

OSCIO statewide procedure

**NUMBER**

107-004-150_PR

SUPERSEDES107-004-150_PR |
7/18/2016**STATEWIDE PROCEDURE****EFFECTIVE DATE****5/1/2019****DATE OF LAST REVIEW****5/1/2019****DIVISION****Office of the State Chief Information Officer****REFERENCE/AUTHORITY**ORS 276A.206
Cloud and Hosted Systems Policy: [107-004-150](#)**POLICY OWNER****Enterprise IT Governance****SUBJECT****Cloud and Hosted Systems****APPROVED SIGNATURE****Terrence Woods, State Chief Information Officer**
*(Signature on file with DAS Business Services)***PURPOSE**

This cloud computing procedure describes how agencies must show that they have exercised due diligence in the consideration and acquisition of cloud technology and services.

APPLICABILITY

This policy applies to all state agencies as defined in ORS 276A.230, and includes any board, commission, department, division, or office within the Oregon Executive Branch. The following agencies and boards are excluded:

- Secretary of State.
- State Treasurer.
- The Attorney General, but only with respect to its authority under ORS 276A.303 over information systems security in the Department of Justice.
- Oregon State Lottery.
- State Board of Higher Education or any public university listed in ORS 352.002.

FORM(S), EXHIBIT(S) & INSTRUCTIONS

- Cloud and Hosted Systems Policy: [107-004-150](#).
- Information Technology Investment Oversight Policy: [107-004-130](#).
- Cloud and Hosted Systems Workbook Guide, Exhibit A to Policy: [107-004-150](#).
- [Cloud and Hosted Systems Workbook \(form\)](#)

DEFINITIONS

Refer to the Cloud Computing Policy: [107-004-150](#).

PROCEDURE: FIRST-TIME APPROVAL

An agency must complete the actions in this procedure before contracting for a Cloud or Hosted Service, or as required during the Stage Gate process. Agencies are encouraged to engage with the Office of the State Chief Information Officer (OSCIO) through their assigned Senior IT Portfolio Manager early in the planning process. SIPM contact information is available on the State CIO web site, <https://www.oregon.gov/das/cio>.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency project manager	1	As soon as a Cloud or Hosted System is under consideration, complete Section A: "Risk Determination" of the Cloud and Hosted Systems Workbook to determine if the proposed investment entails significant risk.
Approving Business Owner and Approving Technology Manager	2	Review and sign the completed Section A of the Workbook.
Agency CIO (or executive responsible for IT)	3	Low risk: If completion of Section A of the Workbook indicates that the investment is low risk, submit Section A of the Workbook to the State CIO through the PPM tool and retain a copy with the agency's procurement file. This completes the process for low-risk investments. Significant risk: If the agency determines that the investment entails significant risk, continue to Step 4.
Agency project manager, ESO BISO	4	Before releasing a procurement document or selecting a solution, complete Section B, Sub-Section 1: "Requirements" of the Workbook.
Approving Business Owner, Approving Technology Manager and ESO BISO	5	Review and sign the completed Section B, Sub-Section 1 of the Workbook.
Agency project manager	6	If the investment is under Stage Gate or Non-Stage Gate oversight per the IT Investment Oversight Policy: 107-004-130 , submit the Section A and Section B, Sub-Section 1 of the Workbook to OSCIO through the PPM tool, and obtain approval before continuing. If the investment is not under Stage Gate or Non-Stage Gate oversight, yet procurement approval is needed, submit Section A and Section B, Sub-Section 1 of the Workbook to OSCIO by email to ITInvestment.Review@oregon.gov and obtain approval before continuing. If neither of the above conditions apply, continue with Step 8.

State CIO	7	As necessary, review submissions, update project checklist and provide written documentation of oversight approval, conditional approval, or rejection.
Agency project manager	8	Before the agency commits to a particular Cloud or Hosted System or Service (i.e. before signing a Service Contract, purchase order or other binding document), complete Section B, Sub-Section 2: "Contract and Related Planning" of the Workbook.
Approving Business Owner, Approving Technology Manager and ESO BISO	9	Review and sign the completed Section B, Sub-Section 2 of the Workbook.
Agency project manager	10	<p>If the investment is under Stage Gate or Non-Stage Gate oversight per the IT Investment Oversight Policy: 107-004-130, submit Section B, Sub-Section 2 of the Workbook to OSCIO through the PPM tool, and obtain approval before continuing. Section A and Section B, Sub-Section 1 of the Workbook need not be resubmitted if they were previously approved; otherwise include them with this submission.</p> <p>If the investment is not under Stage Gate or Non-Stage Gate oversight submit Section B, Sub-Section 2 of the Workbook to OSCIO by email to ITInvestment.Review@oregon.gov and obtain approval before continuing. Section A and Section B, Sub-Section 1 of the Workbook need not be resubmitted if they were previously approved; otherwise include them with this submission.</p>
State CIO	11	As necessary, review submissions, update project checklist and provide written documentation of oversight approval, conditional approval, or rejection.
Agency project manager	12	Submit the completed, signed Cloud and Hosted Systems Workbook to OSCIO and the agency's designated procurement office via email.
Procurement office	13	Ensure that the approved Cloud and Hosted Systems Workbook is retained as part of the procurement file.

PROCEDURE: RENEWAL

An agency must complete the actions in this procedure must be completed before an agency may renew, amend, or extend a previously-approved contract for a Cloud or Hosted System or Service.

<u>RESPONSIBILITY</u>	<u>STEP</u>	<u>ACTION</u>
Agency project manager	1	Complete Section C of the Workbook.
Approving Business Owner, Approving Technology Manager, and ESO BISO	2	Review and sign the completed Section C of the Workbook.
Agency CIO (or executive responsible for IT)	3	Submit the completed Section of the Workbook to OSCIO by email to ITInvestment.Review@oregon.gov and seek approval before continuing. Ensure that the completed form is retained with the procurement file.
State CIO	4	As necessary, review submissions for compliance with the Cloud and Hosted Systems policy and provide the agency with written documentation of approval, conditional approval or rejection.