

## APPENDIX “A” – LEGISLATED RESPONSIBILITIES OF THE CIO

CIO responsibilities, the performance of many of which must be included in the plan and recommendations, are delineated in various sections of The Act, including but not limited to sections that amend or revise pre-existing legislation. These responsibilities include but are not limited to the following:

1. The CIO is directed to act as the information technology and telecommunications purchasing director for all state agencies. CIO is the sole and exclusive authority responsible for acquisitions of ITC equipment, software, products, peripherals, and services used or consumed by state agencies.
  - a. State agencies are prohibited from:
    - i. Creating positions or the filling of vacant information technology positions without written authorization of the CIO.
    - ii. Spending more than \$10,000 (which shall include the acquisition amount, service costs, maintenance costs, or any other costs or fees associated with the acquisition and “total costs of ownership” of the services or equipment) for the acquisition, development, or enhancement of any ITC resources (including but not limited to hardware, software, networks voice, data, radio, video, Internet, eGovernment, printers, scanners, copiers, and facsimile systems), or any contract for information technology services or equipment without written authorization from the CIO.
    - iii. This is not applicable to any member of the Oklahoma State System of Higher Education, or any public elementary or secondary school in the state. or technology center school district, or to the telecommunications network known as OneNet.
  - b. State agencies may enter into interagency contracts to share communications and telecommunications resources for mutually beneficial purposes. The contract shall clearly state how its purpose contributes to the development or enhancement or cost reduction of a state network which includes voice, data, radio, video, Internet, eGovernment, or facsimile systems. The contract shall be approved by the Information Services Division before any payments are made.
  - c. No state agency shall use state funds or enter into any agreement for the acquisition, development or enhancement of a public safety communication system unless the request is consistent with the Statewide Communications Interoperability Plan and the public safety communications standards issued by the Oklahoma Office of Homeland Security.
  - d. No state agency, the Purchasing Division of the Department of Central Services, nor the Information Services Division of the Office of State Finance, unless otherwise provided by federal law, shall enter into a contract for the acquisition of customized computer software developed or modified exclusively for the agency or the state, unless the vendor agrees to place into escrow with an independent third party the source code for the software and/or modifications.
2. The CIO is responsible for enforcing that state agencies comply with information security and internal control standards.

3. CIO is a member of the Electronic and Information Technology Accessibility Advisory Council.
4. CIO is a cabinet Secretary within the Governor's cabinet which includes responsibility for the Information Services Division and all the functions of all executive agencies, boards, commissions, and institutions related to information technology and telecommunications.
5. CIO is responsible for:
  - a. Establishing and implementing changes and a system to assess the charges to state agencies for their use of shared ITC resources. ISD, as per Section 41.5a-1 of The Act, is responsible to render a statement each month to state agencies for ITC services and resources which were furnished.
  - b. Establishing, implementing, and enforcing policies and procedures for the development and procurement of an interoperable radio communication system for state agencies, in coordination with local government entities.
  - c. Preparing an annual report detailing ongoing net savings attributable to the reallocation and consolidation of ITC resources and personnel, to be presented to the Governor, Speaker of the House of Representatives, and the President Pro Tempore of the State Senate.
6. The Information Services Division of the Office of State Finance is under the administrative control of the CIO. Responsibilities of the ISD include:
  - a. Establish and enforce minimum standards for the acquisition of technology-related services and imaging systems, copiers, facsimile systems printers, scanning systems, and any associated supplies.
  - b. Review and approve all statewide contracts for software, hardware, and information technology consulting services.
  - c. Manage the installation, maintenance, and administration of the state portal system. State agencies, boards, commissions or other authorities are prohibited from entering into agreements for the development of, enhancement to, or maintenance of an electronic portal system without the written authorization of the ISD.
  - d. Formulate and implement an ITC strategy for all state agencies and create a plan to ensure the alignment of current systems, tools, and processes with the strategic ITC plan for all state agencies.
  - e. Define, design and implement a shared services statewide infrastructure and application environment for ITC for all state agencies.
  - f. Develop and operate a scalable telecommunications infrastructure that supports data and voice reliably and securely.
  - g. Supervise all applications development processes for applications used in more than one agency.
  - h. Provide for the professional development of the state's ITC personnel including those in ISD.
  - i. Evaluate all ITC investments for all state agencies.
  - j. Set directions and provide oversight for the support and continuous upgrading of current ITC infrastructure of the state to support enhanced reliability, service levels, and security.

- k. Direct the development, implementation, and management of appropriate standards, policies, and procedures to ensure the success of all state ITC initiatives.
- l. Recruit, hire, and transfer the required technical staff in ISD to support ISD-provided services and the execution of the strategic ITC plan.
- m. Ensure quality and efficient operation of ISD.
- n. Create and implement a communication plan that disseminates pertinent information to state agencies on standards, policies, procedures, service levels, project status, and other important information to ISD customers and other agency users of ITC resources.
- o. Provide for agency feedback and performance evaluation by ISD customers.
- p. Develop, implement, and recommend training programs for state agencies using shared services of ISD as well as those requiring other ITC training.
- q. Approve the purchasing of all ITC products and services for all state agencies.
- r. Develop and enforce an overall infrastructure architecture strategy and associated roadmaps for desktop, network server, storage, and statewide management systems for state agencies.
- s. Manage the design, implementation, and support of an adaptable, scalable, and highly available ITC infrastructure for state agencies.
- t. Define and implement a governance model for requesting services and monitoring service-level metrics for all shared services.
- u. Create an ISD budget each year for the Legislature.
- v. Coordinate information technology planning through analysis of the long-term information technology plans for each agency.
- w. Develop a statewide information technology plan with annual modifications to include, but not be limited to, individual agency plans and information systems plans for the statewide electronic information technology function.
- x. Establish and enforce minimum mandatory standards, that shall be the minimum requirements applicable to all agencies, for:
  - i. information systems planning,
  - ii. systems development methodology,
  - iii. documentation,
  - iv. hardware requirements and compatibility,
  - v. operating systems compatibility,
  - vi. acquisition of software and, hardware acquisition and technology-related services,
  - vii. information security and internal controls,
  - viii. data base compatibility,
  - ix. contingency planning and disaster recovery,
  - x. imaging systems, copiers, facsimile systems, printers, scanning systems and any associated supplies.
  - xi. Individual agency standards may be more specific than statewide requirements but shall in no case be less than the minimum mandatory standards. Where standards required of an individual agency of the state by agencies of the federal government are more strict than the state minimum standards, such federal requirements shall be applicable.

- y. Develop and maintain applications for agencies not having the capacity to do so.
- z. Operate an information technology service center to provide operations and hardware support for agencies requiring such services and for statewide systems.
- aa. Facilitate ITC resource and capability sharing across and among agencies by:
  - i. Maintaining a directory of the following which have a value of \$500.00 or more: application systems, systems software, hardware, internal and external information technology, communication or telecommunication equipment owned, leased, or rented for use in communication services for state government, including communication services provided as part of any other total system to be used by the state or any of its agencies, and studies and training courses in use by all agencies of the state.
  - ii. Facilitating the utilization of the resources by any agency having requirements which are found to be available within any agency of the state.
- bb. Assist agencies in the acquisition and utilization of information technology systems and hardware to effectuate the maximum benefit for the provision of services and accomplishment of the duties and responsibilities of agencies of the state.
- cc. Coordinate for the executive branch of state government agency information technology activities, encourage joint projects and common systems, and linking of agency systems through the review of agency plans, review and approval of all statewide contracts for software, hardware and information technology consulting services and development of a statewide plan and its integration with the budget process to ensure that developments or acquisitions are consistent with statewide objectives and that proposed systems are justified and cost effective. The Act requires that all agencies of the executive branch of the state submit to the ISD by 1-July of each year a one-year operations plan, which shall include as a minimum an overview of major projects and objectives, the cost per category of hardware, software, services and personnel, and such other information as the ISD may require for analysis and consolidation into a statewide telecommunications and electronic information technology plan.
- dd. Develop performance reporting guidelines for information technology facilities and conduct an annual review to compare agency plans and budgets with results and expenditures.
- ee. Establish operations review procedures for information technology installations operated by agencies of the state for independent assessment of productivity, efficiency, cost effectiveness, and security.
- ff. Establish service center user charges for billing costs to agencies based on the use of all resources.
- gg. Provide system development and consultant support to state agencies on a contractual, cost reimbursement basis.
- hh. In conjunction with the Oklahoma Office of Homeland Security, enforce the minimum information security and internal control standards established by the Information Services Division.
  - i. An enforcement team consisting of the CIO or a designee, a representative of the Oklahoma Office of Homeland Security, and a representative of the

Oklahoma State Bureau of Investigation shall enforce the minimum information security and internal control standards.

- ii. If the enforcement team determines that an agency that is not in compliance with the minimum information security and internal control standard, the Chief Information Officer shall take immediate action to mitigate the noncompliance, including the removal of the agency from the infrastructure of the state until the agency becomes compliant, taking control of the information technology function of the agency until the agency is compliant, and/or transferring the administration and management of the information technology function of the agency to the Information Services Division or another state agency.
- ii. The Information Services Division of the Office of State Finance is authorized to:
  - i. Develop and publish a state policy and procedures for the destruction or disposal of all electronic storage media to ensure that all confidential information stored on such electronic media devices is destroyed or disposed of in a secure and safe manner.
  - ii. Define the requirements for the secure destruction or disposal of electronic storage media.
  - iii. Assist the Department of Central Services in implementing the policy and procedures for the destruction or disposal of state electronic storage media.
    1. The Department of Central Services shall remove all electronic storage media from all surplus information technology and telecommunication equipment before it is sold, donated, stored, or destroyed.
    2. A state agency may remove electronic storage media from their surplus information technology and telecommunication equipment prior to sending the surplus to the Department of Central Services, so long as the agency has the technical expertise for removal and that the electronic storage media is sent for destruction or disposal as provided for in The Act.
  - iv. Notify all agencies, boards, commissions, and authorities of the policy and procedures for the secure and safe destruction or disposal of electronic storage media.
7. The CIO and the ISD of the OSF are subject to the Oklahoma Central Purchasing Act and the Public Competitive Bidding Act of 1974, the Oklahoma Lighting Energy Conservation Act, and the Public Building Construction and Planning Act.