

REQUEST FOR CHANGES TO THE STATE ADMINISTRATIVE MANUAL (SAM)

Agency Code: 180 Enterprise IT Services

Department: Administration

Division (if applicable): Enterprise IT Services

Appointing authority: Laura Freed

Agency contact (name, phone and e-mail): Tim Galluzi, 684-5898, tim.galluzi@admin.nv.gov

Budget Division Analyst (name, phone and e-mail): Mike Rankin, mjrankin@finance.nv.gov

Proposed BOE date: December 14, 2021

Proposed effective date: Upon BOE Approval

1. Reason/purpose for requested change:

- To revise SAM sections 1618 and 1622 to update language for the Technology Investment Notification (TIN) and Cloud Investment Notification (CIN) processes and clarify other required budget processes.
- To update antiquated terminology and include up-to-date technology examples.
- To include required processes previously published in all-agency memos, budget instructions and other division's manuals.
- These changes are required to update SAM with accurate policy.

2. Explain how the recommended change(s) will benefit agencies or create consistencies or efficiencies, etc. (provide examples if applicable):

This change will reduce confusion and the corrections necessary due to processes not followed by agencies per NRS and in published instructions. This includes when to fulfil the TIN and CIN form completion requirements and instructions to use biennial budgeted and work program funds for approved EITS services.

3. Will recommended change have a fiscal impact (if yes, explain):

No. The changes are to improve adherence to required fiscal processes.

4. Existing and recommended language in SAM (*blue bold italics* is new language being proposed and ~~red strikethrough~~ is deleted language being proposed). (**please provide requested change as an attachment**):

Please see attached redline version revising SAM 1618 and 1622.

Appointing Authority:



10/26/21

BOARD OF EXAMINERS APPROVAL DATE: _____

(for BOE use only)

1618 Technology Investments Request

A Technology Investment ~~An IT project~~ is defined as the implementation of IT improvements, enhancements, replacements or other expenditures (e.g. cloud services, computer, telecommunications, or other information technology ~~services or equipment improvements~~) through any funding mechanism or added value using IT services provided by a vendor, the Division or an agency. Technology investments can be for existing systems or new solutions. Contact the Technology Investment Notification (TIN) Administrator with any questions. ~~or enhanced capabilities using IT services (Vendor, EITS or agency) within a defined period of time (i.e. not maintenance or ongoing IT services and support). Refer to TIN procedures and instructions posted on the Division's IT Investments website at http://it.nv.gov/tin/ea_home/.~~

Any Executive Branch agency wishing to invest in an IT project that costs more than \$50,000 must develop a business case with *the TIN form. a Technology Investment Request (TIR) form.*

*The TIN forms addressed in the posted instructions ~~TIRs~~ are required for Executive Branch agencies as part of their biennial budget process as well as for interim funding of IT projects. ~~They apply~~ This Technology Investment information is required regardless of the funding source (including grant funding), as well as in situations where the funding already exists and the agency is requesting authority for expenditure. This also applies to projects mandated by either the federal government or the Nevada State Legislature. Agencies with federally funded and mandated interim projects should contact *the Division EITS* for guidance on how to best proceed regarding potentially concurrent ~~TIR-TIN~~ and *Procurement Request for Proposal (RFP)* processes.*

~~The TIR must be submitted to EITS for review and approval prior to submittal to the Budget Division.~~

Agencies preparing IT contracts for the *BOE* should contact ~~EITS~~ *the Division* regarding ~~TIR~~ *TIN* requirements. New contracts related to an IT project may require a *TIN and other additional information TIR. Contract amendments may require a TIR Waiver for Enhancements (TWE).* In cases when work programs fund more than \$50,000 of an IT project, *the agency should consult with the Division should be consulted to see if a TIR or TWE* technology investment forms are required.

All IT Investments in cloud services less than the \$50,000 Technology Investment Notification (TIN) threshold are to be reported to the Division via the Cloud Investment Notification (CIN) process due to potential security ramifications and the possibility of solution duplication without adequate review. IT Investments in cloud services include, but are not limited to:

- *Software-as-a-Service – applications;*
- *Platform-as-a-Service – application platforms;*
- *Function-as-a-Service; and*
- *Infrastructure-as-a-Service – cloud infrastructure.*

Refer to CIN procedures and instructions posted on the Division's IT Investments website at <http://it.nv.gov>.

Every agency submitting a request for a Technology Investment that is:

- An investment of \$500,000 *in value* or more, or
- Critical in nature to State operations, or
- Significant risk of adverse consequences to the State of Nevada

~~will must present its project make a presentation~~ to the Nevada IT Strategic Planning Committee (*ITSPC*). During the biennial budget session, this committee will submit its recommendations to the Governor's *Finance Office* regarding the prioritization and inclusion of IT projects in the biennial budget.

1622 Utilization of EITS Services as Budgeted

Executive Branch agencies that receive funding for EITS services, as part of their biennial budget request *or subsequent work programs*, must use the funding for that purpose.

If an agency believes an exception is warranted, ~~they~~ *the agency* must submit a written request to the *Administrator of the Division of Enterprise Information Technology Services* ~~Chief Information Officer of the Division of Enterprise Information Technology Services~~. Both the *Administrator* ~~Chief Information Officer~~ and the *Governor's Finance Office* ~~Director of the Department of Administration~~ must approve the request. The *Governor's Finance Office* ~~Chief Information Officer~~ will notify the requesting agency of the decision.

1618 Technology Investments

A Technology Investment is defined as the implementation of IT improvements, enhancements, replacements or other expenditures (e.g. cloud services, computer, telecommunications, or other information technology services or equipment) through any funding mechanism or added value using IT services provided by a vendor, the Division or an agency. Technology investments can be for existing systems or new solutions. Contact the Technology Investment Notification (TIN) Administrator with any questions. Refer to TIN procedures and instructions posted on the Division's IT Investments website at http://it.nv.gov/tin/ea_home/.

Any Executive Branch agency wishing to invest in an IT project that costs more than \$50,000 must develop a business case with the TIN form.

The TIN forms addressed in the posted instructions are required for Executive Branch agencies as part of their biennial budget process as well as for interim funding of IT projects. This Technology Investment information is required regardless of the funding source (including grant funding), as well as in situations where the funding already exists and the agency is requesting authority for expenditure. This also applies to projects mandated by either the federal government or the Nevada State Legislature. Agencies with federally funded and mandated interim projects should contact the Division for guidance on how to best proceed regarding potentially concurrent TIN and Procurement Request for Proposal (RFP) processes.

Agencies preparing IT contracts for the BOE should contact the Division regarding TIN requirements. New contracts related to an IT project may require a TIN and other additional information. In cases when work programs fund more than \$50,000 of an IT project, the agency should consult with the Division to see if technology investment forms are required.

All IT Investments in cloud services less than the \$50,000 Technology Investment Notification (TIN) threshold are to be reported to the Division via the Cloud Investment Notification (CIN) process due to potential security ramifications and the possibility of solution duplication without adequate review. IT Investments in cloud services include, but are not limited to:

- Software-as-a-Service – applications;
- Platform-as-a-Service – application platforms;
- Function-as-a-Service; and
- Infrastructure-as-a-Service – cloud infrastructure.

Refer to CIN procedures and instructions posted on the Division's IT Investments website at <http://it.nv.gov>.

Every agency submitting a request for a Technology Investment that is:

- An investment of \$500,000 in value or more, or
- Critical in nature to State operations, or
- Significant risk of adverse consequences to the State of Nevada

must present its project to the Nevada IT Strategic Planning Committee (ITSPC). During the biennial budget session, this committee will submit its recommendations to the Governor's Finance Office regarding the prioritization and inclusion of IT projects in the biennial budget.

1622 Utilization of EITS Services as Budgeted

Executive Branch agencies that have approved EITS funding, whether through the legislative budget process or via work programmed funds added in the interim, must use the funding for that purpose.

If an agency believes an exception is warranted, the agency must submit a written request to the Administrator of the Division of Enterprise Information Technology Services. The Administrator and the Governor's Finance Office must approve this request. The Governor's Finance Office will notify the requesting agency of the decision.