

IT Request Criteria

All entities under the authority of OIT as defined by R.S. 39.15.1 et seq. must use the IT Request process for review and approval of IT initiatives prior to State commitment of resources or funding.

An IT Request is intended to describe the business case, justification, timeline, costs, and funding sources for IT projects. A project is defined as an organized set of IT-related tasks, activities, or procurements with a definite beginning and end date, and a specific outcome. While many IT projects are a part of larger business project, the intent of the IT Request is to document the entire cost of all IT related goods and services for the larger business project, with an explanation of the phasing and associated costs over a five-year period.

OIT approval does not obligate nor imply availability of funding. Agencies are required to comply with all procurement statutes, rules and policies.

IT project examples:

- New System Development and System Upgrades
- Hardware Lifecycle Replacements
- Software or Hardware Acquisition and Installation
- Operating or Hosted IT Services
- Consulting Services including Staff Augmentation and IT Training
- Telecommunication and Telephony Systems

When is an IT Request Required?

1. Projects \geq \$100,000 in any single fiscal year or the total cost of ownership over five years is \geq \$250,000, regardless of source of funds or procurement method. This includes:
 - IT/Telecommunication goods and services from non-appropriated sources
 - Interagency contracts
 - Projects funded by grants, donations, and gifts whose value is over these thresholds
 - Hardware or software maintenance renewal for which the original purchase or prior maintenance was not authorized via an approved IT Request.
 - Competitive and non-competitive procurements. Justification for non-competitive procurements should be in accordance with OSP/OCR requirements.
 - Transaction-based IT services
 - Off-site hosting of state-owned data that is subject to security, disaster recovery, or integration
2. Projects that do not comply with currently published OIT Policies and Standards at any cost.
3. A single IT Request shall be submitted for each organization as part of the annual budget cycle to represent all hardware lifecycle replacements (i.e. workstation, laptops, network printers, servers, SAN, switches, routers) for the budget cycle fiscal year.
4. An IT Request that was previously approved requires review and re-approval by OIT when:
 - The project is not initiated within one year of approval.
 - There is a significant change in scope or technical approach of the approved IT Request.
 - The total cost of the project/initiative is 15% or greater than the CIO Approval Amount.
5. If in doubt whether an IT Request is required, please call OIT for guidance.