THE CITY OF NEW YORK
OFFICE OF THE MAYOR
NEW YORK, N.Y. 10007

Executive Order No. 100
September 5, 1986

OFFICE OF COMPUTER PLANS AND CONTROLS IN THE OFFICE OF THE DIRECTOR OF OPERATIONS

WHEREAS, it is necessary to coordinate and provide for the development of computer systems which will improve agency operations, service levels and management information; and it is necessary to insure the timely and competitive acquisition of data processing goods and services; and it is necessary to coordinate systems which have common applicability to more than one agency or which require data collected or managed by another agency or more than one agency; and it is necessary that the City develop and maintain a coordinated strategy for the effective and efficient use of information systems and to insure that agency plans are consistent with this strategy.

By the power vested in me as Mayor of the City of New York, it is hereby ordered:

Section 1. **Office Established.** 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 duplicative effort, the competitive acquisition and 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 strategy 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 to review and approve the expenditure of. capital funds for computer equipment.

4. To monitor agency and contractor performance against stated objectives and development plans, and to insure that essential milestones are met, standards adhered to and the plans managed within stipulated budget and 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 monitor and define computer procurement procedures of City agencies to insure that agencies have reasonably evaluated a range of alternative systems.

7. To review and approve all contracts for the acquisition of data processing and communications systems (hardware and software) and services, and services that require the use of computer programs in their performance.

8. To monitor installed equipment and systems to insure that stated benefits are achieved.

9. To establish and enforce a comprehensive, practical set of city-wide data processing standards. All installations will be subject to audit to insure adherence to these standards.

10. To counsel executive management on the funding requirements to support approved information systems plans, and to review all development requests and cost-benefit analyses and counsel executive management on their practicality.

11. 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 and calling upon expertise within the City or from its own small specialized staff.

12. To develop a procedure by which all agencies can determine and report the costs of their data processing services.

13. To provide staff guidance to the Department of Personnel in the development of programs (selection, training, etc.) to improve the quality and availability of data processing personnel.

14. 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.

15. To integrate useful developments in data processing technology into City operations.

Section 2. Effective Date. This Order shall take effect immediately, and supersedes Executive Order No. 92, dated September 27, 1977, which is hereby revoked.

Edward I. Koch
M A Y O R