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MEMORANDUM

October 27, 2021

TO: All Agencies

FROM: Alan Cunningham, State Chief Information Officer

SUBJECT: **Technology and Cloud Investment Notification Processes**

Starting October 28, 2021, state agencies will not be able to submit Technology Investment Notifications (TINs) using the TIN 1.0 Microsoft InfoPath application. Previously submitted TINs can still be viewed, but the TIN 1.0 process will no longer be supported. Instead, **all TINs must be submitted through the TIN 2.0 Microsoft Teams application.**

Any executive branch agency implementing or planning an information technology investment with an aggregated value of \$50,000 or more is required to submit a TIN to the Enterprise IT Services Division (EITS) at any time during the biennium and as part of the biennial budget process. An information technology investment includes:

- Any new system or application,
- Vendor-supported information technology services, and
- Any maintenance of or enhancements to existing systems or applications.

EITS uses TINs to help plan for enterprise infrastructure utilization needs, gain visibility over the state's security profile, and build a repository of data to help the state understand its overall technical profile.

Similar to the TIN process, **agencies purchasing or renewing any cloud-based solution with a value of less than \$50,000 must submit a Cloud Investment Notification (CIN)** to EITS prior to the purchase. Cloud-based solutions include any online tools or software as a service (SaaS) that help agencies with managing their business and can include services such as customer relationship management, email, surveying, grant management, analytics, productivity and workflow management, and more.

EITS uses CINs to gain sufficient visibility into cloud-based services for resource planning and to ensure state security standards are being met. Additionally, some cloud-based productivity

applications that integrate with existing applications must also be integrated with the state's network and telecommunications systems.

In 2018, the Technology Investment Request (TIR) process outlined in State Administrative Manual (SAM) section 1618 was updated to the streamlined, online Technology Investment Notification (TIN) process. The CIN process was added shortly thereafter and enhancements, such as TIN 2.0, seek to improve the process and save agencies time. Note that SAM updates are underway to reflect these changes. Agencies are encouraged to review their own documents to ensure that references to these processes are up to date.

More information and links to the TIN 2.0 and CIN forms can found at https://it.nv.gov/TIN/EA_Home/.

CC: Susan Brown, Director, Governor's Finance Office