



**DEPARTMENT OF PUBLIC SAFETY
INTRA-DEPARTMENTAL CORRESPONDENCE**



DATE: January 5, 2005

FROM: Veronica Chavez-Neuman, CIO

THRU: Roxanna Knight, Deputy Secretary-Administration

TO: All Division Directors

SUBJECT: IT Policies and Mandates

This memo is a friendly reminder regarding compliance with State IT Policies, the IT Management Act, the DPS IT governance process of the IT Steering Committee, and the Governor's Executive Order 2004-014. The IT Program has posted the executive order and information on the Insider about IT purchasing for goods and services. The primary purpose for the DPS IT Steering Committee is to ensure that all request for IT funding comply with state plans and mandates. Steering Committee policies are on the Insider, and State IT policies are posted on the OCIO website at <http://www.cio.state.nm.us/agency/guidelines.html>. The following is a brief summary of each.

The IT Management Act (ITMA):

Section 1.C. The purpose of the ITMA is to coordinate central and individual executive agency information technology in a manner that ensures compliance with state information architecture and that ensures cost-effective and efficient information and communication systems and resources are being used by executive agencies;

Section 4.H. The commission establishes policies and procedures that ensure that funding is released in phases and that an executive agency's authority to proceed to the next phase is ... contingent upon successful completion of the prior phase.

Section 7.5. The Office of the Chief Information Officer shall review agency plans to verify compliance with state information architecture and the state IT strategic plan;

Section 7.10. To provide oversight of IT projects, including ensuring adequate risk management and disaster recovery practices...

Section 8.B. Prior to making IT purchases, regardless of the funding source, and executive agency shall certify to the commission, pursuant to rules... that it s[proposed TI purchases are consistent with its agency plan, the state information architecture, and the state IT strategic plan.

The Governor's Executive Order 2004-014:

- All Information Technology functions within executive agencies report to the agency CIO.
- Agency CIOs will have control and management of all IT expenses.
- The agency CIO will have approval authority over all agency IT-related spending.
- The agency CIO will provide monthly report to the OCIO.

The State CIO-03-2 Policy on IT Purchases or Leases:

- All IT purchases must be approved by the agency CIO.
- All IT purchases or leases above \$20 thousand and below \$100 thousand must be approved by the agency CIO and the state OCIO.

- All IT purchases or leases of IT resources (as defined in the ITMA) over the \$100 thousand threshold are to be approved by the OCIO.

NOTE: IT projects exceeding the \$1 million dollar range are automatically subject to the 1.12.5.15. Certification section of the Oversight of Project and Program Management and Certification Policy of the IT Commission. High dollar projects are considered high risk for the state.

The DPS IT Steering Committee (ITSC) Charter:

- The Scope for the DPS ITSC will serve as the centralized coordination and communication vehicle between the Information Technology Program and DPS IT users and will serve as advisors to upper management. The Steering Committee will identify technology opportunities; prioritize major initiatives, projects, and proposed projects; identify funding opportunities; establish and/or set IT standards; measure progress of strategic projects; and participate in IT strategic and tactical planning.
- At the meetings, review each IT project, evaluating the following:
 - Criticality, priority.
 - Feasibility / Impact of the Project (based on ITP estimates).
 - Any applicable federal and/or state requirements:
 - Projects should apply to the DPS Strategic Plan, the DPS IT Plan, the State Strategic Plan, and the State Architectural Standards.
 - Projects must follow the guidelines of the IT Management Act.
- Determine which of the categories each change falls into:
 - Emergency need.
 - Project approved and adequate resources identified.
 - Project to be deferred to a future date.
 - Is this an enterprise project?
- Make recommendation in writing to Secretary as final authority for DPS before going to State CIO for review.

If you have any questions or would like further details, please contact me at 7-9115 or my cell 469-9115. We are more than happy to assist you in your IT project planning or purchasing.