Idaho Technology Authority (ITA)

ENTERPRISE GUIDELINES – G100 GENERAL

Category: G120 – EXEMPTION PROCESS

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I.   DEFINITION

Exemption Process – Some State Agencies may have special conditions or extraordinary business requirements that prevent compliance with an ITA policy or standard. A completed Exemption Request Form is required to request an exemption from an ITA policy or standard.

II. RATIONALE

These guidelines are intended to provide direction to Agencies in the preparation of a request for an exemption from an ITA policy or standard.

III. GUIDELINE

Agencies unable to comply with ITA Policies or Standards or desiring to purchase or maintain equipment or software that does not meet the ITA Enterprise Standards must complete and submit an Exemption Request Form according to the instructions contained within the form.

The completed Exemption Request Form is to be accompanied by a cover letter (Word format) from the Agency director addressed to the ITA Chairman. Please submit one (1) electronic copy to ita@its.idaho.gov and one (1) print copy to:

> ITA Chairman
> Office of IT Services (ITS)
> 11331 W Chinden Blvd, Suite B201 (83714)
> PO Box 83720, Boise, ID 83720-0042

Upon receipt of the completed Exemption Request Form:

- ITA staff will review and make recommendations to the ITA for consideration at the next scheduled Council meeting for Policy exemption requests.
- ITA staff will review and make recommendations to the ITLC for consideration at the next scheduled Council meeting for Standards exemption requests.

ITA staff will notify the submitting Agency of the date and time of the ITA or ITLC meeting where the Exemption Request will be heard. ITA staff will schedule an Agency representative to appear at the respective council meeting to brief the members on the business case for the request.

The ITA or ITLC may grant an exemption for a specified period not to exceed twenty-four (24) months. Agencies wishing to extend their exemption must submit a new request at least ninety (90) days prior to the exemption period expiration date.

IV. PROCEDURE REFERENCE

Policies for exemption process are detailed in ITA Policy P1010 (Information Technology Policies, Standards, and Guidelines Framework).

1. ITA Information Technology Policies and Standards can be found at: https://ita.idaho.gov/resources/ .

V. CONTACT INFORMATION

For more information, contact the ITA Staff at (208) 605-4064.

REVISION HISTORY

04/20/21 -   Updated mailing address; updated III. Guideline to clarify language.

07/01/18 –   Changed "OCIO" to "ITS".

04/15/14 -   Updated to reflect the change giving ITLC the authority to set Standards and Guidelines for the State. This would give ITLC the authority to also grant exemptions to those Standards or Guidelines.

07/01/13 –   Changed "ITRMC" to "ITA".

01/08/10 –   Updated links to web page and exemption request form. Changed ITRMC Chairman to Mike Gwartney.

06/16/09 –   Added Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted References and Timeline.

Revised: June 30, 2004
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