

# MNIT Procurement Guidance Document

## Scope of IT Purchases needing to be processed through MNIT Procurement

This guidance has been developed to help CBTOs, agency-based buyers, project teams, and others, understand the range of products and services that should be routed through MNIT Procurement, particularly in cases where it is not obvious. The tables below provide examples of products and services clearly in (or out) of scope for MNIT Procurement to complete, and some examples of gray areas needing more analysis.

When using this guidance, look for item(s) in the tables that most closely matches the contemplated purchase and if in scope work with agency based MNIT staff to enter a requisition. If uncertain or if you think you have a borderline or special case, please contact MNIT Procurement so we can help find the optimum procurement path early in the process. To connect with MNIT Procurement please email: [it.procurement@state.mn.us](mailto:it.procurement@state.mn.us)

### 1. Hardware

In Scope	Out of Scope <sup>1,2</sup>	Borderline Cases – May Need to Consult with MNIT Procurement
Laptop and desktop computers Servers and data center equipment Mainframe computers and equipment CAD workstations Videoconferencing equipment Network and IT infrastructure equipment	Cameras Specialist equipment – e.g., forensic tools, laboratory devices, body cams Non-networked audio/visual equipment Peripheral devices such as keyboards, mice, headsets <sup>3</sup> Accessibility tools (e.g., braille reader, magnifier) Printers, copiers, scanners, multi-function devices	Mobile devices (cell phones, tablets, etc.) – follow agency guidance Agencies participating in Mobile Device Management will procure through MNIT for state employees <sup>4</sup>

<sup>1</sup> In some cases, a hardware purchase will be accompanied by a software license or cloud service subscription. If the software/cloud service is either a separate line item or if the seller requires agreement to licensing terms consult the Software Table to determine whether the software or cloud service should be a MNIT asset.

<sup>2</sup> While the agency may make the purchase, if a piece of equipment is going to connect to a MNIT network or need an IT security review, agency staff should consult with IT/Procurement for appropriate involvement in the procurement process.

<sup>3</sup> If being purchased as part of a laptop/desktop bundle these items may be purchased by MNIT Procurement.

<sup>4</sup> For non-state employees (e.g., incarcerated individuals, DHS clients, students, etc.) tablet or other mobile devices will be procured based on agency guidance and IT/Procurement input for the specific situation.

## 2. Software

3. In Scope	Out of Scope <sup>5</sup>	Borderline Cases – May Need to Consult with MNIT Procurement
<p>Almost all licensed software – perpetual or subscription; cloud hosted or on premise.</p> <p>Web based training or subscriptions where state data is hosted or processed by the vendor (e.g., survey tools, LinkedIn Learning, background checking and HR tools)</p> <p>Cloud infrastructure services (e.g., Azure, AWS, Google Cloud)</p> <p>Artificial Intelligence tools and products.<sup>6</sup></p> <p>Custom-built software (typically acquired through RFP)</p> <p>Maintenance and support services related to items in this column</p>	<p>Web based subscriptions to data where no data is shared with the data supplier or to a training service where canned training is being accessed. (e.g., Westlaw, Corexccl).</p> <p>Highly specialized applications such as law enforcement forensic tools.</p> <p>Applications from the Microsoft Store, Apple Store or Google Play Store, to the extent MNIT enables the user to download such applications.</p>	<p>Software acquired by non-traditional means, e.g., through a trade association or interstate organization.</p>

<sup>5</sup> If needed, MNIT Procurement staff can assist in determining the need and approach to negotiating software terms of use with a vendor even if the acquisition is not in MNIT’s scope. Any final paperwork would still be signed at the Agency level.

<sup>6</sup> AI products may need approval from Security and the TAIGA work group prior to acquisition.

### 3. Professional Services

4. In Scope <sup>7</sup>	Out of Scope	Borderline Cases – May Need to Consult with MNIT Procurement
<p>Creation or customization of software products</p> <p>Maintenance or repair of MNIT-managed assets (hardware, software, telecommunications, etc.)</p> <p>Consulting work focused on choosing or designing a product or system that will be MNIT-managed.</p> <p>Any project that will allow the contractor access to MNIT-managed systems.</p> <p>Any project where a contractor will have responsibility for collection, transfer, storage, or processing of State data.<sup>8</sup></p>	<p>General services not related to IT</p> <p>Contracts where IT is an incidental element of the deliverables (e.g., contractor using their own software to generate reports)</p>	<p>Training – if clearly IT training then should be a MNIT purchase but not always clear. Consider factors such as the primary goal of the training and the level of access contractor needs to MNIT systems/data.</p> <p>Non-IT contracts where the vendor will use AI tools to complete a deliverable.<sup>9</sup></p> <p>Mixed contracts – if IT is the predominant purpose then should be an IT contract.</p>

<sup>7</sup> Note that DHS contracts for IT related professional services are typically processed by and within DHS (rather than by MNIT Procurement staff) in consultation with MNIT but are still considered to be IT contracts. As such the purchases are subject to the same governance, IT accessibility, and security standards.

<sup>8</sup> Typically involves acquisition of cloud services where State data will reside in contractor’s cloud environment. Contact [GRC@state.mn.us](mailto:GRC@state.mn.us) with questions regarding data security policies; contact MNIT Procurement with other questions.

<sup>9</sup> Process not yet in place, but it is anticipated there will be a statewide AI review group to assist in reviewing new use cases for AI and new products.