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MEMORANDUM

August 8, 2022

TO: All Agencies

FROM: Timothy Galluzi, EITS Administrator and State Chief Information Officer

SUBJECT: Budgeting for Windows 11 Costs

As noted in the current budget building manual for fiscal years 2024 and 2025, agencies should plan to purchase Windows 11® licenses and any necessary equipment as part of their budget build. All computers that access the state network, process state information, or are used in the execution of state work are required to have a current, supported operating system. Licenses are required on a per machine basis, not per full-time equivalent (FTE); agencies should plan to purchase licenses for any servers, training laptops or lab computers, and computers currently not in use due to staffing vacancies. Keeping technology assets current with the latest available software patches and updates is a crucial part of protecting state technology assets and information and allows agencies to remain in compliance with State of Nevada Information Technology Security Standard 6.03.01, Software Patch Management.

Though Windows 10 will continue to be supported by Microsoft for several more years, the state's lengthy budgeting process requires that planning for this transition begin now. Similar to the process all state agencies went through to upgrade systems from Windows 7 to Windows 10, state agencies will need to ensure all computers with Microsoft operating systems have a Windows 11 license installed before October 14, 2025 (fiscal year 2026). To avoid having to make emergency purchases during fiscal year 2026, it is preferable to budget for all needed licenses during the upcoming biennium.

How to Include Windows 11 Costs in the 2024-2025 Budget

Agencies should take the below steps to budget Windows 11 costs to help distribute the total cost of all needed licenses and equipment between fiscal years 2024 and 2025. Computers scheduled for replacement on the E710 equipment schedule for fiscal years 2024 and 2025 should not be included because all new personal computers should come with a Windows 11 license. All hardware not scheduled for replacement in the upcoming biennium must meet the minimum requirements to run Windows 11.

1. Work from the agency's accurate and up-to-date fixed asset inventory (available through

the Data Warehouse of Nevada, DAWN) and the budget account's equipment replacement schedule (available through the Nevada Executive Budget System, NEBS).

2. As needed, work with agency IT staff to determine which equipment not scheduled for replacement by fiscal year 2025 may need licenses and which equipment does not meet the minimum requirements to run Windows 11. Agencies supported by Enterprise Information Technology Services Division (EITS) Agency IT Services Unit (GL 7507) should contact the EITS Service Desk at (775) 684.4333 or eitsservice@admin.nv.gov or by filing a self-service ticket at <https://servicedesk.nv.gov> for assistance.
3. Obtain a quote for the type of Windows licenses needed from the IT team that provides the agency's desktop support, as noted above.
4. Similarly, obtain quotes to replace any hardware that does not meet minimum requirements to run Windows 11.
5. Determine the best distribution of total license and equipment costs across fiscal years 2024 and 2025 for the agency's budget and business needs.
6. Within NEBS, choose the version of the budget, "A00-Agency Request As Submitted," choose "Schedules," and "Equipment."
7. Under "Other Amounts," add a schedule line for each type of Windows 11 license and add the quantity for the appropriate fiscal year.
8. To add replacement equipment, add a schedule line for the equipment type needed for fiscal years 2024 and 2025.

Purchasing Windows 11 Licenses During Fiscal Year 2023

All state security and support systems are currently ready for agencies to upgrade systems to Windows 11, and all agency information security officers have been notified. All state agencies with budget authority available in fiscal year 2023 may proceed with purchasing Windows 11 upgrade licenses as needed and proceeding with installation as soon as practicable.