

EXECUTIVE ORDER NO. 12- 11

INNOVATION AND TECHNOLOGY

WHEREAS, technology and technology services are a critical element of a citywide infrastructure that includes computers, networks and software applications to directly enable departmental services;

WHEREAS, better use of technology and information systems enhances the efficiency and effectiveness of service delivery by City agencies to citizens;

WHEREAS, the City's information technology infrastructure, organization and capabilities require substantial enhancement and, in some cases, redesign to effectuate service delivery improvements; and

WHEREAS, technology and the Internet facilitate communication and collaboration between City government and Philadelphia's residents, businesses and organizations;

NOW, THEREFORE, I, Michael A. Nutter, Mayor of the City of Philadelphia, by the powers vested in me by the Philadelphia Home Rule Charter, do hereby **order as follows**:

SECTION 1. ESTABLISHMENT OF THE OFFICE OF INNOVATION AND TECHNOLOGY AND THE TECHNOLOGY ADVISORY COMMITTEE.

A. Office of Innovation and Technology. The Office of Innovation and Technology ("IT") is hereby established within the Office of the Mayor. The head of the Office shall be the Chief Innovation Officer of the City ("CIO"). Pursuant to Section 8-401 of the Home Rule Charter, the CIO shall report to the Managing Director.

B. Technology Advisory Committee. The Technology Advisory Committee is hereby established, chaired by the Managing Director and having the following members or their designees:

- Managing Director
- Mayor's Chief of Staff
- Mayor's Director for Communications and Strategic Partnerships
- Deputy Mayor for Planning & Economic Development
- Deputy Mayor for Health & Opportunity
- Deputy Mayor for Public Safety
- Deputy Mayor for Transportation & Public Utilities
- Deputy Mayor for Environmental and Community Resources
- Deputy Managing Director for Administration
- Finance Director
- Budget Director

City Solicitor
Chief Innovation Officer

SECTION 2. ROLES AND RESPONSIBILITIES

A. Office of Innovation and Technology (IT).

1. The mission of the Office of Innovation and Technology shall be to ensure that the City has the most effective information technology infrastructure, one that meets the needs of City departments and those that they serve. While the City department, board, commission or agency shall retain authority over the appropriate business priorities and processes, IT will provide professional customer service to improve those processes. This will include but not be limited to:
 - a) Identifying the most effective approach for implementing new information technology directions throughout City government;
 - b) Improving the value of the City's technology assets and the return on the City's technology investments;
 - c) Ensuring data and information system security and continuity;
 - d) Planning for continuing operations in the event of disruption of information or communication services;
 - e) Supporting accountable, efficient and effective government by every City department, board, commission and agency.
2. The Office of Innovation and Technology -- in conjunction with the operating departments, the Managing Director and the Technology Advisory Committee -- will oversee all major information and communications technology functions and initiatives for the City. Major information and technology initiatives are those initiatives that will have a fundamental impact on the City's information technology infrastructure or otherwise affect the City's use of technology to deliver government services.
3. The City's information technology infrastructure, including but not limited to equipment, information systems, telecommunications networks and related facilities, shall be managed and controlled by IT, in consultation with the operating departments, the Managing Director and the Technology Advisory Committee. While respecting the City department, board, commission or agency's authority over appropriate business priorities and processes, IT shall determine the City department,

board, commission, or agency that has use of the infrastructure, its physical location, and responsibility for its operation and maintenance, regardless of the department, board, commission or agency that acquired or paid for the infrastructure.

4. In conjunction with the operating departments and the Managing Director, IT shall have responsibility for all City expenditures for information technology and telecommunications equipment and services. If the expenditure is to be made from the budget of any City department, board, commission or agency, and not from IT's budget, the expenditure shall conform to any guidelines or standards issued by IT and approved by the Administrative Board.
5. In consultation and cooperation with the applicable City departments, boards, commissions, agencies, the Managing Director and the Technology Advisory Committee, IT shall:
 - a) review and approve City telecommunications and information technology contracts, competitive bids, and requests for proposal;
 - b) be responsible for City information technology projects, including project management, required to meet the needs of the City department, board, commission or agency;
 - c) establish information security policies addressing all aspects of information technology security;
 - d) carry out such telecommunications and information technology functions and initiatives as are directed by the Technology Advisory Committee;
 - e) establish and annually update a Five-Year Strategic and Financial Plan defining the goals, objectives, budget, policies, procedures, processes, guidelines, standards and service levels for Citywide telecommunications and information technology operation;
 - f) provide information technology support services to City departments, boards, commissions and agencies, as requested;
 - g) in coordination with the Mayor's Office and the affected City department, board, commissioner or agency, manage and control the City's internet site, phila.gov, and intranet, including managing the content, format, and presentation of the internet and intranet sites and pages of City departments, boards, commissions and agencies of the Executive and Administrative Branch; and

- h) provide all information technology services to citizens and information technology support for government operations essential to optimize the results described in the City of Philadelphia Five Year Plan and implement industry best practice standards and methodologies.

B. The Chief Innovation Officer (CIO).

1. The CIO will provide management to the Office of Innovation and Technology and provide a leadership role for how information and technology impacts the day-to-day operations of all City functions. The CIO is accountable for directing all of the City's information technology functions and ensuring its data integrity. These functions include department-specific needs and requests, including but not limited to data centers, service centers, help desks, communication networks (voice and data), program development and systems operations. He or she will review the City's technology systems; information equipment; and software acquisitions. The CIO is responsible for the maintenance and security of all City technology. He or she will provide professional customer service to the City's departments, boards, commissions and agencies.
2. Information technology personnel in all City departments, boards, commissions and agencies of the Executive and Administrative Branch shall report to and be supervised by the CIO, regardless of whether the CIO is their appointing authority. IT personnel responsible for supporting a department, board, commission or agency shall be responsive to the head thereof in providing technology support that meets the entity's business requirements and priorities.
3. The CIO, and such persons as the CIO may designate with written notice to the Managing Director, is hereby authorized to enter into contracts on behalf of the City for services, materials, supplies, and equipment for which IT is responsible, using standard City contracting and procurement procedures, except and to the extent the Home Rule Charter or standard City procedures require the City to contract through the Procurement Department.

C. The Technology Advisory Committee. The Technology Advisory Committee shall:

- a. Provide technology advice and counsel to the Office of Innovation and Technology and the CIO based upon observed needs of City departments and those that they serve;

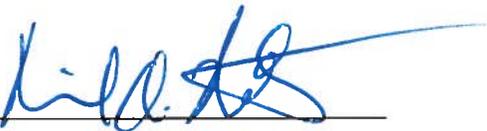
- b. Formulate and prioritize implementation of proposed technology investments and service upgrades;
- c. Identify best practices and bring these to the attention of the Office of Innovation and Technology and the CIO.

SECTION 3. EXECUTIVE ORDER 6-09 IS RESCINDED

Executive Order 6-09 is hereby rescinded. All functions, projects, contracts and personnel of the former Division of Technology are hereby transferred to the Office of Innovation and Technology.

SECTION 4. EFFECTIVE DATE

This Order shall be effective immediately.



DATE: 8/22/11

MICHAEL A. NUTTER, MAYOR