

IT POLICY LETTER

	NUMBER: ITPL 11-01
SUBJECT: DEPARTMENT DIRECTOR CERTIFICATION OF INFORMATION TECHNOLOGY ACQUISITION PLANS Emphasis: Cost control in severe economic circumstances	DATE ISSUED: FEBRUARY 3, 2011 EXPIRES: Until Rescinded
REFERENCES: Government Code Section 11545 et seq Information Technology Policy Letter 09-06	ISSUING AGENCY: CALIFORNIA TECHNOLOGY AGENCY

DISTRIBUTION Agency Secretaries
Department Directors
Agency Chief Information Officers
Department Chief Information Officers

PURPOSE Given the severe economic circumstances within California State Government, the purpose of this Information Technology Policy Letter (ITPL) is to require Department Directors to certify that acquisitions included in Information Technology Acquisition Plans (ITAP) are essential and necessary and cannot be deferred or delayed.

To expedite publication, the draft ITPL review and vetting process is waived. Accordingly, this policy change is effective immediately.

BACKGROUND, POLICY AND PROCESS ITPL 09-06 established the requirement for state agencies¹ to submit an IT Acquisition Plan (ITAP) to the Technology Agency for approval no less than quarterly.

Department Directors are now required to certify that the requested acquisitions included in ITAPs are essential and necessary and cannot be deferred or delayed. ITAPs currently under review at the California Technology Agency (Technology Agency) Program Management Office (PMO) will be returned unapproved to the submitting department for certification.

Departments should review their ITAPs to validate and confirm the necessity of the requested acquisitions before submitting Department Director-certified ITAPs to the Technology Agency. Department Directors may delegate ITAP certification signature authority to an executive-level designee such as the Chief Deputy Director or Chief Operating Officer. However, ITAP certification signature authority cannot be delegated back to the Department’s Chief Information Officer.

The “Cover Page” tab within the ITAP Excel Template and the Questions and Answers document available in Section 18C of the [Statewide Information Management Manual \(SIMM\)](#) have been updated to include the Department Director certification and signature requirements. The remaining tabs within the ITAP Excel Template remain unchanged.

¹ When capitalized, the term “Agency” refers to one of the state’s super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term “agency” refers to any office, department, board, bureau, commission or other organizational entity within state government. Within this ITPL, “agency” and “department” are used interchangeably.

CONTACT

Questions regarding this ITPL should be directed to your Technology Agency Program Management Office (PMO) representative. A listing of PMO Managers and Principals and their departmental assignments can be found at the Technology Agency Web site located at:
http://www.cio.ca.gov/Contact_Us/staff_assignments.html.

SIGNATURE

_____/s/_____

Christy Quinlan,
Acting Secretary, California Technology Agency
State of California
