ENTERPRISE ARCHITECTURE REQUEST FOR EXEMPTION TO INFORMATION TECHNOLOGY STANDARDS AND POLICIES

STATE OF NORTH DAKOTA

SFN 51687 (10-2008)

	Request Number *(EA Use Only)*
Department Name	Department Number
Contact Person	Telephone Number

Standard/Policy for Which Exemption is Requested

Code Number

Justification for Request

Alternative technology or service and its impact

Cost of Item

Signature	Date

ND Chief Information Officer

☐ Approved ☐ Denied	Expiration

Conditions/Explanation

Signature	Date

Exemptions to Information Technology Standards and Policies

Unless stated otherwise in a specific standard, all exemptions to state information technology standards will be handled in the manner described below. It will be assumed that agencies are making every effort to move toward the standards and that they will not deliberately invest in non-standard technology.

An exemption to IT Standards & Policies is defined as any base technology or service that does not comply with the state's standards as defined at http://www.nd.gov/ea/standards, in accordance with NDCC 54-59-09. The length of the exemption depends on the nature of the standard, the agency needs, and the compliance requirements. This length will be noted in the "Expiration Date" field on the "Request for Exemption to Information Technology Standards and Policies" form (SFN 51687).

Possible "Expiration Date" values include, but are not limited to:

- End of the current calendar year.
- One year from approval date.
- End of the current biennium.
- End of life of the proposed solution.

Exemption Process:

Agencies needing an exemption to a standard will submit a written request (SFN 51687) to the IT Policy and Planning Division of ITD. Upon receipt of the request, the exemption process will be followed as outlined at http://www.nd.gov/ea/about/process/pdf/req-exception.pdf.

Exemption requests to include:

- The standard or policy from which an exemption is requested.
- A description of the technology or service requested.
- Explanation of how the technology or service will be used.
- Cost of the technology or service.
- Alternate solution and its impact.
- Name and phone number of the contact person.
- Signature of the Director of Information Technology or the Agency Director.
- If this is a project or activity that includes a previously completed business case, http://www.nd.gov/itd/forms/sfn54126.pdf, a copy of the business case should be attached.

The criteria for evaluating requests for exemptions will be:

- External stakeholders require the use of specific products which do not comply with the ND standards.
- Presence of in-house developed applications that have/meet special needs.
- Evaluation of new technology which may be considered as part of the standards in the future.
- A package obtained from a third party (or an outsourced system) includes, as an integral part, a non-standard database.
  * However, a major evaluation criterion for any package should be whether its database is standard. If an RFP calls for a computerized system which includes a database, it should include a provision that the database will be a standard product.
- The funding resources are not available to make the upgrades necessary to comply with the standards or the expenditure required to comply with the standard is too high.
- Consideration given to the creation of efficiencies, cost savings, and improved quality of service.
- The proposed solution is unique to agency requirements for functionality and timeframe for implementation with no other practical alternatives.

Guidelines for Completing Requests for Exemption and Attached Business Case:

These should be used to guide your responses on the Request for Exemption and attached business case documents. To make the exemption process as timely as possible, please be informative and specific.

1. Explain the purpose/goals of the technology solution.
   * What are the driving business needs for the solution?
   * Are there any state or federal statutes/regulations driving the need?
   * Is there an existing solution that is being replaced?
   * What is the planned life of this solution?
2. Describe the technical requirements for the solution.
   * What are the authentication requirements?
   * Does the solution need to interface with other existing systems, applications, etc.?
   * What are the support, availability, and disaster recovery requirements?
3. Describe the users of the solution.
   * Individuals from your agency, other agencies, local government, citizens?
   * What roles do the users perform?
   * How many potential users are there?
   * Are the users on the state network or do they need access to the state network?
4. Indicate why solutions that comply with IT Standards were not viable.