
State of California
Department of Technology

**Cloud Computing Policy Exemption
Form**

Preparation Instructions

Statewide Information Management Manual – Section 18B

July 2018

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CLOUD COMPUTING POLICY – Infrastructure EXEMPTION FORM PREPARATION INSTRUCTIONS

1.0 OVERVIEW

Per State Administrative Manual (SAM) Section 4983, Agencies/state entities shall use a cloud service model whenever a feasible and cost effective solution is available. The use of cloud services must be consistent with the factors described in SAM Section 4981.1.

Should an Agency/state entity determine that the use of a cloud service solution is not feasible, or the required solution is not provided through California Department of Technology (CDT), they shall submit a *Remedy Service Request for Cloud Exemption* to CDT for approval before proceeding with the acquisition.

2.0 CLOUD COMPUTING POLICY EXEMPTION REQUEST

2.1 General Information

Contact Name: Enter the name of the Agency or state entity representative who will be the primary point-of-contact for CDT questions and comments.

Contact Email: Enter the email address of the contact provided above.

Contact Phone: Enter the ten-digit phone number of the contact provided above.

Total Estimated One-Time Cost: Enter the total estimated one-time cost of the non-cloud solution acquisition.

Total Estimated Annual Maintenance and Operation Costs: Enter the total estimated annual ongoing cost of the non-cloud acquisition. If costs are anticipated to fluctuate, please include a five (5) year average of on-going costs.

2.2 Request Description

Provide a brief summary of the business need or business problem that the cloud or non-cloud technology solution will address. Describe why the solution is vital for the continued success and growth of the business program that this acquisition will enable, support, and/or enhance.

2.3 Request Justification

Provide an explanation of why commercial and/or government cloud services are not feasible, or why the required solution cannot be provided through CDT. Additionally, if applicable, describe how the purchase of the non-cloud solution will benefit the business program.

3.0 AIO APPROVAL

The Agency/state entity must obtain their Agency Information Officer's (AIO) approval of the exemption request via email, which must be attached to the Remedy Service Request upon submission to CDT. The AIO approval confirms the planned acquisition or use of the described software or infrastructure requires prior approval from CDT as defined by SAM 4983.1, the Agency/state entity meets all CDT published security and privacy policies (SAM Sections 5100 and 5300 through 5399), and that the significant business need merits the acquisition of this solution. State entities not governed by Agencies are not required to include an AIO's signature.

4.0 REQUEST INQUIRIES

Questions related to exemption request submissions should be directed to your CDT account lead; assignments can be found at: <https://cdt.ca.gov/account-lead-lookup/>.