

IT ACTIVITY BUSINESS CASE (ABC) FAQs

What is the purpose of the ADS IT Activity Business Case (ABC)?

According to Bulletin 3.5, the State Chief Information Officer (CIO), or his/her designee, must give prior approval for:

- a. All RFPs for Information Technology and Information Security contracts, regardless of dollar value, prior to posting.
- b. Agreements to Receive or Access Confidential Information described in Section VI.D.
- c. Contracts for cloud services (SaaS, PaaS and IaaS) regardless of dollar value (see IT Guideline for more information).
- d. Contracts which will involve the electronic processing, storing, or transmission of confidential Information.
- e. Sole Source Contracts for Information Technology Activities and Information Security; and
- f. Information Technology and Information Security Contracts over \$500,000.

The ADS IT Activity Business Case (ABC) provides the CIO information regarding IT activities in advance of signing any of the procurement documents as described above.

When is an ADS IT Activity Business Case (ABC) Needed?

- While an IT ABC form is not required for all PAT reviews, RFPs related to IT Projects (Design, Development, Implementation activities) may not be signed by the ADS Secretary without an approved IT ABC form. RFPs may be submitted for PAT review without an approved IT ABC, however as part of PAT review a note must be included in the PAT memo that an IT ABC form has not been completed for the Secretary's awareness. He will review the RFP and decide if an IT ABC form is warranted and will until he has approved and signed the IT ABC form when he believes it is in the best interest of the State.
- An IT ABC form is required for all IT Activities over \$100,000.00 or if any of the following boxes are checked in Section 2 of the form:

2. Information Security

This section identifies if the solution stores/transport/controls access to confidential/sensitive/nonpublic information and/or represents significant reputational risk to the State. **Does the proposed solution store/transport/control access to confidential, sensitive, nonpublic information, and/or represent significant reputational risk to the State?**

If "Yes" to the above, check all that apply below:

- | | |
|---|---|
| <input type="checkbox"/> Personally identifiable information | <input type="checkbox"/> Tax information obtained from the federal government |
| <input type="checkbox"/> Information regarding credit card payments | <input type="checkbox"/> Information associated with minor children |
| <input type="checkbox"/> Health related information | <input type="checkbox"/> Other sensitive, confidential, or non-public information |

Secretary's office will review with CISO as appropriate prior to formal approval

- Updated IT ABC form should be submitted under the following conditions:
 - During DDI
 - Upon completion of a procurement process that finalizes scope, schedule and budget – typically this occurs after an RFP process and upon contract execution
 - Whenever a change request is executed that significantly impacts the budget of the project
 - Upon project closure a final IT ABC form is completed to true up the budget (this is completed by the EPMO).
 - During the system lifecycle – M&O
 - Only Section 10 needs to be updated to reflect changes to the system for historical purposes and to inform contract amendments.

- If no original IT ABC form, then create a new IT ABC form, align it to current contractual vehicles
 - Requires all signatures.
- Data Use Agreements (DUAs) - Do they require an IT ABC form?
 - DUAs are non-transactional – and do not require an IT ABC form
- Memorandums of Understanding (MOUs) do not require an IT ABC form
- Business services contracts that do not involve transactional activities do not require an IT ABC form.

What is the definition of an IT Activity?

- Information Technology Activities – As defined in statute:

(A) the creation, collection, processing, storage, management, transmission, or conversion of electronic data, documents, or records; and

(B) the design, construction, purchase, installation, maintenance, or operation of systems, including hardware, software, and services that perform or are contracted under [Administrative Bulletin 3.5](#) to perform these activities.

Who should complete the IT ABC form?

- This form should be initially completed by the Business with support from the Agency’s ADS IT Director or their designee to gather relevant information. The Agency’s EPMO Portfolio Manager should be included once the initial information has been gathered and they will facilitate the review for approval and verify the forms completion.
- Updated IT ABC form should be completed by Project Managers and/or IT Leads during DDI. During M&O the IT Director will update Section 10.

When is an ADS IT Service Request Needed?

- This form should be completed for all IT activities under \$100,000.00 **unless** any of the following are true:
 - The solution stores/transport/controls access to confidential/sensitive/nonpublic information and/or represents a reputational risk to the State/. This information includes:
 - Personally identifiable information
 - Information regarding credit card payments
 - Health related information
 - Tax information obtained from the federal government
 - Information associated with minor children
 - Other sensitive, confidential, or non-public information
 - If any of the above is true, then an IT ABC form is needed.

Estimating Costs for an IT ABC Form

- When estimating implementation costs on the IT ABC form, the ADS staff involved in the form (IT Lead, EPMO Portfolio Manager/Program Manager) will be basing estimates on costs we have evaluated. These costs will not be based on business budgeted amounts that have not been vetted for true IT costs by the ADS team. The business may include their cost consideration in section 10 of the form but the estimates in the core document will be ADS’s best understanding regardless of budget/APD amounts.

Revision History

Version	Description	Date
1.0	Initial	9/8/2022
2.0	Updated – added language regarding requirement for RFPs (pg. 1) and Estimating costs. (pg. 2)	2/23/2023