**R895. Government Operations, Technology Services.**

**R895-5. Acquisition of Information Technology.**

**R895-5-1. Purpose.**

The purpose of this rule is to identify the standards under which an agency of the executive branch must obtain approval from the Chief Information Officer before acquiring information technology and technology related services.

**R895-5-2. Authority.**

The rule is issued by the Chief Information Officer under the authority of Sections 63A-16-205, 63A-16-204, and 63G-3-201.

**R895-5-3. Scope of Application.**

All agencies of the executive branch of state government, as defined in Subsection 63A-16-102(5), are to be included within the scope of this rule.

**R895-5-4. Definitions.**

(1) "Hardware" means physical technology used to process, manage, store, send, receive, or deliver information. This term also includes telephony products.

(2) "Software" means non-physical technology used to process, manage, store, send, receive, or deliver information. The term also includes any of the supporting documentation, media containing or storing the software, related materials, modifications, versions, upgrades, enhancements, updates, or replacements.

(3) "Technology services" means any of the services, functions, and activities that facilitate the design, implementation, creation, or use of software, hardware, or telephony products. The term includes data acquisition, seat management, staffing augmentation, maintenance, and subscription services.

**R895-5-5. Purchase of Hardware, Software, and Technology Services.**

(1) Agencies shall submit requests for purchase of hardware, software, and technology services to the Chief Information Officer (CIO) or designee for approval through a procedure defined by the division.

(2) Agencies shall submit a business case for CIO or designee approval for hardware, software, and technology services purchase requests through a procedure defined by the division.

**R895-5-6. Rule Compliance Management.**

The CIO may monitor compliance of this rule within the state executive branch, and report any findings or violations of this rule to an agency's executive director or designee. A state executive branch agency's executive director, or designee, upon becoming aware of a violation of this rule shall provide the CIO a report of actions taken in response to violation of this rule.

**KEY: IT standards, IT bid committee, technology best practices, technology purchases**

**Date of Last Change: December 10, 2024**

**Notice of Continuation: July 7, 2020**

**Authorizing, and Implemented or Interpreted Law: 63F-1-205; 63G-3-201**