Information Technology Purchases Matrix – June 2020

IT Purchase	Requirement
Purchases from State Contracts	ITD approval is generally not required for equipment, software, and services that are purchased from state contracts, except for equipment, software and services that are required to be provided by ITD & services from the IT Vendor Pool Contract 095
IT Equipment, software and Services required to be provided by ITD	- Telecommunication and network equipment and services, including telephones and telephones systems (other than cell phones), automated attendant systems, call sequencers, lines, circuits, all data and video communication equipment and services, routers, switches, and data circuits. Submit ITD Work Request. - Electronic mail, file and print server administration, database administration, application server, and hosting services, unless an approved hosting waiver is in place. Submit ITD Work Request. - Specified agencies as defined in NDCC § 54-59-22.1 must obtain desktop support services from ITD, including the acquisition, management and technical support of personal computers and peripheral devices. Office of Administrative Hearings, Office of the Governor, Commission of Legal Counsel for Indigents, Public Employees Retirement System, North Dakota University System, Department of Career and Technical Education, Department of Financial Institutions, Department of Veteran's Affairs, Aeronautics Commission, Council on the Arts, Agricultural Commissioner, Department of Labor and Human Rights, Indian Affairs Commission, Protection and Advocacy Project, Secretary of State, State Treasurer, State Auditor, Securities Department. - The state has invested in a website platform to improve security, reduce cost, and make it easier for agencies to comply with state and federal standards (e.g. accessibility, encryption, data privacy, etc.). The State Website Platform should be evaluated for agency fit prior to procuring a new website or website redesign.
$25,000 and over	Agency must submit the request to ITD for review prior to purchasing to ensure conformance with the agency's IT plan and statewide policies and standards.
$100,000 and over	Agency must involve ITD in the planning and study of the projects over $100,000. Submit a Project Exploration Questionnaire for review and receive a recommendation from ITD prior to proceeding with any planning and study related to the project.
$100,000 - $500,000	Agency must submit project information to ITD using the Project Exploration process. The project may require project management to be performed by ITD. ITD provides information to the Legislative Information Technology Committee.
$250,000 & over	Agencies must assign a project manager and must comply with the applicable ITD Project Management Standards
$500,000 and over [projects in this category are defined as "major information technology projects" under NDCC § 54-35-15.2(10)]	- The agency and ITD assess the total cost of the project, including vendor costs, project management costs, agency costs, etc. If ITD concludes that the total cost is $500,000 or more, an Executive Steering Committee (ESC) is established to oversee the project per NDCC § 54-59-32. - Project Manager and Procurement Officer must meet the minimum qualifications established by ITD and OMB. - All Major IT Projects require project management oversight by ITD. - Sponsoring agency must present project startup and closeout reports. - Collaboration between the agency, ITD, and OMB, in consultation with the Attorney General is required on the procurement, contract negotiations, and contract administration. The collaborative staff reviews the solicitation, contract or agreement, and any amendments related to the project before providing a recommendation to the ESC. - The ESC may require Business Process Modeling as an initial step in the project. - ITD is required to provide quarterly status reports to the State Information and Technology Advisory Committee (SITAC) and Legislative Information Technology Committee(LITC). - Agency must present project start up and closeout reports to the LITC. - Agency must notify SITAC of any budget or schedule variances of 20% or more, including corrective action to be taken. - Contract and amendments must be signed by agency head and ITD Chief Information Officer or respective designees
Purchases in lieu of PeopleSoft	OMB must approve all purchases of shadow systems (alternative solutions) to the State's implementation of PeopleSoft/Oracle. Submit a business case to the PeopleSoft-Oracle program manager.