

CALIFORNIA TECHNOLOGY AGENCY TECHNOLOGY LETTER	NUMBER: TL 12-14	DATE ISSUED: NOVEMBER 8, 2012
SUBJECT: UPDATED INFORMATION TECHNOLOGY COST REPORT (ITCR) Announce Revised ITCR and Reporting Process	REFERENCES: Government Code Section 11546.2 SAM 4903.2 SIMM 05A and 55 ITPL 10-18, TL 11-2	

BACKGROUND

Information Technology Policy Letter 10-18 established the ITCR process and required state entities¹ to submit an annual ITCR to the Technology Agency by February 1 of each year, as specified in the State Administrative Manual Section 4903.2, and the Statewide Information Management Manual (SIMM) Section 05A. Technology Letter (TL) 11-2 postponed the FY 2011-12 ITCR to allow for the development of a streamlined report format and report preparation process.

PURPOSE

The purpose of this TL is to announce the updated ITCR format and submission date.

PROCESS

All state entities must submit the FY 2012-13 IT Cost Report by February 1, 2013 and annually thereafter using the streamlined format. [SIMM](#) Section 55 provides the new format and instructions to complete the updated ITCR. Revisions to SIMM Section 05A, and SIMM Section 55 are included as Attachment A.

QUESTIONS

Questions should be directed to your Technology Agency Program Management Office (PMO) Principal or Manager. A listing of PMO Principals and Managers and their departmental assignments can be found on the Technology Agency Web site located at: [Technology Agency PMO Assignments](#).

SIGNATURE

_____/s/_____
 Carlos Ramos, Secretary
 California Technology Agency

¹ "State entity" refers to any office, department, board, bureau, commission, or other organizational entity in state government, including the state's Agencies, such as the Environmental Protection Agency or the Health and Human Services Agency.

STATEWIDE INFORMATION MANAGEMENT MANUAL EXCERPTS

[Note: Text to be deleted is shown in strikethrough; text to be added is underlined.]

SIMM Section 05A

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
Organizational/Planning Documents				
Information Technology Cost Report	SAM Section 4903.2	<p>The required submission of the 2012 Information Technology (IT) Cost Report (previously due by February 1, 2012) is temporarily postponed. The Technology Agency will collaborate with agencies to design and develop a streamlined IT Cost Report format and report preparation process. After completion of this effort, the Technology Agency will announce the revised submission date for this report.</p> <p><u>Send electronic (<i>Excel</i>) versions of the completed IT Cost report Template and the signed and scanned Transmittal Letter. When naming each document, use your organization code followed by your departmental acronym at the front of each file name (e.g., 8860 DOF ITCostReport.xls)</u></p>	Technology ^o Agency PMO	<p>2012 submission date to be announced.</p> <p><u>Annually by February 1</u></p>

^oSubmit electronically to CIO_PMOSubmission@State.ca.gov

[Note: Text to be added is underlined.]

SIMM Section 55 – Information Technology Cost Report

- A Information Technology Cost Report Preparation Instructions (pdf) 
- B Information Technology Cost Report Template (xls) 
- C Information Technology Cost Report Transmittal (doc)