert</b>	<ul style="list-style-type: none"> <li>• Possess expert technical, security, industry, commodity or service specific competence or knowledge for the project.</li> <li>• Support the procurement process through consultation with procurement team and review of solicitation documents.</li> <li>• May serve as a procurement evaluator or negotiator.</li> </ul>

3.2. The IT Division aims to apply IT Architect resource to all procurements that involve technology. The levels at which resources are applied will be tailored for each procurement.

3.3. Where necessary, permanent or contracted resource will be sought to meet demand.

## 4. Architecture Framework

4.1. This procurement standard forms part of the City of London Corporation (CoL) architecture framework. The framework is fully documented on the CoL's IT Division intranet pages.

## 5. Architecture Principles

- 5.1. Architecture principles define the underlying general rules and guidelines for the use and deployment of all IT resources and technology assets across the corporation. They reflect a level of consensus and form the basis for making future IT decisions.
- 5.2. The assigned IT Division Architect will use the CoL's architecture principles to shape the technology requirements of the procurement.
  - 5.2.1. Buy-not-build.
  - 5.2.2. Use fewer systems more effectively.
  - 5.2.3. Compliant systems and services.
  - 5.2.4. Move from complexity to commodity.
  - 5.2.5. Software as a service.
  - 5.2.6. Public cloud first.
  - 5.2.7. Automate as much as possible.
- 5.3. More information regarding the architecture principles can be found on the CoL's IT Division intranet pages.

## 6. Architecture Standards

- 6.1. The assigned IT Division Architect will use CoL's architecture standards to govern the technology requirements of the procurement.
  - 6.1.1. New technology should be purchased as a service, cloud hosted and fully managed by the vendor.
  - 6.1.2. Where a procured technology mandates a corporation hosted solution, the solution must be fully compatible with the authorities hosting platform. Microsoft Azure. On-premise hosting must be avoided wherever possible.
  - 6.1.3. Ensure that new technology is purchased 'off the shelf' rather than custom built.
  - 6.1.4. Identify opportunities for process automation. Business and/or IT Division.

6.1.5.Ensure that new technologies are fully compatible with CoL's information security requirements

6.1.6.Ensure that new technologies are fully compatible with CoL's technology standards.

6.1.7.Ensure that new technologies are fully compatible with CoL's Digital Services Strategy.

6.1.8.Seek technology advice from colleagues and Subject Matter Experts whenever required.

6.2. More information regarding the architecture standards can be found on CoL's intranet pages.