

Section 1 – Use of IT Resources: State agencies must only use Information Technology (“IT”) resources that are provided or have been approved for use by the Indiana Office of Technology (IOT), and State agencies must comply with the policies, procedures, and standards that IOT has adopted for the effective and secure use of the State’s IT resources, unless an exception has been granted by IOT.

Section 2 – Procurement of IT Resources:

1. IOT’s Role in the Procurement Process – State agencies must submit their requests for proposals or special procurements for IT resources to IOT for review *before* they are publicly posted, and the contracts of State agencies for IT resources must be approved by IOT. The Indiana Department of Administration (IDOA) will not consider them until they have been approved by IOT.

2. Roles and Responsibilities for Quantity Purchase Agreements – IDOA may enter into quantity purchase agreements (QPAs) for IT resources, with IOT’s assistance, and State agencies may take advantage of such QPAs to meet their IT resources needs. For its part, IDOA will ensure that such QPAs are entered into, amended, renewed, and used by State agencies in accordance with the State’s standard procurement requirements. For its part, IOT will review the IT-related terms of such QPAs to determine if they generally align with the policies, procedures, and standards that IOT has adopted for the effective and secure use of the State’s IT resources. For their part, State agencies must review the terms of such QPAs *before* making purchases under them – just as they would review the terms of any other contract that they might make purchases under – in order to ensure that the terms meet their particular business needs.

Section 3 – Large Scale IT Projects: Large scale IT projects are projects that involve IT resources where the total cost of hardware, software, development, testing, training, and like services is \$1,000,000 or more. State agencies that take on such projects must follow IOT’s project portfolio risk management process and should engage IOT’s large project delivery team as soon after initial agency approval as possible – and must do so, in all cases, before expending state monies in formal procurement efforts. State agencies shall cover the cost of the risk management services that IOT provides during the process, as well as any IOT-required independent project oversight services, and must include sufficient funds in their budgets for such projects to cover them.

Section 4 – Rates, Billings, and MOUs for IT Resources: IOT shall identify the standard IT resources that it makes available to State agencies on its website, along with the rates that it charges for such resources. Unless an exception is permitted by SBA, rates shall be set so that IOT only recoups the monies that are necessary to cover its actual costs in providing particular resources, its overhead costs, and its SWCAP allotment. IOT’s rates are subject to the approval of SBA.

IOT shall bill State agencies for the standard IT resources that they consume on a monthly basis. The terms by which IOT will make nonstandard IT resources available to State agencies, and bill State agencies for such resources, should be memorialized in a memorandum of understanding that has been approved by SBA.

A handwritten signature in black ink, appearing to read 'Zachary Q. Jackson', written over a horizontal line.

Zachary Q. Jackson, Director
State Budget Agency