CALIFORNIA TECHNOLOGY AGENCY	NUMBER:	DATE ISSUED:
TECHNOLOGY LETTER	TL 12-4	**MARCH 27, 2012**
SUBJECT: **SUPERSEDE SERVICE CONTRACTS WITH INFORMATION TECHNOLOGY (SCIT) COMPONENTS REVIEW WITH NEW PROCESS** SCIT certification policy and related procedures	REFERENCES: Government Code (GC) 11546.4 SAM Sections 4819.31, 4819.41 SIMM Section 16 ITPL 11-02	

BACKGROUND

Information Technology Policy Letter (ITPL) 11-02 established the SCIT certification process and required agencies[1] to complete and sign a SCIT certification for all proposed service contracts and service contract amendments. The SCIT process was established to implement GC 11546.4, which makes service contracts with IT components subject to review by the California Technology Agency (Technology Agency).

PUROSE AND DESCRIPTION

The purpose of this Technology Letter (TL) is to supersede ITPL 11-02 with a streamlined process to ensure service contracts with IT components receive appropriate oversight by the Technology Agency by utilizing a less duplicative process for the Department of General Services (DGS) and Technology Agency to identify and review service contracts with IT components.

PROCESS

Effective with the release of this TL, departments and agencies are no longer required by the Technology Agency to prepare the SCIT certification for all proposed service contracts and service contract amendments, or to submit the SCIT certification and a copy of the associated service contract to the Technology Agency, and/or to the DGS, as previously specified. To ensure proper oversight, the DGS and the Technology Agency are developing a memorandum of understanding whereby DGS will alert the Technology Agency to any service contracts that may contain IT components ensuring that the Technology Agency can fulfill its responsibilities as required by GC11546.4.

The Technology Agency delegates to agency or department CIOs the authorization to retain or create agency or departmental policies or processes associated with ITPL 11-02 and its related policies.

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

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[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 TL, "agency" and "department" may be used interchangeably.

STATE ADMINISTRATIVE MANUAL EXCERPT

[Note: Text to be deleted is shown in strikethrough; text to be added is in bold, italic font.]

4819.31   BASIC POLICY
(Revised ~~06/11~~ *03/12*)

Each state agency is required to:

1. Establish and maintain a Disaster Recovery Plan, so that it will be able to protect its information assets in the event of a disaster or serious disruption to its operations, and submit the plan or its update to the Office of Information Security (OIS) as outlined in the Disaster Recovery Plan Quarterly Reporting Schedule (SIMM Section 05). See SAM Sections 5350-5355.

2. Establish an ongoing information management strategic planning process to support the accomplishment of its overall business strategy (i.e., its strategy to carry out its programmatic mission) and submit its strategic plan to the Technology Agency for approval. See SAM Section 4900.2.

3. Adopt standards for an agency information technology infrastructure consistent with SAM Section 4900.1.

4. Prepare annually an IT Capital Plan for long-term planning of the State's strategic IT investments. See SAM Section 4904.

5. Use the California Project Management Methodology (CA-PMM) as described in SAM Section 4910 for managing all IT projects.

6. Implement their Enterprise Architecture in accordance with the guidelines and instructions included in SIMM Section 58.

7. Conduct a feasibility study in order to establish the business case for each proposed information technology project (development or acquisition) and obtain approval of the FSR from the Technology Agency, or, if approval authority has been delegated to the agency director, from the agency director before expending any resources on the project. See SAM Sections 4819.34-4819.35.

8. ~~Complete and sign the Service Contract Information Technology (SCIT) Certification for each proposed non-IT service contract and service contract amendment, including non-competitive bids. Please note that IT goods and services, including contracts associated with a Feasibility Study Report (FSR) or FSR Reporting Exemption Request approved by the Technology Agency, would be procured using one of the IT contracting processes developed expressly for IT. In these cases, completion of the SCIT is not necessary, since IT procurements are already subject to Technology Agency review and oversight requirements. The SCIT Certification is available in SIMM Section 16A, and includes instructions for completing and submitting the SCIT Certification.~~

9. Submit all Formal IT Solicitations, (as defined in the State Contracting Manual (SCM), Volume 3, Chapter 4, Section B1.0) to the Technology Agency for review prior to release to the public.

Review of Informal IT Solicitations is delegated to departments. The following materials shall be included with the Formal IT Solicitation package:

a. A completed and signed *Formal Information Technology Solicitation Executive Approval Transmittal,* which is available in SIMM Section 28A.

b. All sections, appendices, attachments and exhibits comprising the Formal IT Solicitation.

c. The Information Technology Procurement Plan prepared in accordance with Volume 3, Chapter 2, Section B3 of the SCM and approved by the DGS or, for Formal IT Solicitations delegated by the DGS in accordance with SAM section 5200.5, approved by the department.

Review of Formal IT Solicitations is in addition to existing IT-related reporting and approval requirements. The instructions and time frame for submitting Formal IT Solicitations to the Technology Agency for review is specified in SIMM Section 05A.

For addenda focusing on Technical or Functional Requirements within the solicitation that are specific to the California IT Strategic Plan, alignment with the Statewide Enterprise Architecture, or alignment with IT reporting and approval requirements, the Technology Agency will collaborate with the DGS Procurement Division (PD), for DGS-Administered Procurements, and with the issuing department, for delegated procurements, prior to release. All other addenda will be reviewed by the DGS PD or the issuing department, as appropriate. The time frame for submitting addenda will be determined in collaboration with the Technology Agency and the DGS PD or with the issuing department as appropriate.

Departments shall not be relieved of responsibility for major scope deviations within the Formal IT Solicitations or addenda reviewed by the Technology Agency unless:

a. The department has specifically informed the Technology Agency-Program Management Office (PMO) in writing of such major scope deviations at the time of submittal; and

b. The Technology Agency-OTech has given written approval of the specific deviation.

10. Manage information technology projects following the established IT Project Oversight Framework (SIMM Section 45) minimum requirements, to ensure that projects are completed on-time, within budget, and that they accomplish the objectives defined in their FSRs. See SAM Section 4800.

11. Protect the integrity of its information management capabilities and databases and ensure the security and confidentiality of information it maintains.

12. Establish an ~~ongoing~~ acquisition planning process ~~to develop IT Procurement Plans (ITPP)~~ for IT project acquisition of IT goods and services as determined by the Department of General Services.

13. Agencies shall implement power management practices on all desktop and laptop computing devices, thin client devices, printers, copiers, scanners, and monitors. During hours of normal operation, devices which are not in use for 30 minutes shall automatically go into an energy-saving mode. Devices shall be shutdown at the end of the normal business day.

In addition, agencies shall fully implement power management software for desktop and laptop devices by December 31, 2010, or six months after the 2010-11 Budget has been enacted,

whichever is later. Agencies shall also implement standby and shutdown practices for all devices within the scope of this policy beginning December 31, 2010.

Exemptions must be approved in writing by the Agency Chief Information Officer (Agency CIO) or the department's Chief Information Officer (CIO). Exemptions are limited to:

- Devices which remain in active mode to meet State operational needs. An example of a valid exemption would be a desktop computer and monitor utilized to manage batch programs 24 hours per day, seven days per week.

- Facilities with electrical service bundled-in with facility lease contracts where state entities would not likely receive offsetting benefits from acquired power management software. In this instance, compliance can be achieved through the use of standard operating systems functionality (e.g., Windows).

If an agency fails to meet these requirements, the agency will be required to obtain Technology Agency approval before expending any resources on information technology projects.

The project approval process is described in SAM Section 4819.34.

SAM - Chapter 4819.41

4819.41 PROCUREMENT REVIEW AND CERTIFICATION
(Revised 06/1113*3/12*)

1. Review of Formal IT Solicitations

   Formal IT Solicitations as defined in the State Contracting Manual (SCM), Volume 3, Chapter 4, Section B1.0, must be reviewed by the Technology Agency prior to release to the public. Review of Informal IT Solicitations is delegated to departments. The following materials shall be included with the Formal IT Solicitation package:

   a. A completed and signed Formal Information Technology Solicitation Executive Approval Transmittal, which is available in SIMM Section 28A.

   b. All sections, appendices, attachments and exhibits comprising the Formal IT Solicitation.

   c. The Information Technology Procurement Plan prepared in accordance with Volume 3, Chapter 2, Section B3 of the SCM and approved by the DGS.

   Review of Formal IT Solicitations is in addition to existing IT-related reporting and approval requirements. The instructions and time frame for submitting Formal IT Solicitations to the Technology Agency for review is specified in SIMM Section 05A.

   For addenda focusing on Technical or Functional Requirements within the solicitation that are specific to the California IT Strategic Plan, alignment with the Statewide Enterprise Architecture, or alignment with IT reporting and approval requirements, the Technology Agency will collaborate with the DGS Procurement Division (PD), for DGS-Administered Procurements, and with the issuing department, for delegated procurements, prior to release. All other addenda will only be reviewed by the DGS PD or the issuing department, as appropriate. The time frame for submitting addenda will be determined in collaboration with the Technology Agency and the DGS PD or with the issuing department as appropriate.

   Departments shall not be relieved of responsibility for major scope deviations within the Formal IT Solicitations or addenda reviewed by the Technology Agency unless:

    d.   The department has specifically informed the Technology Agency-Program Management Office (PMO) in writing of such major deviations at the time of submittal; and

    e.   The Technology Agency-OTech has given written approval of the specific deviation.

2.   Certification for Information Technology Procurements

A signed certification of compliance with state information technology policies is required for all information technology procurements that cost $100,000 or more and are in support of a development effort. Development is defined in SAM Section 4819.2 as "Activities or costs associated with the analysis, design, programming, data conversion, acquisition, and implementation of new information technology applications."Procurements of hardware, software, and services (including interagency agreements) are included in this requirement.

A certification is not required for:

a.   Procurements for less than $100,000;

b.   Procurements limited only to maintenance services;

c.   Procurements in support of previously-approved efforts. See SAM Section 4819.40;

d.   Procurement of services to conduct a feasibility study, provided the services are limited to supporting or conducting the feasibility study and/or preparing the feasibility study report (SAM Sections 4927 and 4928);or

e.   Procurements of excluded activities as described in SAM Section 4819.32.

The certification must be completed by the agency that will directly utilize the procured goods or services, and the original signed certification must be included with the transmittal of the procurement package to the procurement agency or authority. For audit and review purposes, a copy of the signed certification must be retained in the procurement file. The required format for the certification is provided in SAM Section 4832.

3.   ~~Certification for Service Contracts~~

~~Departments shall complete and sign the Service Contract Information Technology (SCIT) Certification for each proposed service contract and service contract amendment, including non-competitive bids. Please note that IT goods and services, including contracts associated with a Feasibility Study Report (FSR) or FSR Reporting Exemption Request approved by the Technology Agency, would be procured using one of the IT contracting processes developed expressly for IT. In these cases, completion of the SCIT is not necessary, since IT procurements are already subject to Technology Agency review and oversight requirements. The SCIT Certification is available in SIMM Section 16A, and includes instructions for completing and submitting the SCIT Certification.~~

STATEWIDE INFORMATION MANAGEMENT MANUAL EXCERPTS

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Instructions, Standards, Forms, Transmittals, and Certifications

SIMM Section 16 – Service Contract Information Technology Certification

16 Service Contract Information Technology Certification

A Service Contract Information Technology (SCIT) Certification (doc)

B Service Contract Information Technology (SCIT) Certification FAQs (pdf)