

City of Irving Financial Policies and Procedures

Personal Computer Software

Standard Software Packages

The following software has been approved by the city as the standard software for use on personal computers (PCs):

- a. Windows – To be used as the operating system of all PCs on the city network
- b. Microsoft Word – To be used for word processing
- c. Microsoft Excel – To be used for spreadsheets, statistics, and financial analysis
- d. Microsoft Access – To be used for database applications
- e. Microsoft PowerPoint – To be used for presentations
- f. Microsoft Outlook – To be used for internal and external email
- g. Microsoft Internet Explorer – To be used as the Internet browser

Standard software packages are defined as those purchased by the City through the Microsoft Enterprise Agreement to be used on city equipment. Support for these products is available from the Action Center (within the Information Technology Department). Software training is available through Computer Based Training and through internal training classes that will be made available on a periodic basis. Additional Microsoft products determined by the department to be needed can be requested through the Information Technology Department (IT).

Specialized Software Packages

Software packages, other than the city's standard packages, are defined as specialized software required for a specific function, which cannot be accomplished using one of the standard packages.

Departments will submit their request for specialized software to IT for review and approval prior to procurement. Information describing the product and its capabilities must be included with the request. Software will be evaluated and a decision will be made based on the merits and system compatibility of the products. Please be aware that technical support may not be available within the city for these packages.

When the Request for Proposal (RFP) process is required, IT staff will lead the process through the RFP preparation, evaluation of proposals, vendor demonstrations, site visits, contract negotiations, and agenda support. The selected vendor will be determined by the user department as to the appropriateness of the application and by IT as to the technical compatibility with the city network standards.