



CALIFORNIA

J · P · I · A

**California Joint Powers
Insurance Authority**

Information Technology Standards

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1. Introduction

1.1. Objectives and Benefits

This document defines effective and usable information technology (IT) standards in support of the California Joint Powers Insurance Agency's (California JPIA) business processes and environment. The objectives and benefits of these IT standards include:

- Improve service level to internal staff and external members;
- Improve cost effectiveness and reduces life cycle costs;
- Increase system availability, maturity, and stability;
- Improve security; and
- Improve manageability.

1.2. Changes to the Standards

The IT standards will be reviewed and updated annually to address changes in technology and business requirements. More frequent updates may occur as necessary. Ongoing review of this document will ensure accuracy and compatibility with business objectives.

The following items may drive changes to the standards:

- Changes in technology,
- Security requirements,
- New business needs, and
- Specific requests.

2. Hardware Standards

This section outlines the hardware standards for all newly acquired desktop computers, laptop computers, servers, and other IT equipment.

2.1. Desktop Hardware

Table 1 - Desktop Hardware

Component	Standard	Notes
Manufacturer and Model	Dell Optiplex 755	
Processor	Intel E4400	
Processor Speed	2.0 GHz	
Network Interface	10/100/1000 Ethernet	
Storage	80 GB Hard Drive and 1.44 FDD	
Memory	2 GB RAM	
CD/DVD Drive	CD-RW/DVD-ROM Drive	
Peripheral Interface(s)	USB, Firewire 400/800, etc.	

2.2. Laptop Hardware

Table 2 - Laptop Hardware

Component	Standard	Notes
Manufacturer and Model	Dell Latitude	
Processor	Intel T7250	
Processor Speed	2.0 GHz	
Network Interface	10/100/1000	
Storage	80 GB Hard Drive	
Memory	2 GB RAM	
CD/DVD Drive	DVD RW	
Peripheral Interface(s)	USB, Firewire 400/800, etc.	

2.3. Server Hardware

Table 3 - Web Server Hardware

Component	Standard	Notes
Manufacturer and Model	Dell PowerEdge 1950	
Processor	2 - Intel Xeon 5160	
Processor Speed	3.00 GHz	
Memory	4 GB Ram	
Controller	PERC 5/i Integrated	
Disk Drives	2- 73 GB Hard Drives	Configured in a Raid 1
Network Interface Card	10/100/1000 Ethernet	
Power Supplies	670W Hot Swappable	
Fans		
Warranty	4 hour Onsite Response	

Table 4 - Database Server Hardware

Component	Standard	Notes
Manufacturer and Model	Dell PowerEdge 1950	
Processor	2 – Intel Xeon 5130	
Processor Speed	2.0 GHz	
Memory	2 GB Ram	
Controller	PERC 5/i Integrated, PERC 5/E	PERC 5/E connects external drive array
Disk Drives	2 – 73GB Hard Drives	Configured in a Raid 1
Network Interface Card	10/100/1000 Ethernet	
Power Supplies	2 – 670W Hot Swappable	
Fans		
Warranty	4 Hour Onsite Response	

2.4. Firewall Hardware

Table 5 - Firewall Hardware

Component	Standard	Notes
Manufacturer and Model	Cisco ASA 5510 Adaptive Security Appliance	
Concurrent Sessions	50,000	
Security Contexts	SSM-CSC Module	
Interfaces	5 Fast Ethernet ports	
Virtual Interfaces (VLANs)	50	
VPN clustering and load balancing	Not licensed.	

3. Software Standards

This section outlines the standards for all newly acquired computer software. Before purchasing any additional software, please check with the IT team as licenses may be available for immediate use.

3.1. Desktop Software

Table 6 - Desktop Software

Category	Standard	Notes
Operating System	Microsoft Windows XP Service Pack 3	
Office Productivity Suite	Microsoft Office 2007	
Anti-Virus	Symantic Anti-Virus 10.1 Corporate Edition	
Web Browser	Microsoft Internet Explorer 7	Microsoft Internet Explorer 8 is currently being tested.
Portable Document Reader	Adobe Acrobat Reader 8	

3.2. Server Software

Table 7 - Server Software

Category	Standard	Notes
Operating System	Microsoft Windows Server 2008	Currently licensed as part of the Windows Small Business Server 2008 suite.
Backup		
Server Monitoring	Dell Open Manage 8	
Patch Management	Microsoft Windows Server Update Services	Currently licensed as part of the Windows Small Business Server 2008 suite.
Remote Administration	Terminal Services	
E-mail and Messaging	Microsoft Exchange Server 2007	Currently licensed as part of the Windows Small Business Server 2008 suite.

3.3. Messaging Software

Table 8 - Messaging Software

Category	Standard	Notes
E-mail and Messaging	Microsoft Exchange Server 2007	Currently licensed as part of the Windows Small Business Server 2008.
Anti-Spam Filtering	Symantec Premium Anti-Spam	
E-mail Anti-Virus	Symantec Mail Security for Exchange	

3.4. Web Software

Table 9 - Web Software

Category	Standard	Notes
Web Server	Microsoft Internet Information Server (IIS) 6	
Intranet	Microsoft Windows SharePoint Services 2	Currently licensed as part of the Windows Small Business Server 2008.
Analytics	Google Analytics	

3.5. ERP Software

Category	Standard	Notes
ERP/Finance	Microsoft Dynamics GP v10	

3.6. Database Management Software

Table 10 - Database Management Software

Category	Standard	Notes
Relational Database Management System	Microsoft SQL Server 2005 SP2	
Database Reporting and Business Intelligence	Microsoft SQL Reporting Services 2005	

3.7. Infrastructure Support and Utilities Software

Table 11 - Infrastructure Support and Utilities Software

Category	Standard	Notes
IP Address allocation	Microsoft DHCP, Microsoft Windows Server 2008	
Name Resolution	Microsoft DNS and WINS, Microsoft Windows Server 2008	
Directory Services and Authentication	Microsoft Active Directory 2008	

4. Programming Standards

The following are standards currently in use for custom development of California JPIA applications, including the public-facing Web Site located at <http://cjpia.org>.

Category	Standard	Notes
Programming Languages	ASP.NET 2.0 (C#) JavaScript 1.5	
Integrated development environment (IDE)	Microsoft Visual Studio 2008	
Markup	HTML 4.01 XHTML 1.0 Cascading Style Sheets 2.1	

5. Naming Standards

- 5.1. E-mail Address – First initial last name @cjpia.org (jsmith@cjpia.org)
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- 5.4. Network Printer – Department-Floor-Model (Exec-2nd-Xerox4110)
- 5.5. Server Naming – CJPIA and function (CJPIASBS01)
- 5.6. DNS Naming

6. Outmoded Standards

The following items continue to be utilized within the California JPIA but no longer meet the IT standards. Approval must be obtained before using these items in any new development or project.

Category	Standard	Notes
Web Server	4 th Dimension 2003	
RDBMS	4th Dimension 2003	
IDE	4th Dimension 2003	