



State of New Mexico

Office of the Governor

Bill Richardson
Governor

EXECUTIVE ORDER NO. 2004-014

CONSOLIDATING AGENCY INFORMATION TECHNOLOGY OPERATIONS AND GOVERNANCE

WHEREAS, it must be a priority of the State of New Mexico to better serve its citizens by addressing New Mexico's critical technology infrastructure needs;

WHEREAS, support for all State agency programs must be improved, the State of New Mexico must be more effectively secured, systemic infrastructure risks must be mitigated, and more effective utilization and control over information technology assets and their costs must be provided;

WHEREAS, the duplication of technology services must be reduced and eliminated and information technology (IT) investments must be managed effectively and efficiently;

WHEREAS, the cost of government operations must be reduced through effective development, implementation and management of IT architecture, programs and services, IT operational costs must be reduced through Enterprise models and the delivery and quality of government services must be embraced to benefit clients and support economic development; and

WHEREAS, it is the Governor's intent to realize a first year annual savings estimate of \$19.3 million based on the freezing of the hiring of all currently vacant IT positions, projected IT personnel savings due to attrition, freezing the purchasing of all agency IT hardware & software, projected General Services Department IT savings, and the development and execution of an efficient and effective IT consolidation plan.

NOW THEREFORE, I, Bill Richardson, Governor of the State of New Mexico, by virtue of the authority vested in this office by the Constitution and Laws of New Mexico, hereby order as follows:

1. Chief Information Officers (CIO's) or IT leaders of cabinet and executive agencies will report directly to the office of the secretary or director of their agency;

2. All IT functions and staff within cabinet and executive agencies will report into the agency CIO or IT leaders (i.e. top ranking IT person) of that agency. Any exceptions must be approved by the Governor's Chief of Staff or his designate;
3. The CIO or IT lead will be provided control and management of all IT expenses within the agency, either by the establishment of an independent IT organizational budget or by the establishment of administrative financial controls of IT expenses within existing agency budgets, subject to the approval of the cabinet secretary;
4. The cabinet or executive agency CIO or IT lead will have approval authority over all agency IT-related spending, subject to the approval of the cabinet secretary;
5. The cabinet or executive agency CIO or IT lead will provide monthly reports of the total number of IT Full Time Equivalents (FTE's)'s, part time (P/T) employees, temporary hires, consultants on contract, and performance to budget to the State Office of the CIO (OCIO), beginning no later than June 1st, 2004;
6. The cabinet or executive agency or IT lead will submit a complete inventory of agency IT hardware, software and licenses in a standardized electronic format, to be provided by the OCIO to the Office of the CIO no later that June 1st, 2004;
7. Each cabinet and executive agency will institute a process for accomplishing items 1 through 6, above, no later than June 1st, 2004;
8. An IT infrastructure consolidation plan (hereinafter "the Plan") shall be delivered to the Governor's Chief of Staff or his designee under the auspices of the Information Technology Commission no later than May 1st, 2004. The IT consolidation plan must be reviewed and approved by the IT Commission and comply with the State IT plan pursuant to NMSA 1978, Section 15-1C-5. The requirements of the plan are as follows:
 - a. The plan shall provide for the establishment of a common service infrastructure, which effectively utilizes existing and proposed agency and enterprise IT assets; and
 - b. The plan shall provide for the establishment of improved mechanisms to plan, monitor, report and pay for the consolidated common and enterprise services; while ensuring that the State maximizes its return on all future IT investments;
9. The General Services Department is designated as the State's IT consolidation management lead; as well as the State's lead enterprise infrastructure services provider, and shall be given expedited (3-business days) review of all matters requiring approval herein. If a matter is not disapproved within 3 days, it shall be deemed approved;
10. Until the submitted Plan is approved by the Governor's Chief of Staff or his designee, all purchasing of IT equipment, services and software is to cease (for example: network equipment, personal computers, servers, e-mail software and hardware, etc.).

Telecommunication equipment and personnel are expressly exempted from this section and this Order;

11. Until the Plan is approved by the Governor's Chief of Staff or his designee, all hiring of IT infrastructure staff is to cease (for example: network, systems administration, hardware management positions, etc.). Thereafter, approval to hire infrastructure staff shall be processed in accordance to paragraph 12;
12. The Office of the Chief Information, Officer, the Department of Finance & Administration and the General Services Department shall create a streamlined exception process that will permit purchasing, of select IT equipment, by agencies, software and services and/or the filling of infrastructure IT positions deemed to be mission-critical. This exception process will be in compliance with the requirements of the New Mexico Procurement Code, the Information Technology Management Act, Chapter 15, Article 1C, GSD and DFA regulations, and all other state laws and regulations regarding personnel and equipment. The Governor's Chief of Staff or his designee shall approve all exceptions; and
13. The General Services Department shall report, monthly, to the Governor's Chief of Staff or his designee, the Office of the CIO and the IT Commission on the progress and results of the IT consolidation project implementation.

THIS ORDER supersedes any other previous orders, proclamation, or directives in conflict. This Executive Order shall take effect immediately and shall remain in effect until such time as it is rescinded by the Governor.

ATTEST:


REBECCA VIGIL-GIRON
SECRETARY OF STATE

DONE AT THE EXECUTIVE OFFICE THIS
29th DAY OF MARCH, 2004

WITNESS MY HAND AND THE GREAT
SEAL OF THE STATE OF NEW MEXICO


BILL RICHARDSON
GOVERNOR

