

Information Technology Policy

IT Investment Review Process

Number ITP-BUS002	Effective Date May 13, 2005
Category Business	Supersedes ITP-PRO001
Contact RA-ITCentral@pa.gov	Scheduled Review March 2024

1. Purpose

This [Information Technology Policy](#) (ITP) establishes policy and procedures for the Office of Administration, Office for Information Technology (OA/IT), review and approval of Information Technology (IT) Investments.

2. Scope

This ITP applies to all offices, departments, boards, commissions, and councils under the Governor's jurisdiction (hereinafter referred to as "agencies"). Agencies not under the Governor's jurisdiction are strongly encouraged to follow this ITP.

3. Definitions

Contract Extension: Contractual provision that gives parties the right to renew or extend the term of an agreement.

Request for Application (RFA): A type of solicitation notice that announces grant funding is available and informs organizations that they may submit applications or bids for the funding.

4. Policy

Agencies shall review the [Procurement Handbook](#) to ensure compliance with all investment and procurement processes and shall follow the procedures outlined in *RFD-BUS002B, IT Investment Reference Document*. Additionally, agencies shall adhere to the guidance provided in this ITP regarding investments in the amount of \$250,000 and greater, procurements regardless of amount, exempt procurements, emergency procurements (EP), and restrictions.

4.1 Investments in the amount of \$250,000 or greater

The following investments in the amount of \$250,000 or greater require an IT Investment Request be submitted in accordance with the guidance provided in *RFD-BUS002B, IT Investment Reference Document*. Approval for these investments shall be obtained through the appropriate Governing Bodies via the enterprise IT Investment process:

- [Solicitations](#) for information technology, such as [Request for Proposal \(RFP\)](#), [Invitation to Qualify \(ITQ\)](#), [Request for Quote \(RFQ\)](#), Request for Application (RFA), [Invitation for Bid \(IFB\)](#), or [Sole Source](#) procurements.
- The purchase of cloud-based IT [Services](#).
- IT [Hardware](#) (i.e., desktops, laptops, network, and telecommunication).
- [Software](#) in which the product currently exists on a contract or there is an existing license agreement already approved by appropriate legal entities.
- Purchases from an existing Enterprise or Statewide contract or any contract not previously approved during solicitation.
- All [Renewals](#) (unless Renewals were included in and previously approved as part of the original IT Investment Request submission).
- All maintenance and support agreements (new procurements and renewals).
- All staffing or consulting IT Services (new procurements and renewals).
- Any other IT service.
- Contract changes, whether they are an [Amendment](#) or [Change Order](#), resulting in subsequent investments in the amount of \$250,000.00 or greater or an amount greater than 20% of the [Contract Value](#). This includes cumulative submissions associated with the same contract change when the combined dollar value results in the amount of \$250,000.00 or greater.

Note: The \$250,000 threshold applies to the total dollar value of the purchase rather than the annual spend. For example: If a single purchase costs \$1,000,000, but covers a 5 year period the annual spend would only be \$200,000, however an IT Investment request would be required as the total commitment for the Commonwealth is \$1,000,000.

4.2 Procurements regardless of dollar value

The following investments regardless of dollar value require an IT Investment Request be submitted in accordance with the guidance provided in *RFD-BUS002B, IT Investment Reference Document*. Approval for these investments shall be obtained through the appropriate Governing Bodies via the enterprise IT Investment process:

- [New Software](#) where:
 - The product does not currently exist on a contract;
 - There is no existing license agreement that has been approved by appropriate legal entities; or
 - It is an initial or additional purchase that results in significant impacts or changes to the Software portfolio or cost recovery methodology.
- [Facilities Hardening](#).
- Servers and Server Storage.
- Digital Document Management.

- Production level (high-volume) printing, finishing, or mailing equipment or Software solutions that are intended for use in a printshop or mail room environment.
- Pilots, proof of concepts, or product demonstrations.
- All procurements for a product other than a named [Standard](#).

4.3 Emergency Procurements (EP)

EP is used by agencies to procure materials or services which are urgently needed on an emergency basis. The requirements for an EP are defined in the Procurement Handbook. EPs shall be submitted to DGS using the [EP Approval Request Form](#) and in accordance with the guidance provided in the [EP Quick Reference Guide](#).

For Information Technology EP meeting the criteria listed in Sections 4.1 and 4.2 of this ITP, once DGS approval is received, an IT Investment Request shall be submitted in accordance with *RFD-BUS002B, IT Investment Reference Document*. Approval for these investments shall be obtained through the appropriate Governing Bodies via the enterprise IT Investment process and are subject to a 10-business day turnaround. The purchase may proceed once DGS approval is received and while the Technology Investment and Policy Review (TIPR) is in process if the EP meets the criteria in the Procurement Handbook, part II, chapter 6, *Emergency Procurements*.

4.4 Exempt Investments

PA Compute Services (PACS) change orders are excluded from the Enterprise IT Investment process as these are routed through the Contract Change Request (CCR) process.

4.5 Restrictions

Restrictions on purchases, outlined from the U.S. Environmental Protection Agency (EPA) and the 2019 National Defense Authorization Act (NDAA), prohibit Agencies from entering, extending, or renewing a contract with a vendor that uses any equipment, system, or services that uses telecommunications or video surveillance equipment or services from certain companies. *RFD-BUS002C, IT Investment Proscribed Suppliers* has the complete listing of the prohibited companies.

5. Procedures:

[Authorized Users](#) shall initiate a review and follow the procedures outlined in *RFD-BUS002B, IT Investment Reference Document*.

5.1 Submissions

IT Investment Requests and related artifacts shall be submitted once the IT Investment is far enough along in the procurement process that significant changes to the scope are not anticipated.

5.2 Submission Deadlines

Please allow for a twenty (20) business day review cycle for [Routine](#) requests and ten (10) business day review cycle for [Expedited](#) or Emergency requests for the Enterprise Architecture Reviewers.

5.3 Conditions of Approval

OA/IT Enterprise reviewers, at their discretion, may add conditions of approval for

IT Investment submissions. The agency is responsible for ensuring that the conditions of approval have been satisfied in coordination with the Submitter to mitigate risks.

6. Shopping Cart Requirement:

Upon final approval of the IT Investment submission, the approval letter must be attached to the shopping cart. Shopping carts are required for all IT purchases.

7. Responsibilities

7.1 Agencies shall:

- Adhere to the requirements outlined in this ITP.
- Coordinate with the appropriate IT Investment submitters to facilitate gathering information and required artifacts per DGS procurement handbook and reference *RFD-BUS002B, IT Investment Reference Document* for guidance.
- Consult with appropriate legal counsel regarding contractual agreements (i.e., software license agreements, terms, and conditions, etc.).
- Comply with the conditions of approval.

7.2 OA/IT shall:

- Ensure adherence with the requirements in *Executive Order 2016- 06, Enterprise Information Technology Governance*.
- Coordinate with Agencies to submit IT Investment submissions and required artifacts per DGS procurement handbook and reference *RFD- BUS002B, IT Investment Reference Document* for guidance.
- Provide oversight, review, and approval of IT Investments.
- Ensure alignment with Enterprise architecture and security.
- Retain investment records and artifacts in accordance with records retention schedule.

8. Related ITPs/Other References

- Definitions of associated terms of this policy are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/Glossary.aspx>
- Commonwealth policies, including Executive Orders, Management Directives, and IT Policies are published on the Office of Administration's public portal: <http://www.oa.pa.gov/Policies/Pages/default.aspx>
- *Management Directive 205.34 Amended, Commonwealth of Pennsylvania Information Technology Acceptable Use Policy*
- Pennsylvania eMarketplace portal: <http://www.emarketplace.state.pa.us>
- Procurement Handbook: <https://www.dgs.pa.gov/Materials-Services-Procurement/Procurement-Handbook/Pages/default.aspx>
- *Bureau of Procurement Policy Directive 2021-1, New Technology Pilot Program and Product Demonstrations*
- [ITP-ACC001, Information Technology Digital Accessibility Policy](#)
- [ITP-BUS001, IT Planning and Projects](#)

- [RFD-BUS002B, IT Investment Reference Document](#)
- *RFD-BUS002C, IT Investment Proscribed Suppliers (authorized Commonwealth access only)*
- [ITP-SEC000, Information Security Policy](#)
- [ITP-SEC019, Policy and Procedures for Protecting Commonwealth Electronic Data](#)
- [Technology Evaluation Planning Toolkit](#) (Commonwealth access only)

9. Authority

[Executive Order 2016-06, Enterprise Information Technology Governance](#)

10. Publication Version Control

It is the [Authorized User](#)'s responsibility to ensure they have the latest version of this publication, which appears on <https://itcentral.pa.gov> for Commonwealth personnel and on the Office of Administration public portal:

<http://www.oa.pa.gov/Policies/Pages/default.aspx>. Questions regarding this publication shall be directed to RA-ITCentral@pa.gov.

11. Exemption from this Policy

In the event an agency chooses to seek an exemption from the guidance within this ITP, a request for a policy waiver shall be submitted via the enterprise IT policy waiver process. Refer to [ITP-BUS004, IT Policy Waiver Review Process](#) for guidance.

This chart contains a history of this publication's revisions. Redline documents detail the revisions and are available to CWOPA users only.

Version	Date	Purpose of Revision	Redline Link
Original	05/13/2005	Base Document	N/A
Revision	04/23/2009	Added new contract numbers for specialty printers to the table	N/A
Revision	05/19/2009	Added emergency procurements to table; updated Contract Extension/Advice of Change/Change Order section of table; and updated Grant Application Instructions section of table.	N/A
Revision	07/15/2009	Added IT Procurement/Waiver Review Process flowchart	N/A
Revision	05/12/2010	Updated to incorporate the COPPAR Tool into the process.	N/A
Revision	09/17/2010	Updated contract number for Digital Production Equipment contract (4400004575) or the Mailroom Equipment contract (4400005332).	N/A
Revision	11/18/2010	ITP Refresh	N/A
Revision	01/05/2011	Added Digital Document Management	N/A
Revision	07/2011	Updated for OA/OIT Procurement IT Procurement delegation ITP waiver process addressed in BUS004	N/A

Version	Date	Purpose of Revision	Redline Link
Revision	09/20/2011	<ul style="list-style-type: none"> Deleted: "For IT Master Contracts/Enterprise Agreements or individual work/task orders issued against those contracts/agreements OA/OIT will review and approve all procurements, regardless of dollar value." Added clarification language for Sole Source and emergency procurements noting that OA/IT Procurement will submit agency submitted documentation through the OA Process (COPPAR). 	N/A
Revision	12/23/2011	Added OA/OIT review for all procurements of servers and storage.	N/A
Revision	03/20/2012	Deleted "IT Research Services Subscriptions" section.	N/A
Revision	11/05/2014	<ul style="list-style-type: none"> Updated ITP format Added Background section Added Definitions section Added <i>staff augmentation contract</i> (Section 6) Added <i>Amendments</i> wording and removed Change Order / Extension Wording in IT Procurement Review table (Section 7 (v)) Updated Contract Amendments Threshold statement. Removed two Notes statements (Section 7 (v)) Removed OA/OIT Procurement submitting Sole Source requests on behalf of the agency (Section 7 (vi)) Rephrased Note in Facilities Hardening for clarification (Section 7 (ix 4)) Added link to State Contract Listing (Section 8) Updated, added URLs and POCs 	N/A
Revision	05/26/2015	<ul style="list-style-type: none"> In Section 6 (ii), added for software and related services in excess of and, excluding maintenance renewals after IT statewide contract In Section 6 (ii), deleted excluding the IT ITQ and the IT Staff Augmentation Contract language In Section 7 (ii), added Purchase Orders from Software Contracts, excluding maintenance renewals In Section 7 (ii), deleted (excluding ITQ & IT Staff Augmentation) In Section 7 (vii), deleted After agency submission...for expedited review 	N/A
Revision	05/31/2017	<ul style="list-style-type: none"> Removed Background section Added additional Definitions Changed 20-business day SLA to 10-business days Added reference to Pre-COPPAR review process Updated URLs throughout Replaced Data Powerhouse with PACS Revised definition of Emergency from "Existence of the threat" to "Existence of an event or a situation..." 	N/A
Revision	07/22/2018	<ul style="list-style-type: none"> Move to Business policy domain from Procurement 	N/A

Version	Date	Purpose of Revision	Redline Link
		<p>policy domain</p> <ul style="list-style-type: none"> • Changed policy from Procurement to Investment Review • Updated Definitions section and moved to Policy Glossary • Removed PO from Software Contracts • Emergency Procurements requirements Combined Sole Source with other methods • Added new software review regardless of dollar value • Added Shopping Cart requirement guidance <p>Added reference to Policy Glossary site Revised language throughout for clarity</p>	
Revision	07/25/2018	Added UniqueSource as second right to refusal for DDM services	N/A
Revision	11/17/2020	<ul style="list-style-type: none"> • Removed Statewide Radio/STARNet section from policy Updated policy to remove reference to COPPAR and <p>added enterprise IT Investment review process</p>	N/A
Revision	05/10/2021	<ul style="list-style-type: none"> • Updated Definitions section • Removed Procedures section and created RFD-BUS002B IT Investments Reference Document • Updated Policy section to identify specific examples of investments • Added Responsibilities • Updated Exemption section • Created RFD-BUS002C IT Investment Proscribed Suppliers • Updated purchases from an existing Enterprise/Statewide contract <p>Updated contract changes Added contract value definition</p>	N/A
Revision	05/18/2021	Updated Staffing/Consulting Bullet	N/A
Revision	03/18/2022	<ul style="list-style-type: none"> • Added definitions for Contract Extension, Facilities Hardening, and Renewal. • Updated the list of investment types requiring approval through the IT investment process. • Added language around conditions of approval <p>Updated references</p>	N/A
Revision	08/19/2022	<ul style="list-style-type: none"> • Updated definitions and replaced with links to glossary where applicable • Restructured document for clarity • Added language for emergency procurements • Renamed “special procurements regardless of dollar amount” to “procurements regardless of dollar amount” <p>Clarified that the “separate process” for PACS change orders is the Contract Change Review Process.</p>	N/A
Revision	03/27/2023	<ul style="list-style-type: none"> • Replaced definitions with links to glossary • Added RFA to definitions and solicitation types • Updated requirement related to purchases from existing contracts. • Added clarification that \$250,000 threshold applies to the total dollar value rather than annual spend • Added additional clarification around production level printing, mailing, and finishing equipment • Removed reference to BUS001 in responsibilities 	Redline Link <03/27/2023>

Version	Date	Purpose of Revision	Redline Link
		<ul style="list-style-type: none"><li data-bbox="461 121 1149 180">• Added guidance regarding the timing of IT Investment submissions	