

Brian Sandoval  
Governor



Patrick Cates  
Director

Shannon Rahming  
Chief Information Officer

**STATE OF NEVADA  
DEPARTMENT OF ADMINISTRATION**

***Enterprise I.T. Services Division***

**100 N. Stewart Street, Suite 100 | Carson City, NV 89701  
Phone: (775) 684-5800**

**POLICY DIRECTIVE #AD 2017-01**

**TO:** All Agencies

**FROM:** Shannon Rahming, EITS Administrator, Chief Information Officer

**SUBJECT:** TIR process

**DATE:** February 21, 2017

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A comprehensive review of state IT purchases by EITS helps ensure state agency purchases/contracts conform to statewide infrastructure requirements, reduce security risks, and maintain the integrity of state data/systems. State agencies are reminded that they must obtain EITS approval for any “application for an information system having an estimated developmental cost of \$50,000 or more.” NRS 242.171(2). The Technology Investment Request (“TIR”) process developed by EITS, in part, assists state agencies in defining and documenting its need for the IT purchase, and also serves as the mechanism by which the proposed IT investment receives technical review and approval.

**All state agencies must utilize the TIR process PRIOR to purchasing or contracting for any IT investment with a total cost of ownership that exceeds \$50,000.** In addition to utilizing the TIR process for planning IT projects considered during the building of biennial budgets, agencies are also reminded that the **TIR process is the method by which agencies obtain EITS approval of IT projects** that exceed the \$50,000 threshold and are: (1) the subject of Interim Work Programs; (2) the subject of an amended scope of work under an existing contract; (3) funded through the receipt of grants or special funds; (4) ongoing and span biennial budgets; or (5) the basis for the issuance of a Request for Proposal (“RFP”) or Request for Information (“RFI”). The TIR process, instruction guide and related documents are available on EITS’ website at: [http://it.nv.gov/Sections/IT-Investments/TIR/IT\\_Business\\_Case/](http://it.nv.gov/Sections/IT-Investments/TIR/IT_Business_Case/). TIR submittals and inquiries may be emailed to: [TIRs@admin.nv.gov](mailto:TIRs@admin.nv.gov).

EITS endeavors to work with state agencies to provide the necessary technical review and approval in advance of the State’s expenditure of funds. Accordingly, agencies are encouraged to submit TIRs to EITS with as much advance notice as possible, **but no later than 4 weeks before any deadline established by the Budget Division of the Governor’s Finance Office** (e.g. deadlines for work programs, BoE contracts, etc.) **or the Department of Administration’s Purchasing Division** (e.g. deadline for issuance of RFP).