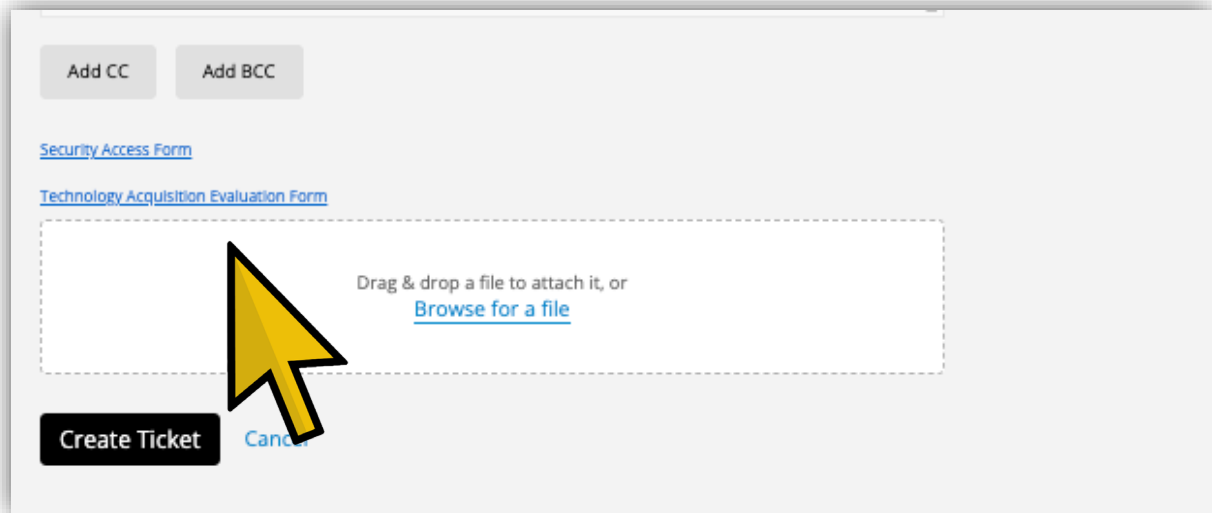




Technology Acquisition Evaluation Tutorial

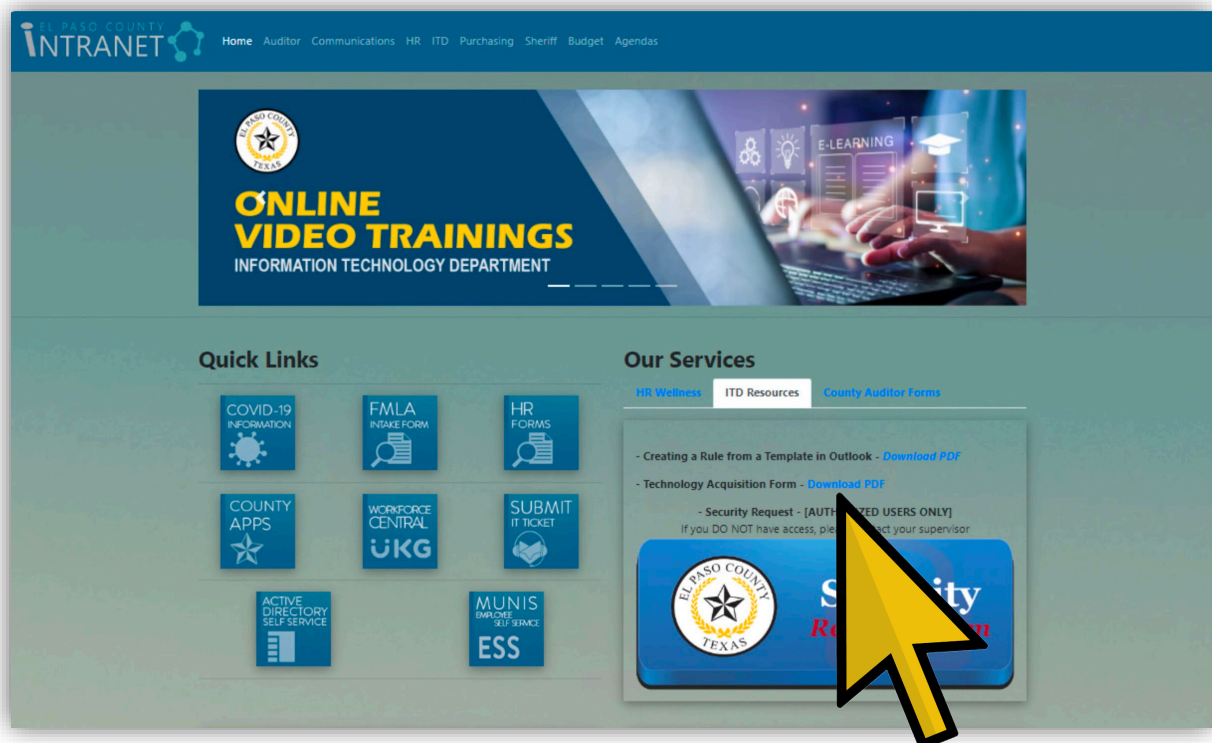
Where to find the TAE Form

www.elpaso.happyfox.com/new



OR

[El Paso County Intranet](#)




How to fill out the TAE Form

- 1) To begin, download the form from either of the two links provided above.
- 2) Enter the requestors information in the boxes on the left hand side.

DATE PREPARED:	01/01/2024
NAME:	First & Last Name
DEPARTMENT:	Department Name
EMAIL:	Contact email
PHONE NUMBER:	Contact Phone Number

- 3) Enter the name of the item or software being requested.
- 4) Enter the website URL where more information can be located on the item and provide a quote if possible.
- 5) Enter the amount for the item or software.
- 6) Enter the quantity to be purchased.
- 7) The funding source is the account being used to make the purchase of the item or software. Please note, this is approved within your own department.
- 8) Select funded if the item has been adopted into the current fiscal year. Select not funded if funding has not been identified. **If the item is a CIP request for the upcoming fiscal year please type CIPYR following the year of request (example CIPYR25 Request).**
- 9) The expiration date is for the funding or project.
- 10) Enter the name of the County Strategic Plan for the year or years.
- 11) Select whether this item or software will need technology consolidation for the coming years. or years.

NAME OF ACQUISITION ITEM:	Enter name of item or software
URL (WEBSITE) OF ITEM:	www.WebsiteName.com
BUDGETARY COST PER ITEM:	\$1,000
QUANTITY:	1
FUNDING SOURCE:	Account Name <input checked="" type="radio"/> FUNDED <input type="radio"/> NOT FUNDED
EXPIRATION:	01/02/2027
IT STRATEGIC PROJECT NAME:	County Strategic Plan
SOFTWARE CONSOLIDATION:	Yes 

- Next you will enter a description and intended use. Please be sure to enter as much detail as possible on what the purchase is and what it will be used for.
- Please be sure to read the statement below and acknowledge that you have read the statement. Next, select to “Save” your form.

GENERAL DESCRIPTION & INTENDED USE:

Provide as much detail as possible about what the purchase is and what it will be used for.

This evaluation with the completed signed direction to proceed denotes that the Information Technology Department (ITD) and all its divisions have had the opportunity to evaluate and review the noted technology. This process is provided at a level that is indicative of a general and foundational perspective. Generally, ITD works to ensure that all technology to be on-boarded and deployed at El Paso County is compatible with existing infrastructure/operating systems, does not introduce eminent security risks, offers extended support arms and is engineered with sustainable and scalable technologies. To note, this evaluation does not provide a comprehensive recommendation that measures the technology against similar products or guarantees that this technology will function in the manner that the requester intends. A functionality analysis is the responsibility of the requester to ensure that its features and functions align with the business processes and other system integrations defined by their respective governmental and regulatory areas of expertise. A comprehensive evaluation that seeks to examine all aspects of a plan to research, procure and deploy technologies as well to include a functionality analysis is available at the behest of the requester with an independent and explicit written and approved acknowledgment from the Projects Division of ITD.

I have read the statement above.

How to Submit the TAE Form

Navigate back to the IT Support Portal to submit a new ticket. Enter all the required fields. At the bottom, please be sure to attach the saved TAE form you have filled out and select “Create Ticket”. You have now successfully submitted your TAE form.

Important Notes

- ❖ **If your hardware is not working properly please create a HappyFox ticket for helpdesk support before submitting a TAE purchase request (you may be under warranty).**
- ❖ Requester must read any comments/objections left by reviewers. If there is an objection the requester should reach out to the reviewer as stated in the TAE statement.
- ❖ Only use the TAE document provided on the links shown in the video when creating a HappyFox ticket. (if any other format is used, for example, scanned, copied, or handwritten the form will not populate and will not be accepted)
- ❖ Please send TAE request through the IT Support Portal by creating a ticket. Emailed forms will not be accepted.
- ❖ Please fill out separate TAE forms for each request as well as create different tickets for each request.
- ❖ All fields must be filled out, please include any back up documentation that may help the reviewers.

- ❖ The time frame for review and signatures is 3-5 business days.
- ❖ New technology-related purchases require a signed TAE attached to your RQ in Munis.
- ❖ If you have any questions on submitting your TAE form, please submit a ticket within the IT Support Portal at www.elpaso.happyfox.com/new