REQUEST FOR EXEMPTION TO INFORMATION TECHNOLOGY STATUTORY POLICY

INFORMATION TECHNOLOGY DEPARTMENT

SFN 58516 (8-2015)

	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

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

Justification for Request

Alternative Solution or Service and Its Impact

Cost of Item

Signature	Date

Information Technology Department

☐ Approved ☐ Denied	Expiration Date
Conditions/Explanation	
Signature	Date

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

☐ Approved ☐ Denied	Expiration Date
Conditions/Explanation	
OMB Signature	Date

* 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.

Business Case - Request for Exception

Type of Project

☐ New Initiative ☐ Major Enhancement/Upgrade ☐ Application Replacement ☐ Ongoing Initiative

Project Description: (Briefly describe the project objectives and the technology or service being requested.)

Business Need/Problem: (Briefly describe the Need or Problem driving the proposed project and the identification of the customers and anticipated customers of the project's product.)

Proposed Solution: (Briefly describe the proposed solution that would resolve the Business Need or Problem.)

Standard Solution Consideration: (State the reason(s) why the standard solution will not work and alternatives that were explored.)

Consistency/Fit with Organization's Mission: (Describe how the project is consistent with the agency's mission and/or strategic plan. Provide rationale if it is not.)

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).

Exemption Process:

Agencies needing an exemption to an information technology statutory policy will submit a written request (SFN 58516) to the Enterprise Services 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 (check the appropriate box(es)).
- A completed business case on page 2 of SFN 58516.
- 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?