REQUEST FOR EXEMPTION TO INFORMATION TECHNOLOGY STATUTORY POLICY

INFORMATION TECHNOLOGY DEPARTMENT

SFN 58516 (10-2008)

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

Statutory Policy for Which Exemption is Requested

Indicate Requirement for which an Exemption is Required

☐ Hosting Services ☐ Application Server

☐ Network Services ☐ Electronic Mail ☐ File & Print Server Administration ☐ Data Base Administration

Justification for Request (Statutory Policy Exceptions require a business case - http://www.nd.gov/itd/forms/sfn54126.pdf)

Alternative technology or service and its impact

Cost of Item

Signature

Information Technology Department

☐ Approved ☐ Denied	Expiration Date
Conditions/Explanation	
Signature	

Office of Management and Budget (Required for statutory policy exemptions to NDCC 54-59-22) *

☐ Approved ☐ Denied	Expiration Date
Conditions/Explanation	
OMB Signature	

* NDCC 54-59-05.2 and 54-59-22. Required use of network services, electronic mail, file and print server administration, data base administration, application server, and hosting services.

Exemptions to Information Technology Statutory Policies

Unless stated otherwise in a specific standard or policy, all exemptions to state information technology statutory policies will be handled in the manner described below.

An exemption to information technology statutory policies is defined as any base technology or service that does not comply with state information technology policies defined in NDCC 54-59-05.2 and NDCC 54-59-22, required use of network services, electronic mail, file and print server administration, data base administration, application server, and hosting services. The length of the exemption depends on the nature of the policy exemption, 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 Statutory Policy" form (SFN 58516).

- 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 an information technology statutory policy will submit a written request (SFN 58516) to the IT Policy and Planning Division of ITD. Upon receipt of the request, a notice will be returned to the submitting agency acknowledging receipt of the request.

Exemption requests to include:

- The policy from which an exemption is requested.
- Statutory policy exemption requests require a business case attached. http://www.nd.gov/itd/forms/sfn54126.pdf
- 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

The criteria for evaluating requests for exemptions will be:

- External stakeholders require the use of specific products which do not comply with the ND information technology statutory policies.
- 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.
- A proposed hosting solution requires services that ITD determines to not currently be available through its current service offerings.

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?