

MOBILE COMPUTING DEVICE REQUEST (SIMM 47)

Frequently Asked Questions

Per SIMM Section 47, all mobile computing device requests which result in a net increase to an Agency/state entity's overall desktop computer and mobile computing inventory must be approved by the California Department of Technology (Department of Technology) before the purchase takes place.

1. Q: When is a Mobile Computing Device Request Required?

A: For acquisitions of mobile computing devices which result in a net increase to an Agency/state entity's overall desktop computer and mobile computing inventory or wholesale replacement or upgrade of existing mobile computing devices. This includes laptops, notebooks and tablets/slates. For a detailed definition of mobile computing devices refer to SAM 4989.1. Note: A Mobile Computing Device Request is not needed for mobile phones. For the purchase of mobile phones see SIMM 48A.

2. Q: Once all Agency/state entity¹ approvals are secured, how should the request be transmitted to the Department of Technology?

A: Searchable PDF versions should be emailed to CIOPMOSubmission@state.ca.gov. If there are other relevant files, a vendor quote for example, please also include them in the email. They do not need to be scanned into one document.

3. Q: How long will it take to get a decision?

A: The Department of Technology will process Mobile Computing Device Requests as quickly as possible. However, please be advised that requests must go through the Government Operations Agency and then the Governor's Office for review and approval. These reviews are sequential, not concurrent. Additionally, requests submitted during any of the several peak periods throughout the year may take longer. The Department of Technology is unable to provide a specific guaranteed turnaround time. Agencies/state entities are encouraged to plan for purchases to the extent possible. Engaging the Department of Technology early will facilitate a more timely review. Agencies/State entities can contact their Information Technology Project Oversight (ITPOC) Manager at any time to check the status of their request.

4. Q: How will the Department of Technology advise the Agency/state entity of the decision?

A: A letter will be electronically issued in the manner consistent with other decision letters.

5. Q: Will there be an appeal process if the Department of Technology does not support the Mobile Computing Device Request?

A: There is no formal appeal process.

¹ **State entity:** Includes every state office, officer, department, division, bureau, board, and commission, including Constitutional Officers. "State entity" does not include the University of California, California State University, the State Compensation Insurance Fund, the Legislature, or the Legislative Data Center in the Legislative Counsel Bureau.

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6. Q: What exactly is meant by the security reference “Checking the first and second checkboxes, is an acknowledgement by the Agency/state entity Information Security Officer (ISO) that there are auditable and traceable artifacts that support compliance?”

A: There are two items under the Device Management and Security section which require the “Yes” checkbox response to be considered for approval. The first relates to acknowledgement that the Agency/state entity has security processes in place consistent with State Administrative Manual (SAM) sections related to Information Security. For example:

- Storage on a mobile computing device should not only be encrypted, but that encryption must be compliant with the Federal Information Processing Standards (FIPS) 140-2 standard. The Apple iPad has not always been FIPS compliant. Beginning with Version 7.0 of Apple’s iOS, encryption native to the Apple iPad is now FIPS 140-2 certified. iPads running versions prior to iOS Version 7.0 should be considered non-compliant and third-party encryption software should be used.

The second relates to acknowledgement that the standards for telework **and remote access** included in Statewide Information Management Manual (SIMM) Section 66A are met or exceeded. Some examples:

- Does the Agency/state entity ensure that all mobile computing devices used to connect to the Agency/state entity IT infrastructure are checked and use up-to-date operating system and security software every time a remote connection is initiated?
- Are users trained in the security policies before using the mobile computing device?
- Is a strong-password policy enforced?

Checking the first and second checkboxes related to compliance with SAM Sections 5100 and 5300 through 5399 and SIMM Section 66A is an acknowledgement that the Information Security Officer for the Agency/state entity:

- a) Agrees with the answers in the first two items, and
- b) Affirms that the Agency/state entity has tangible evidence discoverable in a security audit to demonstrate such compliance.

7. Q: My quote is bundled. Do I need to break out the costs into the categories in the Mobile Computing Device Request Economic Analysis Worksheet?

A: Yes. Please break down the costs into the categories provided.

8. Q: If a mobile computing device is available through a leveraged procurement vehicle, do I still need to submit a Mobile Computing Device Request for approval to purchase the device?

A: Pursuant to SIMM Section 47, mobile computing device purchases are to be approved by the Department of Technology.

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9. Q: Will the purchase of a mobile computing device with the capability to connect to a cellular network increase the number of an Agency/state entity's mobile phone allocation?

A: No, the purchase of a mobile computing device with the capability to connect to a cellular network will not increase the number of an Agency/state entity's mobile phone allocation. As set forth in SIMM Section 48, only mobile phone purchases that access the cellular network for voice and data impact an Agency/state entities mobile phone allocation.