**Instructions for Information Technology Requests:**

For information technology requests, there are submission requirements for both the State CIO and OSBM. These include IT projects or projects where there is an IT component, regardless of funding source. In accordance with [Section 3.9 of the North Carolina Budget Manual](https://www.osbm.nc.gov/budman3-budget-execution#BE3_9), all IT projects that exceed $500,000 in total requirements, and for which state funds have not been appropriated, must be submitted as an expansion request. This includes projects funded with federal grants or awards or other types of receipts. In order for the request to be considered, agencies should submit information in both the Enterprise Project Management Office’s Touchdown System and a Worksheet II expansion form in the Integrated Budget Information System (IBIS). **If the IT project is not entered in both systems, the request will not be considered by OSBM**.

Submissions of IT project information in the Touchdown system should be completed by **November 30, 2018**, the same due date as the Worksheet II in IBIS. A completed EPMO Form [0300-0310-015-C](https://it.nc.gov/document/project-financial-assessment) should be attached in the Documents section of the project’s Touchdown site along with the corresponding pdf copy of the final IBIS Worksheet II document(s).

Unless an exception is granted by OSBM, the entire project cost for the initiative should be requested within the biennium along with any recurring operations and maintenance (O&M) costs. Agencies should identify the source(s) of funds for each phase of the project. If the project is not or cannot be fully funded during the biennium, it should be scaled or phased so that each funded phase delivers its predetermined requirements and associated benefits. O&M costs and the source of funds should also be identified for each funded phase. The estimated cost of funding subsequent project phases, to include O&M, should be explained. Funds designated for project costs should be transferred to agency’s appropriate 2XXXX IT project budget code after certification in accordance with section 3.9 of [*The State of North Carolina Budget Manual*](https://www.osbm.nc.gov/budman3-budget-execution#BE3_9)*.*

In addition, [G.S. 143B-1340](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-1340.pdf) requires that all agency information technology project requirements be documented in biennial information technology plans. **A copy of the agency’s information technology plan for the upcoming biennium should be forwarded to your agency’s respective OSBM budget analyst by November 30, 2018.** Indicate all projects that need an expansion request to initiate or continue in the accompanying email or attachment.

If your agency has IT projects that are moving from development to the production and operational phase in FY 2019-21 and require additional funding, requests for system O&M should be submitted as part of the Change Budget Worksheet II expansion request (See the [Expansion Request Job Aid](https://files.nc.gov/ncosbm/documents/files/2019-21_Instructions_JobAid_Change_ExpansionRequest.docx) for more information).

**Background: Information Technology Policy and Statutes:**

**Information technology** is defined as electronic data processing goods and services, telecommunications goods and services, security goods and services, microprocessors, software, information processing, office systems, any services related to the foregoing, and consulting or other services for design or redesign of information technology supporting business processes including personnel. [G.S. 143B-1320(a)(11).](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_143B/GS_143B-1320.pdf)

[G.S. 143C-3-3](http://www.ncleg.net/EnactedLegislation/Statutes/PDF/BySection/Chapter_143C/GS_143C-3-3.pdf) sets forth requirements as follows:

Information Technology Request. – In addition to any other information requested by the State Chief Information Officer (State CIO), any State agency requesting significant State resources, as defined by the State CIO, for the purpose of acquiring, operating, or maintaining information technology shall accompany that request with all of the following:

1. A statement of its needs for information technology and related resources, including expected improvements to programmatic or business operations, together with a review and evaluation of that statement prepared by the State Chief Information Officer.
2. A statement setting forth the requirements for State resources, together with an evaluation of those requirements by the State Chief Information Officer that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of Article 15 of Chapter 143B of the General Statutes, and any other factors relevant to the analysis, and in cases of an acquisition, an explanation of the method by which the acquisition is to be financed.
3. A statement by the State Chief Information Officer that sets forth viable alternatives, if any, for meeting the agency needs in an economical and efficient manner. A statement setting forth the requirements for State resources, together with an evaluation of those requirements, including expected improvements to programmatic or business operations by the Secretary that takes into consideration the State's current technology, the opportunities for technology sharing, the requirements of the General Statutes, and any other factors relevant to the analysis.
4. In the case of an acquisition, an explanation of the method by which the acquisition is to be financed.

This subsection shall not apply to requests submitted by the General Assembly or the Administrative Office of the Courts.

Refer to section 3.9 of [*The State of North Carolina Budget Manual*](https://www.osbm.nc.gov/budman3-budget-execution#BE3_9) *for additional details on Information Technology Budget Policies and Procedures.*