EXECUTIVE ORDER NO. 11-93

MAYOR'S OFFICE OF INFORMATION SERVICES

WHEREAS, the coordinated and planned use of Information Technology provides a significant advance in operational productivity, and its inherent cost savings across every City department;

NOW, THEREFORE, I, Edward G. Rendell, Mayor of the City of Philadelphia, in accordance with Sections 1-102, 3-100, and 4-100 of the Philadelphia Home Rule Charter, do hereby order as follows:

SECTION 1. MAYOR'S OFFICE OF INFORMATION SERVICES

A. There is hereby established The Mayor's Office of Information Services ("MOIS").

B. MOIS will be under the leadership of the Chief Information Officer ("CIO") and will report to and be under the jurisdiction of the Mayor's Office.

SECTION 2. RESPONSIBILITIES OF MOIS

The responsibilities of MOIS will be as follows:

A. Establishment of a Strategic Information Technology Plan and Budget that incorporates the Citywide Information Systems Vision, strategy, policies, standards, guidelines, and budgetary plans of the City's operations.

B. Establishment of an Information Technology Steering Committee to support the prioritization and strategic plan change process.

C. Perform needs assessment, acquisition, development, operations, and maintenance of Information Systems Applications in conjunction with the departments' requirements, and in consonance with the Strategic Information Technology Plan and Budgets.

D. Establishment and operation of an end-user Information Center that provides re-engineering assistance and training in City standard information technology, products, and services.

SECTION 3. FUNCTIONS, PERSONNEL, AND ENFORCEMENT

MOIS will incorporate all functions and personnel from the Philadelphia Computer Center ("PCC"), which is hereby disestablished, and will provide oversight to all Department Information Systems functions, projects, and personnel. All requirements and acquisitions for Information System Services and equipment for any office, department, board, commission, or other agency of the City will require coordination, evaluation and approval by the CIO.

The Managing Director, Finance Director, and City Solicitor shall commence enforcement of this Executive Order by requiring the approval of the CIO before encumbering funds and contract preparation, respectively, for the acquisition of information and data processing services or equipment by any office, department, board, commission, or agency receiving a City appropriation.

SECTION 4. EFFECTIVE DATE

This Order shall become effective immediately.

September 15, 1993
Date

Edward G Rendell
Edward G. Rendell, Mayor

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