

**Summary of Changes to the State Administrative Manual
(SAM) January 2016**

SAM Section	Action Type	Changes
SAM Section 4983, 4983.1	Change	Per TL 16-01, policy was updated to clarify that commercially available SaaS office productivity tools or “cloud productivity solutions” are included in the cloud first policy.
SAM Sections 4810, 4819.3	Change	Per TL 16-02, this policy was updated to expand the description of the Department of Technology’s authority to include acquisition of reportable IT projects.
SAM Section 4819.2	Change	<p>Per TL 16-02, the following changes were made:</p> <ul style="list-style-type: none"> • Definition of “Ancillary Solicitation” was added. • Definition of “Delegated Cost Threshold” was added. • Definition of “DGS Delegated Purchasing Authority” was added. • Definition of “Information Technology Activities” was modified. • Definition of “Information Technology Reportable Procurement” was added. • Definition of “Information Technology Reportable Procurement Over the DGS Delegated Purchasing Authority” was added. • Definition of “Information Technology Supplies” was modified. • Definition of “Primary Solicitation” was added. • Definition of “Procurement Oversight” was added. • Definition of “Project Approval Lifecycle (PAL)” was modified. • Definition of “Reportable Project” was added. • Definition of “Staff Augmentation Procurement” was added • Definition of “Staff Redirection” was added
SAM Sections 4819.31, 4819.42	Change	<p>Per TL 16-02, the following changes were made:</p> <ul style="list-style-type: none"> • Any reference to “IT Capital Plan” was updated with language consistent with TL 1504 • Added language to consistently reference reporting requirements for procurements related to reportable projects.

SAM Section	Action Type	Changes
SAM Sections 4819.34, 4819.35, 4819.41	Change	Per TL 16-02, this policy was updated to consistently reference Project Approval Lifecycle, and the integration of the IT procurement process into Stage 3 Solution Development.
SAM Sections 4819.3, 4819.40, 4920	Change	Per TL 16-02, this policy was updated to reflect current titles of Project Approval Lifecycle Stages 3 Solution Development and Stage 4 Project Readiness and Approval.
SAM Section 4819.41	Change	Per TL 16-02, this policy was updated to remove duplicative language found in SAM Section 4819.31. SAM Section renamed to "Procurement Certification".
SAM Section 4810, 4819.42	Change	Per TL 16-02, this policy was updated to reflect language consistent with the Project Approval Lifecycle.
SAM Section 4819.35	Change	Per TL 16-02, this policy was updated to add language consistent with Project Approval Lifecycle Stage 3 Solution Development.
SAM Section 4832	Change	Per TL 16-02, this policy was updated to replace any reference to "Feasibility Study Report" with language consistent with the Project Approval Lifecycle.
SAM Section 4927	Change	Per TL 16-02, this policy was updated to include processes related to Stage 3 Solution Development.
SAM Section 4928	Change	Per TL 16-02, this policy was updated to include a comprehensive description of the Project Approval Lifecycle, Stage 3 Solution Development.
SAM Section 4982	Change	Per TL 16-02, this policy was updated to specify that the Data Center resides within the Office of Technology Services.
SAM Section 5200.5, 5230.5	Change	Per TL 16-02, this policy was updated to expand the description of the Department of Technology's authority to include acquisition of reportable IT projects. The responsibilities of the Department of General Services and Department of Finance were also clarified as to reflect updated authority as a result of reorganizations.

SAM Section	Action Type	Changes
SAM Section 5211	Change	Per TL 16-02, this policy was updated to include clarification regarding the Information Technology Project Oversight Division's (ITPOD) role in procurement review.
SAM Section 5230.1	Change	Per TL 16-02, the following changes were made: <ul style="list-style-type: none"> • Added requirements related to IT General Provisions (GSPD) 401-IT). • Added language consistent with Stage 3 Solution Development. • Added reference to SIMM 19C.
SAM Section 5230.2	Change	Per TL 16-02, this policy was updated to add reference to SIMM 19C.
SAM Section 5230.3	Change	Per TL 16-02, this policy was updated to reflect current oversight responsibilities by replacing reference to "DOF" with Department of Technology.
SAM Section 5230.5	Change	Per TL 16-02, this policy was updated to align with new requirements terminology and replace "necessary" with "mandatory".
SAM Section 5291	Change	Per TL 16-02, this policy was updated to add references to IT Master Agreement (ITMSA) and Cooperative Agreement (WSCA).