



State of Idaho  
**DEPARTMENT OF WATER RESOURCES**  
STATE OFFICE, 1301 North Orchard Street Boise, Idaho 83706-2237 • (208) 334-4440

This Guidance Document is not new law but is an agency interpretation of existing law. For more information or to provide input on the document, please contact the Purchasing Manager at 208-287-4800. (Feb.2020)

CECIL D. ANDRUS  
Governor

R. KEITH HIGGINSON  
Director

Memorandum to: Staff

From : R. Keith Higginson *RKH*

Date : December 31, 1987

Misc Memo No. 1

Subject : Data Processing

It seems necessary to me that a data processing plan and policy be developed for the Department which takes into consideration the needs of the various Divisions, Bureaus and Sections. It is my observation that each office unit has equipped itself with computer hardware based on the availability of funding (federal or state) and the public support for the program of that unit.

What is needed is a comprehensive plan and policy on the acquisition and management of data processing equipment to assure that what we have fills the needs of all units of the office.

I will not approve further purchases of PC or VAX equipment without an overall plan for the department.

Responsibility for development of such plan rests with the Data Processing Section of the Support Services Bureau. All other units of the office are to cooperate with them in this effort. The planning effort should include at least the following elements:

- 1) A hardware inventory to itemize all available equipment.
- 2) A utilization survey to detail the extent to which present equipment is being used.
- 3) A needs survey to detail those computer services not being met. (This might become known as the wish list)
- 4) A review of all presently-utilized contract services to detail the length of service contracts, purpose for the contract and the continued need.

Future requests for purchases of equipment will be made through the Data Processing Section and no purchases will be approved without review and concurrence of Rob Spofford and John Hammond.