

GENERAL INSTRUCTIONS

Information Technology

Information Technology Project Proposals

The Nebraska Information Technology Commission (NITC) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel...” Neb. Rev. Stat. §86-516(8). “Governmental entities, state agencies, and noneducation political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by sections 86-512 to 86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC require agencies/entities to complete this form when requesting funding for technology projects. Detailed information can be found at <http://nitc.ne.gov/standards/1-202.html>.

Note that any project which requires an increase in appropriation for FY2015-16 and/or FY2016-17 must be entered as a separate “IT Issue” on the Issue Details screen of the Nebraska Budget Request and Reporting System (NBRRS). The costs identified as part of an IT Project Proposal are in a format as required by the NITC and are not copied to the IT Issue. Unlike the IT Project Proposal, the IT Issue uses job codes and object codes to identify costs. An agency should only request an increase in appropriations if the current level of appropriation is not sufficient to fund the IT Project Proposal.

Agency Information Technology Plan (IT Plan)

Section 86-524.01, Nebraska R.R.S. states “all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades.” The format to submit this report can be found at <http://nitc.ne.gov/standards/1-201.html>. The NBRRS also includes a link on the left margin menu to the NITC website where the IT Plan form is available. The Microsoft Word document is to be completed by the agency and attached to the *IT Agency Summary* narrative tab. Please include the agency number and agency name as part of the file name.

IT Project Proposals and Agency IT Plans for the 2015-2017 biennium are due by 5:00 p.m., Monday, September 15, 2014.