

# Transition Letter

[http://www.ok.gov/OSF/Administration/Transition\\_Letter.html](http://www.ok.gov/OSF/Administration/Transition_Letter.html)

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December 21, 2009

To: All Oklahoma State Agency Directors and IT Directors

On January 1, 2010, numerous changes to Oklahoma law will become effective that change the way in which IT/telecommunications decisions will be made; primarily by transferring authority of those decisions to the State Chief Information Officer.

Over the next year, if not several years, the Office of State Finance/Information Services Division (OSF/ISD) will be developing additional standards, policies, procedures and forms for IT/telecom functions. These will be developed with the help of State Agency IT professionals and consultants.

It is the intent of OSF to make this change a thoughtful and well mapped-out process. In order to reduce confusion, OSF plans to continue following most of the current practices and processes related to IT/telecom procurement until the CIO's State IT/telecom plan can be fully implemented. Furthermore, Department of Central Services (DCS) does not intend to modify any of its current processes or procedures pertaining to IT/telecom procurement at this time. Therefore, no major changes to the way Agencies conduct business will occur for now, or immediately following January 1, 2010.

The OSF is currently in negotiations coordinating with DCS in forming a partnership to continue using their services with regard to various aspects of IT/telecom purchasing. For the time being, OSF/ISD intends to use the existing purchasing processes, unless modified by interagency agreements between OSF and DCS. Again, once that agreement is finalized you will be notified of any changes to the current processes or rules.

All requests for IT/telecom purchases in excess of \$10,000.00, or change orders to such, will continue to be sent to OSF/ISD for review. This applies to all sources of procurement whether a release, sole source, open market, state use, etc. Those under that amount may be processed within

each agency, with the exception of a few items. Please refer to OSF's ISD Web site at [http://www.ok.gov/OSF/Information\\_Services/](http://www.ok.gov/OSF/Information_Services/) for information on those items which require approval of all purchases, regardless of dollar thresholds (for example new phone systems, grants software, etc.).

OSF will continue to forward your procurement documents to DCS for processing following OSF's approval. After CIO appointment OSF may require that documentation or information be submitted in addition to that which is currently required for approval via the form 115 process.

The State CIO has one year in which to assess the State's IT/telecom infrastructure, develop the plan and submit it to the State Governmental Technology Applications Review Board for approval before it will take effect. Until the plan is approved no changes will be made to agency IT/telecommunication personnel. This should give Agencies and OSF/ISD sufficient time to develop an implementation plan to create a smooth transition.

This process will not occur in isolation and you are invited to offer your suggestions as to how to improve the State's IT/telecom infrastructure or related procurement, by contacting the OSF Help Desk at [helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov). We are especially encouraging your input on possible new statewide contract needs and commodity councils, and invite you to share your ideas with OSF/ISD and DCS. Your information will be communicated with the appropriate personnel and follow up contact will be made with you as appropriate.

We know that change is often difficult. It is not our intention to change anything for its own sake. We intend to make this a thoughtful and deliberate process that welcomes your input. OSF/ISD will notify you in advance of changes, provide you with the opportunity to comment on them and give you an appropriate amount of time to modify your internal procedures to adjust to those changes. We appreciate your understanding and cooperation during this process and look forward to working with you.

If you have additional questions, they can be directed to the OSF's Help Desk ([helpdesk@osf.ok.gov](mailto:helpdesk@osf.ok.gov)).

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