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MEMORANDUM

November 2, 2021

TO: All Agencies

FROM: Alan Cunningham, State Chief Information Officer

SUBJECT: **Additional Information Regarding Technology Investment Notifications**

The Enterprise IT Services (EITS) Division wants to address questions resulting from the October 27, 2021, memo regarding Technology Investment Notifications (TINs).

As stated in that memo, 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 EITS at any time during the biennium and as part of the biennial budget process. This memo seeks to provide further clarity about when a TIN is required.

Funding Source: State agencies must submit TINs regardless of the funding source (e.g., General Fund, Highway Fund, federal grant funds, state grant funds, fees, gifts, donations, etc., or any combination thereof). This is not a change in requirements, but may serve as a helpful reminder as state agencies utilize various coronavirus-related federal dollars. Agencies that are using these dollars, including the many funding streams resulting from the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and American Rescue Plan Act (ARP Act), for technology investments must submit a TIN and incorporate the six-week review and approval process into their project timeline. Agencies receiving either Coronavirus Relief Fund (CARES Act) or Coronavirus State and Local Fiscal Recovery Funds (ARP Act) allocations from the Governor's Finance Office to fund technology investments are not exempt from the TIN process.

Type of Solicitation: State agencies must submit TINs regardless of the type of purchasing or contracting mechanism used to procure any information technology product, system, service, or enhancement. State agencies that plan to use a master service agreement, an existing state contract, or pursue a sole-source contract with a solicitation waiver must still submit a TIN for investments with an aggregated value of \$50,000 or more. TIN waivers do not exist.

Value vs. Net Cost: If the aggregate value of a technology investment is \$50,000 or more, state agencies must submit TINs regardless of the net cost to the state. In some

circumstances, state agencies may share costs with other government agencies, rely on vendor-collected fees for services rendered, or otherwise creatively manage costs. Such circumstances still require a TIN if the technology investment's value is \$50,000 or more.

Agency Involvement: State agencies must submit TINs even if EITS or an agency's IT staff is not involved in the project or ongoing maintenance. State agencies may partner with other organizations and agencies to share the ongoing responsibility for technology investments; however, an agency's lack of direct involvement in a project does not preclude the TIN requirement.

TIN Updates: A completed TIN must be updated if the technology investment's schedule, scope, or budget increases or decreases by more than 5 percent (this requirement has been in place since the advent of the technology investment request/notification process). Though it is common for technology investment projects to change during the planning phase and possibly during vendor negotiations, these changes must be communicated to EITS as a TIN update.

Please remember that 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 technology portfolio. An information technology investment includes but is not limited to:

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

We appreciate the assistance that agencies provide in helping EITS develop the portrait of the state's IT needs and capabilities via the TIN process. More information and a link the TIN 2.0 form can found at https://it.nv.gov/TIN/EA_Home/.