

<b>CALIFORNIA DEPARTMENT OF TECHNOLOGY</b> <b>TECHNOLOGY LETTER</b>	NUMBER: <b>TL 16-01</b>	DATE ISSUED: <b>JANUARY 2016</b>
SUBJECT: <b>CLOUD PRODUCTIVITY SOLUTIONS</b>	REFERENCES: Technology Letter 14-04 State Administrative Manual (SAM) Sections 4983 and 4983.1 Chapter 404, Statutes of 2010 (Assembly Bill 2408) Executive Order S-03-10	

## BACKGROUND

The Department of Technology released the Cloud Computing Policy (Technology Letter 14-04 and SAM 4983) which directs all Agencies/state entities to leverage cloud computing when feasible. Within cloud computing, Software-as-a-Service (SaaS) options have expanded to include common productivity software such as email, word processing and other office productivity tools into bundles. These expanded bundles combine hosted services with locally running software to provide a consistent user experience across devices. As email solutions are increasingly being integrated and bundled into SaaS cloud based productivity solutions, the State of California must broaden SaaS service offerings to support email consolidation, as mandated by Assembly Bill 2408, Chapter 404, Statutes of 2010 and Executive Order S-03-10. The Department of Technology has issued clarification and policy guidance to improve Agencies/state entity's ability to leverage these types of solutions and adhere to the email consolidation mandate.

## PURPOSE

The purpose of this Technology Letter (TL) is to:

- Announce that Agencies/state entities<sup>1</sup> must use commercially available SaaS services provided through the Department of Technology for office productivity tools such as word processing and email. If required services are not available through the Department of Technology, Agencies/state entities may use other commercially available SaaS solutions.
- Announce that the Department of General Services has authorized the Department of Technology to procure email and related cloud productivity solutions on behalf of all Agencies/state entities<sup>1</sup>. Accordingly, all Agencies/state entities must order email and related cloud productivity solutions through the Department of Technology.
- Clarify that cloud based productivity solutions must adhere to the California Cloud Computing Policy (SAM Section 4983).
- Reiterate Assembly Bill 2408 and the subsequent Executive Order S-03-10 which mandates all Agencies/state entities to consolidate to a shared email solution.

## QUESTIONS

Questions regarding this Technology Letter should be directed to the Department of Technology, Policy Office at [ITPolicy@state.ca.gov](mailto:ITPolicy@state.ca.gov).

## SIGNATURE

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 /s/  
 Carlos Ramos, Director  
 California Department of Technology

<sup>1</sup> **Agency/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.