

TABLE OF CONTENTS

I.	Policy Statement	Page 2
II.	Purpose.....	Page 2
III.	Scope of the Policy	Page 4
IV.	Exceptions	Page 4
V.	Related Policies, Standards, Guidelines	Page 4
VI.	Impact.....	Page 4
VII.	Maintenance	Page 5
VIII	Effective Date	Page 5

I. POLICY STATEMENT

A. Policy

It is the policy of the State of Colorado to coordinate procurements, agreements, and contracts for communication and information resources, communication and information resources technologies, and data processing. All such procurements must be made in accordance with Commission on Information Management (IMC) procurement guidelines.

Information Technology (IT) Procurement are business decision-making and vendor selection practices that consider benefits, costs and risks (to the entire environment) over the full life cycle (requirement identification, specification, solicitation, acquisition, inserting, supporting, and removing) of a product and/or service. IT Procurement emphasizes that decisions regarding investments should be based on – in addition to the best practice of utilizing a broad set of criteria (i.e. benefits, costs, etc) – the evaluation of said criteria over the technology's full life cycle (i.e. acquisition costs, deployment costs, supporting costs, maintenance costs, retirement costs). Consideration of impacts across the full timeline is key to acquiring best value solutions and enhancing the quality of the investment decisions.

B. Statutory Authority

CRS 24-37.5-101(1)(g); CRS 24-37.5-106 (1)(g + h); and CRS 24-37.5-204.

C. Coordinating Agency Authority

- 1) Executive Director of the Department of Personnel and Administration (DPA) – CRS 24-37.5-106 (1)(e); and
- 2) Commission on Information Management (IMC) – CRS 24-37.5-106 (1)(g + h).

II. PURPOSE

The purpose of this policy is to achieve economy, efficiency and effectiveness of the State's investment in information systems taking advantage of shared services and enterprise spend management opportunities.

The primary goals of this policy are to:

- 1) Improve investment decision making to leverage economies-of-scale;
- 2) Provide visibility of state agency investments in technology across the enterprise;
- 3) Facilitate aggregation of technology investments for one or more state agencies;
- 4) Ensure conformance to state strategic planning and technology standards;
- 5) Maximize cost effectiveness of acquiring technology; and
- 6) Effective management of technology investments throughout their entire lifecycle.

In following, key objectives of this policy are to foster:

A. Improved planning.

IT Procurement activities (development, implementation, operation, maintenance and support) to achieve the benefits of shared services and enterprise spend management need to be identified, scheduled and monitored against benchmarks via:

- Develop annual procurement plans as part of the DITP,
- Establish a facility whereby departments have visibility of others' infrastructure and systems requirements allowing for coordinating purchasing activities, and
- Purchase requests are to have price/cost estimates so as to allow performance measurement of the procurement efforts.

B. Improved enterprise level information.

Timely and accurate information needs to be made available providing the following:

- Comprehensive and accurate inventory of products and services that will be required,
- Enterprise wide IT asset management information identifying Departments' procurement requirements specifying respective product and service requirements, and
- Historical transaction details to support requirement development, aggregated spend opportunities, and vendor selection providing by product and service categories cost/price information, achieved volume discount and vendor performance.

C. Improved coordination and cooperation.

Achieving optimum enterprise level 'most favored customer' agreements with vendors that deliver best value for the State requires departments acting in concert acquiring their respective IT products and services will require:

- Inter-departmental coordination of purchasing activities,
- Establish vendor agreements that provide for multi-departmental purchases to maximize utilization of volume purchasing activities, and
- Adoption and utilization of vendor neutral requirements in order to achieve the benefits of inter-department purchasing.

III. Scope of the Policy

This policy applies to all State agencies as defined in CRS 24-37.5-102(5).

IV. Exceptions

Colorado state government is a complex enterprise comprised of many heterogeneous lines of business serving a diverse constituency. Therefore, it is recognized there may be instances where exceptions shall be considered by the IMC.

Requests for exception must meet at least one of the following criteria:

- an unforeseen event (e.g. accident, emergency);
- a chance or unplanned event (e.g. contingency)

Exceptions will be handled on a case-by-case basis. Agencies are discouraged from filing a request for exemption from this policy.

V. Related Policies, Standards, Guidelines

A. Related Policies

- Lifecycle Management Policy

B. Related Standards

- State Architectural Standards

C. Related Guidelines

- IT Procurement Guidelines

VI. Impact

Best practices show that to best manage overall IT costs, one must be able to identify, for analysis, all such expenditures.

A. Implementation

The IMC will provide the leadership necessary to develop the enterprise-level components including policies, standards, and guidelines.

Each state agency's Chief Information Officer (CIO) shall maintain, or have access to, records and serve as the Commission on Information Management's (IMC) single point of contact regarding technology procurements covered under this policy.

Agency staff with particular questions in regards to the applicability of this policy to a particular agency need or initiative should contact the IMC via e-mail messaging at: itprocurements@state.co.us.

B. Compliance

State agencies shall provide satisfactory evidence of compliance with this policy upon the request of the IMC. Failure to comply with this policy may result in disapproval of state agency procurements.

VII. Maintenance

Technological advances and changes in the business requirements of agencies may necessitate periodic revisions to this policy. Policy will be reviewed and updated as appropriate and/or at least annually.

VIII. Effective Date

This policy shall be effective from the date of approval by the Chief Technology Officer of the State of Colorado.