



STATE OF WEST VIRGINIA
DEPARTMENT OF ADMINISTRATION
OFFICE OF TECHNOLOGY


State Capitol
Charleston, West Virginia 25305

Cabinet Secretary

Joshua D. Spence
Chief Technology Officer

Chief Technology Officer – Office of Technology Enterprise Policy

TO: All Departments & Agencies subject to CTO Review

FROM: Joshua D. Spence, CISSP
Chief Technology Officer 

SUBJECT: CTO Review Policy: Accelerated Approval (CTO-ENT Policy 18-001)

DATE: December 10, 2018

The purpose of this policy is to improve the efficiency and effectiveness of the CTO Review Process for technology procurements under specific conditions. The accelerated approval process is designed to specifically address procurements leveraging certain statewide contracts regardless of dollar value and for specific technologies when procured under the \$2,500 limit.

The policy applies to all agencies subject to CTO Review. The accelerated approval process outlines specific information that must be included with the request (See Attachment A). This is far less information than what is required under the standard approval process. In addition, the review stage of the process only requires a check to validate the procurement meets the conditions of this policy. For questions, please contact OT Consulting Services at Consulting.Services@wv.gov

CTO Review Accelerated Approval Criteria

1. Technology Statewide Contracts. For Technology Statewide contracts not listed here, please see established ordering instructions.
 - a. DIGCOP – Lease or Purchase of Multi-Function Copiers
 - b. IP19 – Computer Equipment and Accessories
 - c. MAILMCHN – Digital Mailing Machine Systems
 - d. ITCONSULT – Information Technology & Advisory Services provided by Gartner
2. Software. Software contained on the approved software list (See Attachment B) and procured under the \$2,500 P-Card limit.
3. Hardware. Hardware contained on the approved hardware list (See Attachment B) and procured under the \$2,500 P-Card limit.
4. Removeable Media (flash drives, mobile storage devices, external hard drives, etc.) procured under the \$2,500 P-Card limit & a completed privacy impact assessment (PIA).

Attachment A

Accelerated Approval Request Information Requirements.

1. Technology Statewide Contracts
 - a. DIGCOP
 - i. Total number of devices serving as lifecycle replacements
 - ii. Total number of devices serving as new (additive) devices
 - b. IP19 (number by device type)
 - i. Total number
 - ii. Total number of devices serving as lifecycle replacements
 - iii. Total number of devices serving as new (additive) devices
 - c. MAILMCHN
 - i. Location of equipment
 - ii. Average monthly volume of mail being processed
 - d. ITCONSULT
 - i. Summary of project or initiatives the services are intended to support
2. Software
 - a. Total number of licenses
 - b. Price per license
 - c. Vendor source
 - d. Total number of licenses for upgrading existing license versions
 - e. Total number of licenses as additive licensing
3. Hardware (printers, scanners, projectors, fax machines)
 - a. Total number of devices
 - b. Price per device
 - c. Vendor source
 - d. Total number of devices serving as lifecycle replacements
 - e. Total number of devices serving as new (additive) devices
4. Hardware (BOM)
 - a. Include OT provided BOM
Note: agency modified OT BOMs are NOT authorized for accelerated approval.
5. Removeable Media
 - a. Total number of devices
 - b. Price per device
 - c. Total number of devices serving as lifecycle replacements
 - d. Total number of devices serving as new (additive) devices
 - e. Highest data classification of the data to be stored
 - f. Privacy Impact Assessment File Number
 - g. Removable media policy in place (y/n)

Attachment B

Approved Software:

The approved software list outlines the specific software and version. Other software sold by the same vendor is not authorized for accelerated approved, unless listed below. Legacy software (unsupported) version are also NOT authorized.

- I. Adobe Pro DC
- II. Nuance Power PDF Standard (version 3)
- III. Nuance Power PDF Advanced (version 3)

Approved Hardware:

- I. Desktop (side by) printers
- II. Scanners
- III. Projectors
- IV. Fax Machines
- V. Bill of Materials (BOM) Provided by Office of Technology for the following hardware
 - a. Routers
 - b. Wireless Access Points
 - c. Ethernet Switches
 - d. VOIP Phones/Equipment