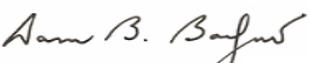


Date: March 22, 2007

To: All State Agencies, CIO's, CFO's and ALP Buyers

From: Dana Badgerow, Commissioner of Administration 

Gopal Khanna, Chief Information Officer, State of Minnesota 

Subject: Office of Enterprise Technology - Review of IT Purchases

The Office of Enterprise Technology is required by statute to review and approve IT purchases for hardware, software and professional services.

16E.01 OFFICE OF ENTERPRISE TECHNOLOGY. Subd. 3. Duties. (a) The office shall:
(2) approve state agency and intergovernmental information and telecommunications technology systems and services development efforts involving state or intergovernmental funding, including federal funding,....

To meet this directive OET is clarifying and easing the requirements of this review. Products which have been identified as "IT Standards" will receive an expedited review and non-standard products will receive a full review at the dollar limits identified. The normal timeframe to review requests will be four working days. Written approval from OET is required if the dollar amounts exceed the limits set below. Exceptions to this process will be addressed on a case by case basis.

- IT hardware and software products which have been identified as "Standards" require written approval if they exceed \$250,000. (*OET standards can be found at www.oet.state.mn.us.*)
- IT hardware and software products which have not been identified as "Standard" require written approval if they exceed \$50,000.
- IT professional services review is required if it exceeds \$25,000.

All requests and approvals from OET must be in writing and sent to www.oet.isrm@state.mn.us prior to sending a request to MMD. A copy of the OET approval must be attached to the request submitted to MMD.

OET is delegating their review/approval authority for IT hardware, software and professional technical services occurring under the limits of (\$250,000, \$50,000 and \$25,000 respectively) to state agency CIOs/lead IT staff. All other policies and procedures outside of OET, including MMD and Human Rights requirements still apply.

If you have questions regarding this policy, please contact Greg Peterson (OET) 651.556.8016, greg.peterson@state.mn.us; Brenda Willard (MMD) 651.201.2402, brenda.willard@state.mn.us; or Betsy Hayes (MMD), 651.201.2407, betsy.hayes@state.mn.us.