

#92

EXECUTIVE ORDER NO. 92
SEPTEMBER 27, 1977

**ESTABLISHMENT OF AN OFFICE OF COMPUTER PLANS AND CONTROLS
IN THE OFFICE OF THE DIRECTOR OF OPERATIONS**

Whereas, It is necessary to coordinate computer system development in The City of New York in order to provide for the development of systems at least cost which will improve agency operations, service levels and management information and these systems have common applicability to more than one agency or require data which is collected by more than one agency; and it is necessary that the City develop and maintain a coordinated plan for the effective and efficient use of information systems and insure that agency plans are consistent with this plan.

Now, therefore, pursuant to the authority invested in me as Mayor of The City of New York, it is hereby ordered:

Section 1. There is hereby created in the office of the Mayor an Office of Computer Plans and Controls to be headed by the Director of Operations which will insure the elimination of duplicate effort, the efficient use of computer resources and the development of state of the art systems responsive to the requirements of the City. It shall have the following functions and duties:

1. To develop and maintain a long range computer system plan for The City of New York.
2. To review and approve agency information system plans.
3. To develop an annual capital budget request for computer equipment and review and approve expenditure of capital funds for computer equipment.
4. To monitor agency performance on intra-agency development plans to insure that essential milestones are met, standards adhered to, and the plans managed within stipulated budget or other performance measures.
5. To monitor development of cross-agency or city-wide systems, mediate and resolve interagency conflicts and act as the focal point to insure coordination of efforts.
6. To establish and enforce a comprehensive, practical set of city-wide data processing standards. All installations will be subject to audit to insure that they adhere to these standards.
7. To counsel executive management on the funding requirements to support approved information systems plans, review all development requests and cost-benefit analyses and counsel executive management on their practicality.
8. To provide guidance and consultation to the agencies on technical matters. The Office shall be responsible for providing specialized technical consultation to the agencies by identifying the calling upon expertise within the City or from its own small specialized staff.
9. To develop a procedure by which all agencies can determine and report the costs of their data processing services.
10. Develop a standard methodology for analyzing hardware performance.
11. To provide staff guidance to the personnel department in the development of programs (selection, training, etc.) to improve the quality and availability of data processing personnel.
12. To assume advisory responsibility regarding requests for data processing equipment. The purchase of equipment would require the approval of the Office of Management and Budget as part of the overall budgeting process and in accord with approved data processing plans.
13. To integrate useful development in data processing technology into City operations.
14. To monitor and define computer procurement procedures of City agencies to insure that agencies have reasonably evaluated a range of alternative systems prior to defining specifications.

§ 2. This Order shall not affect the jurisdiction of the Financial Information Services Agency created by Executive Order No. 70 of 1976.

§ 3. This Order shall take effect immediately.

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ABRAHAM D. BEAME, Mayor.