



State of New Mexico Department of Information Technology

SUSANA MARTINEZ
Governor

DARRYL ACKLEY
Cabinet Secretary

JACQUELINE MILLER
Deputy Secretary

Department of Information Technology (IT) Procurement Guidance

- 1. PURPOSE:** To define oversight and approval processes of IT procurements for state agencies.
- 2. INFORMATION TECHNOLOGY DEFINED:** Information Technology, as defined by the Department of Information Technology Act, is computer hardware and software and ancillary products and services, including: (1) systems design and analysis; (2) acquisition, storage and conversion of data; (3) computer programming; (4) information storage and retrieval; (5) voice, radio, video and data communications; (6) requisite systems; (7) simulation and testing; and (8) related interactions between users and information systems.
- 3. SMALL PURCHASES:** Purchases of twenty thousand dollar (\$20,000) or less that **do not** involve IT Professional Services may be procured by Cabinet level CIOs/ IT Leads using a purchase order by the agency. This includes renewal of software licenses, hardware maintenance, and support for services such as printers, copiers, and facility maintenance.
- 4. PROCUREMENT OF IT PROFESSIONAL SERVICES CONTRACTS:**
 - a.** IT Professional Services greater than five thousand dollars (\$5,000) must use the IT Professional Services Template.
 - b.** IT Professional Services Contracts, **greater than** sixty thousand dollars (\$60,000) from Executive agencies shall be routed to the Department of Information Technology, herein referred to as DoIT, for approval using the appropriate contract template. IT Professional Services Contracts include hybrid contracts wherein IT professional services are included as a part of the overall contract.
 - c.** IT Professional Services **less than** sixty thousand dollars (\$60,000), unless noted in the exclusions below, may be procured by the agency following the Department of Finance and Administration's procedures and the State Purchasing Code. Exclusions:
 - a.** All professional services contracts related to certified projects must be reviewed by DoIT, regardless of compensation amount.
 - b.** All professional services contracts related to information technology security must be reviewed by DoIT, regardless of compensation amount.
 - c.** All professional services contracts related to the State's ERP (SHARE) must be reviewed by DoIT, regardless of compensation amount.



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- d. A contract may be deemed appropriate for DoIT review by the Secretary of DoIT. Circumstances may include, but are not limited to; by special request of the procuring agency, the DFA, or the SPD.

5. IT PROCUREMENTS FOR *OTHER THAN* PROFESSIONAL SERVICES: All IT purchases and/or leases for software/hardware which exceed the dollar thresholds specified below shall be routed for approval to the DoIT.

6. APPROVAL AUTHORITY: CABINET LEVEL CIO. For IT procurements *other than* IT professional services contracts, Cabinet level CIOs may approve IT purchases/leases at or below one hundred thousand dollars (\$100,000) that:

- a. Are not restricted by IT Consolidation directives; see IT Purchase Exceptions Matrix at http://www.doit.state.nm.us/docs/project_oversight/it_exception_table.pdf ;
- b. Are included in and are consistent with the Agency IT plan, State Architectural standards and the State IT Strategic Plan;
- c. Are not part of an IT project requiring DoIT approval;
- d. Are not deemed by the DoIT to possess substantial risk; and
- e. Are not candidates for consolidation per the State IT Strategic Plan or the State IT Consolidation Plan.

7. APPROVAL AUTHORITY PROCESS: CABINET LEVEL CIO: Cabinet level CIOs must sign a statement of certification attesting to compliance with the requirements of paragraph 6, above. Such attestation may be by specific statement attached to the contract or agreement, or the signature of the CIO on the document is evidence of such attestation. The following guidance is provided:

- a. Custom developed software is considered high risk.
- b. Any technology, hardware or software that is not already successfully implemented in any NM State governmental entity is considered "emerging technology".
- c. Agency must demonstrate that it has explored alternative solutions to procuring the solution, including the option of sharing with other state agencies.

8. APPROVAL AUTHORITY: IT LEAD: Except as noted below, For other than IT professional services contracts, IT leads may approve IT purchases and /or leases in the amount of sixty thousand dollars



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(\$60,000.00) or below that comply with the requirements outlined in paragraphs 6 and 7 above. IT leads must sign a statement of certification attesting to compliance with the requirements of paragraph 6, above. Such attestation may be by specific statement attached to the contract and/or agreement or the signature of the IT lead on the document is evidence of such attestation. IT purchases and/or leases that do not meet the requirements outlined in paragraphs 6 and 7, or that exceed the fifty thousand dollar limit (\$60,000.00), **must be** routed to the DoIT for approval.

9. AGENCY RESPONSIBILITY: Agencies are responsible for managing their IT contracts to ensure timely award and/or renewal of the same. Sufficient time *must be* allocated for each step of the approval processes to ensure it reaches the DoIT with sufficient time for review and/or comment prior to the proposed date of execution of the contract and/or agreement. The DoIT requires agencies to electronically submit, early in the process, any IT Requests for Proposals (RFP), contracts, agreements, or other such documents to the doit.contracts@state.nm.us and carbon copy (cc) the assigned DoIT oversight consultant. The DoIT will provide comments to the agencies for consideration and/or incorporation into the final contract or agreement before final submission to the DoIT. Documents should be submitted with consideration to the time it takes to process contracts and/or agreements through the agencies' internal processes. The approval process and additional information for IT procurements for state agencies can be found at: www.doit.state.nm.us/contracts.html.

This IT Procurement guidance does not supersede DFA's policies and procedures and does not supersede the State Procurement Code.

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