



State of Louisiana
Division of Administration
Office of Information Technology

9/16/2008

Office of Information Technology

Information Technology Bulletin 08-08

Subject: IT Request and Budget Process

Pursuant to LAC 4:XV.501, et seq., the Office of Information Technology (OIT) is revising its IT Oversight process regarding IT Request and IT Budgeting as specified below.

The effective date of implementation is September 16, 2008.

A summary of the changes are:

1. All IT Requests should be submitted through the new [OIT IT Request Workflow System](#)
2. Thresholds for the [Criteria for Submittal of an IT Request](#) have been revised
3. Form IT-0 and all FY09-10 Budget Requests are due to OIT by October 31, 2008

If you have any questions regarding the IT request or budgeting processes please contact Barbara Oliver at 225-219-9470.

1.0 Scope of Authority

All entities under the authority of OIT as defined by R.S. 39:15.1 et seq. must comply with the IT Request process

2.0 Overview

Act 772 of the 2001 Legislative session states that the Office of Information Technology (OIT) is responsible for:

“reviewing, coordinating, and standardizing information technology strategic business technology planning, information technology procurement, information technology budgeting (both executive and capital outlay) and information technology personnel and training.” —R.S. 39:15.3

To fulfill this legislative obligation, OIT requires that each department review its IT plans, proposals, and anticipated acquisitions for FY 2009-2010 from a strategic, financial, and management perspective and then prepare and submit the IT forms according to the instructions within this section as part of the budget process.

OIT will then conduct a technical review of each department's IT budget package with regard to the following technical, cost, and risk assessment criteria:

Technical: OIT will assess: 1) whether the technical approach is an appropriate solution for the problem at hand (is it a good match), 2) the degree to which the proposed project/initiative fits into the overall IT direction of the state and the department and if it conforms to OIT standards, 3) whether there are issues regarding how the solution will interface and/or interact with other systems and environments, and 4) if maintenance and systems support have been adequately addressed.

Risk: OIT will assess the project/initiative risks and/or assurances to determine whether: 1) the project schedule can be met; 2) whether the proposed technology can be successfully deployed as planned; 3) if major costs have been adequately identified; 4) whether the project scope can be properly managed; and 5) the level of complexity with regard to the organizational impact of the proposed system.

Cost: OIT will assess: 1) whether the cost estimates are reasonable and are sufficiently detailed, explained, and justified; 2) whether estimates of costs and benefit are reasonable.

3.0 IT Requests

Departments/agencies must submit an IT Request as justification for each **Information Technology (IT) project** that meets the Criteria for submittal. Criteria for submitting an IT Request, instructions for using the IT Request Workflow System, and the Form IT-0 with instructions are all available in the [IT Request Workflow System User Manual](#) and on the [OIT Website](#).

The Office of Information Technology is responsible for reviewing all IT Budget Requests and making recommendations to the Office of Planning and Budget. To fulfill this legislative obligation, OIT requires that each department review its IT plans, proposals, and anticipated acquisitions for the budgeted FY from a strategic, financial, and management perspective and then prepare and submit the IT forms according to the instructions issued by the Office of Planning and Budget.

Upon completion of the review process OIT will make specific budget recommendations to the Office of Planning and Budget regarding proposed IT initiatives and projects. Additionally, OIT will compile a summary of the state's IT budget requests for distribution to appropriate executive and legislative personnel.

4.0 Emergency Acquisitions

The Chief Information Officer, head of a state agency, or either officer's designee may waive the requirement for obtaining a CIO approval number prior to an acquisition when there exists an imminent threat to the functioning of Louisiana government, public health, welfare, safety, or public property under emergency conditions. Emergency acquisitions shall be limited to only those items, services, or major repairs necessary to meet the emergency. Agencies must still comply with all procurement statutes, rules and policies.

A follow-up IT Request should be submitted to OIT as soon as time permits, and must contain adequate justification for the emergency procurement. Appropriate records should be maintained by the agency that lists:

- a. Each vendor's/contractor's name;
- b. date of acquisition
- c. the amount and type of each acquisition; and
- d. a listing of the items, services, or major repairs procured.