BUREAU OF TECHNOLOGY
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MEMORANDUM

TO: John P. Daley, Chairman Committee of Finance

FROM: Simona Rollinson, Chief Information Officer

DATE: October 21, 2016

RE: Questions for Today's Hearing

1.   In response to the auditor's four findings, BOT has:

   a.   Adopted a Software Asset Management policy, appointed a Software Asset Manager, and started implementing a definitive software library to ensure one-to-one reconciliation of software license entitlements and consumption. This policy has been communicated to the Separately Elected CIOs and has placed them on notice that they may receive chargebacks in the event that they breach license use terms of software owned or managed by BOT. The policy additionally invites Separately Elected CIO cooperation with BOT in license use monitoring activities.

   b.   Procured a Software Asset Management monitoring and tracking tool that can be expanded to other Elected Officials upon purchase of additional client licenses.

   c.   Educated Separately Elected CIOs about the Enterprise License Agreements managed or owned by BOT.

   d.   Brought in vendor licensing experts to provide license management training for BOT and Separately Elected CIOs.

   e.   Co-authored Ordinance Amendment No. 16-3977 (adopted by the Board on July 13, 2016), which annually requires Separately Elected Officials to submit software license consumption inventories for review by BOT.

2. Although the adopted policy does not include mandates for Separately Elected CIOs, it places each office on notice that misuse of software licenses owned or managed by BOT can incur chargeback penalties. Additionally, the policy invites Separately Elected CIO participation in BOT's Software Asset Management processes.

   Ordinance Amendment No. 16-3977 imposes a requirement on Separately Elected CIOs to submit software license consumption inventories to the Budget Office on an annual basis. This process will allow BOT to monitor license consumption and tailor BOT-owned or –managed license agreements in a more cost-effective manner. Specifically, BOT will be able to identify where the County is either over- or under-licensed and take remedial action to minimize maintenance and license true-up liabilities.

3. BOT expects these solutions to lead to decreased software costs going forward by more efficiently allocating existing licenses, minimizing maintenance costs, and ensuring compliance with license use rights.

cc: Board of Commissioners
    Brian Hamer, Chief of Staff
    Tanya Anthony, Director, Budget and Management
    Ivan Samstein, Chief Information Officer