



Department of Technology and Innovation
Technical Review Committee Policy

TITLE: Technical Review Committee
TYPE: Policy
CATEGORY: General
EFFECTIVE DATE: February 11, 2004
REVISED DATE: July 7, 2022

1. SCOPE:

Applies to the "evaluation of information technology within the City government" as defined by City ordinance ("Information Services Committee," § 2-6-3-1 through 2-6-3-3 ROA 1994).

2. POLICY:

The Information Services Committee (ISC) ratifies the existence of a Technical Review Committee (TRC) for the technical review of information technology projects and purchases.

TRC shall be chaired by the Department of Technology and Innovation (DTI) Director or designee. Membership, quorum, and attendance requirements shall be established and maintained in a standard.

ISC delegates authority to establish information technology procedures, standards and guidelines to TRC. Procedures, standards and guidelines established by TRC must conform with and relate to ISC policies.

ISC delegates approval authority to TRC for purchases between the maximum City purchasing card limit and \$250,000.00. The DTI Director (or designee) has signature authority for purchases between the maximum City purchasing card limit and \$100,000.00. TRC shall review purchases between \$100,00.01 and \$250,000.00 except as otherwise provided by ISC policies, and may:

- approve;
- disapprove;
- forward to ISC without recommendation.

TRC shall report its findings to ISC for any project or purchase or forwarded without recommendation. Decisions of TRC may be appealed to ISC.

3. RATIONALE:

TRC reviews information technology projects and purchases for technical sufficiency and compliance with standards. Although ISC may review the technical merit of a



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project or purchase, the primary focus of ISC is to review the business case and policy compliance of larger projects and purchases.

4. ENFORCEMENT:

Violation of this policy shall be reported to the appropriate supervisor and may be subject to potential disciplinary action, up to and including termination.

5. EXCEPTIONS:

Exceptions to the policy may be granted by the Director of the Department of Technology and Innovation (or designee) on a case-by-case basis.

6. RESOURCES:

Standards shall be developed in accordance with the resources below. The City of Albuquerque shall endeavor to maintain compliance with the following resources:

- Information Services Committee," § 2-6-3-1 through 2-6-3-3 ROA 1994