



Port of Newport

Technology Replacement and Upgrade Policy

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Port of Newport Technology Replacement Policy 2019.11.19

PORT OF NEWPORT

Technology Replacement and Upgrade Policy

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Chapter 1. General Provisions

- 1.1 Title.** This Policy and any amendments hereto shall be called, collectively, the Technology Replacement and Upgrade Policy.
- 1.2 Purpose and Scope.** Adequate computer and network hardware and software are essential to the delivery of services to the Ports of Newport's customers, proper accounting, tracking of projects, the reporting of financial information, and efficient running of port operations. Rapid changes in technology require that a well-managed port have a systematic plan for upgrading and replacing technology to ensure that it offers access to the most basic services.
- 1.3 Productivity Gains.** The Port recognizes the value of additional productivity gains by users after upgrading to higher-performance devices or devices that increase employee mobility.
- 1.4 Older Computers.** The port recognizes that older computer technology equipment operates more slowly, requires more frequent repairs, may lack security to protect the Port's interest, may require the user to troubleshoot issues, and with rapid change in technology, after 3-5 years older equipment is functionally obsolete.
- 1.5 Technology Replacement.** This document defines the Port of Newport (Port) policy regarding the replacements of all port owned technology equipment at the end of its life cycle and upgrades of port-wide software.
- 1.6 Variances.** The General Manager shall have the discretion to vary or modify the strict application of the provisions of the policy in any case in which the strict application of said provisions would result in practical difficulties or unnecessary hardships.
- 1.7 Interpretation.** If any section or part of this policy is found to be inconsistent with any laws of the State of Oregon or of the United States, or any rule, regulation or standard established pursuant thereto, such section, or part thereof shall be interpreted in the manner most consistent with its original intent that is not inconsistent with any laws of the State of Oregon or the United States or any rules, regulations or standards established pursuant thereto. Nothing contained in this policy shall be construed as a limitation of any rights, privileges, or remedies previously existing under any applicable laws or as a limitation of the powers of the Port Commission or management.
- 1.8 Severability.** Should any portion or the application thereof to any person or property be found invalid for any reason, the validity of the remainder of these provisions or the application of such remainder to other persons or property shall not be affected.

Chapter 2. Scope

- 2.1 Application.** This Policy applies to all Port-owned workstations, laptop computers, desktop peripherals (printers, scanners, projectors, and interactive whiteboards), network hardware (servers, switches, routers, bridges, and other key network devices), cable plant and physical infrastructure, and the institution-wide software (Microsoft Operating System, Microsoft Office Suite, and other site-licensed desktop applications) running on those devices.

Chapter 3. Roles and Responsibilities

- 3.1 Director/Port General Manager** Each Director is responsible for identifying any exceptions (earlier or delayed replacements/upgrades) necessary to ensure an employee can effectively perform his/her job duties. The Port of Newport General Manager is responsible for reviewing and approving requested exceptions and divisional budgets.
- 3.2 Finance Department.** This group is responsible for generating and monitoring for replacements and upgrades and executing equipment replacements and upgrades to port-wide software according to the replacement cycle.

This group in coordination with the Port IT services provider and in consultation with the Port General Manager makes technical decisions on equipment and software standards, upgrades and replacements based on industry trends, software development cycles, costs, and risks to systems stability.

Chapter 4. Hardware Purchases

- 4.1 Purchases.** All purchases of hardware used for Port purposes shall be purchased through the approved IT support vendor for the Port of Newport, or through the State of Oregon Computer hardware contract (found at <https://orpin.oregon.gov>), and shall have a minimum warranty of 3 years.

Chapter 5. Policy Statement

- 5.1 Purpose.** The Port of Newport will maintain modern computer and network hardware and software capable of supporting its business activities.
- 5.2 Schedule.** To accomplish this, technology hardware and software will be budgeted for replacement through the Port budget, as funds are available, and replaced and upgraded according to the following schedule.

Hardware and Software Replacement Schedule

Category	Description	Replacement Timeframe
Laptop Computers	This category encompasses all laptop systems and includes all associated docking stations and monitors as a single unit.	Fiscal year immediately after 4 th year of use or upon failure
Workstation Computers	This category encompasses all desktop computer systems and includes the CPU and monitor as a single combined unit.	Fiscal year immediately after 4 th year of use or upon failure
Servers	This category encompasses all servers not classified as "high-performance". These servers provide mission-essential services and perform activities supporting the academic, service and business goals of the institution.	Fiscal year immediately after 6 th year of use or upon failure
Network Hardware	Network hardware includes repeaters, routers, switches, bridges, access points and other communication devices.	Fiscal year immediately after 5 th year of use or upon failure
Desktop Peripherals	Desktop peripherals include printers, scanners, and projectors.	Fiscal year immediately after 7 th year of use or upon failure
Cable Plant and Physical Infrastructure	The copper and fiber optic wires that connect data/information stations together and comprise the network infrastructure are the components identified in this last category.	Fiscal year immediately after 10 th year of use or upon failure
Monitors, mice, keyboard		As required, or upon failure
Computer Software	Computer applications used in the daily work of staff throughout the port	As required, and approved by the Port General Manager