




Date: January 7, 2014

To: All State Agency CFOs and ALP Buyers, and to all MN.IT Agency-based CIOs

From: Spencer Cronk, Commissioner of Administration 

Carolyn Parnell, Commissioner of MN.IT Services 

Subject: MN.IT Services Authority for IT Purchases and Co

This memo hereby replaces the March 22, 2007 “Memorandum: Office of Technology – Review of IT Purchases” and all other previous memos outlining IT procurement policy, processes and procedures.

The Office of MN.IT Services (MN.IT Services) is required by statute to review and approve IT purchases for hardware, software and professional services and manage services contracts for information technology systems and services.

[16E.01 OFFICE OF MN.IT SERVICES 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,....

Minn. Stat. 16E.016 The chief information officer is responsible for providing or entering into managed services contracts for the provision, improvement, and development of the following information technology systems and services to state agencies...

In light of the 2011 statutory consolidation of IT budget authority to the Commissioner of MN.IT Services and the 2013 consolidation of all IT finances to within MN.IT Services' management and authority, the Department of Administration and MN.IT Services are jointly clarifying the processes by which IT purchasing and contracts are managed and reviewed by MN.IT Services and the Department of Administration going forward. The following is effective January 31, 2014.

IT Goods and General Services

IT goods and general services on the attached list must be processed through MN.IT Services. ALP buyers are not authorized to process any IT purchases from the attached list without written confirmation and approval of an exception from MN.IT Services. For clarity, a list of items MN.IT will not process centrally is also attached. All exceptions must have written approval from MN.IT Services and will be assessed by MN.IT on a case-by-case basis following the attached process.

IT Professional Services

IT professional services above \$5,000 must be processed through MN.IT Services contracting staff or have written exception and approval from MN.IT Services before the request can be submitted to MMD. MMD will not process procurement documents without written confirmation and approval of an exception from MN.IT Services. This includes ASAP-IT, 902TS, and professional services that have an IT predominant purpose.

All state purchasing laws, rules, policies, and procedures, including but not limited to those non-IT requirements of The Dept. of Administration, Materials Management Division and the Dept. of Human Rights, still apply.



If you have questions regarding this policy, please contact:

For questions regarding the attached IT lists or exception process: Mary Golike (MN.IT) 651-201-1010 (MN.IT Services) mary.golike@state.mn.us;

For goods and services procurement questions: Brenda Willard (MMD) 651.201.2402, brenda.willard@state.mn.us;

For IT Professional Services: Betsy Hayes (MMD), 651.201.2407, betsy.hayes@state.mn.us



January 1, 2014

IT items to be processed by MN.IT Services

1) Hardware

- a) Mainframe
- b) Servers-Unix / Windows / Linux / Other
- c) Storage-DASD
- d) Uninterrupted Power Supply (UPS)
- e) DCAC-Environmental Control
- f) Personal computer and monitors - desktop packages
- g) Laptop computers
- h) CAD workstations
- i) Videoconferencing equipment

2) Software

- a) Software purchases and ongoing licenses
- b) Databases
- c) Middleware
- d) Security software

3) Telecommunications

- a) Telecommunications Equipment-Hubs, Switches
- b) Analog / IP Phone Systems
- c) Centrex (analog) phone lines
- d) Monthly DSL (internet) charges

4) Network

- a) Network equipment - routers, switches, access devices
- b) WAN (Wide Area Network) Computing Services
- c) Fiber/Cabling for internet/data/network connectivity

5) Facilities-related

- a) Lease of IT related space

6) Services

- a) Maintenance agreements for IT hardware and software
- b) Computer and telecomm equipment repair
- c) Business data subscriptions, e.g. Gartner
- d) IT Training
- e) IT PT Contracts with IT as the predominant purpose, including activity from ASAP-IT and 902TS
- f) Network Hook Up charges/installation
- g) Hazard IT Material Waste Disposal

Items not on this list that are unique to the agency are the responsibility of the agency to purchase and maintain. MN.IT is available to provide assistance in determining the most appropriate item for use.



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Items Not Processed through MN.IT Services

1. Mobile devices -Tablets (iPads, etc.), Slates, PDA's, Smartphones
2. Cell phones (flip phones, dumb phones) & associated usage plans
3. Pagers / service
4. Air Cards
5. Online IT Subscriptions (news, scientific journals, Westlaw, etc.)
6. Monthly data collection fee for AVL air card
7. Cable TV, Comcast, or Dish services
8. Lease / Maintenance agreements on copiers, printers, MFD's, plotters
9. Copier / Printer supplies (toner/paper)
10. Charges for color and/or black and white copies over amount included in copier lease/maintenance contracts
11. Computer related *accessories, parts and supplies that are not part of the standard services*
12. Small storage devices for personal use - Examples include flash drives, thumb drives, CD-ROM, CD's, external hard drives
13. GPS Units
14. Digital cameras
15. Radios with FCC Registration
16. Multi-functional devices, copiers, and supplies (Print, scan, copy, etc.)
17. Employee ID and physical access control systems, badging software
18. Electricity for IT purposes (estimated and budgeted for and should be paid as your first payment/s each year)
19. Professional / Technical Services contracts under \$5,000

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