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<b>Office of the Chief Information Officer Enterprise Policy (CIO)</b>		
<b>CIO-051: Information Technology Standards</b>		
<b>EFFECTIVE DATE:</b> 12/23/2015	<b>REVISED:</b> 1/31/2023	<b>REVIEWED:</b> 1/31/2023

**I. PURPOSE**

This policy establishes the requirements for the development and maintenance of Kentucky Information Technology Standards (KITS). This policy also provides guidance in decision-making and practices that optimize resources, mitigate risk, and maximize return on investment.

**II. POLICY**

**1. Definitions**

- a) "Addition Request" – A KITS Addition Request is a request to add a new product, which will benefit the enterprise, to a specific standard within KITS.
- b) "Exception Request" – A KITS Exception Request is a request that deviates from KITS to satisfy a compelling business requirement.
- c) "Kentucky Information Technology Standards (KITS)" – KITS are approved Information Technology (IT) products addressing the broad spectrum of technology environments, including software, cloud-based products, hardware, networks, applications, data, security, access, communications, project management, and other relevant architecture disciplines.
- d) "Modification Request" – A KITS Modification Request is a request to modify an existing product of a specific standard within KITS. Normally this will be to delete an IT product or to modify the specifications/descriptions of an IT product (including life-cycle dates such as sunset or versioning milestones) to ensure KITS reflects the installed and planned Commonwealth technology base.
- e) "Requester" – A Requester is an individual requesting the addition, exception, or modification of an IT product to KITS.

**2. Below are the key roles involved in reviewing and/or approving KITS requests:**

- a) KITS Coordinator – A KITS Coordinator is an enterprise architect responsible for facilitating KITS requests and maintaining KITS.
- b) Commonwealth Office of Technology (COT) KITS Review Team – The COT KITS Review Team is responsible for evaluating, vetting operational and security risks, and making an approval decision for KITS requests. This team is comprised of the executive directors of COT Offices: Office of Infrastructure Services, Office of the Chief Information Security Officer, Office of Client Support Services, and Office of Architecture and Governance.

**3. Only IT products listed in KITS, or products granted an exception to KITS, are approved**

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for installation, use, or purchase by COT consolidated Agencies in the executive branch of Kentucky State Government. COT consolidated agencies must submit a SPR1 to COT for review. The Strategic Procurement Review (SPR1) process and form are located on the Finance website. Agencies requesting the purchase and/or use of products and services outside the parameters of KITS must, regardless of cost, develop a business case supporting their request for an exception or modification to existing products, or the addition of a new product. Compliance with KITS is required for traditional IT products, as well as off-premises solutions (vendor-hosted, cloud-based: Infrastructure as a Service – IaaS, Platform as a Service – PaaS and Software as a Service – SaaS).

4. Off-premises solutions require the approval of the specific business case being considered and, unlike other KITS requests, are not an approval for the broad use of a particular product or technology. In other words, a new request for approval is required to deploy technologies off-premises, even if the proposed product or technology is already approved for a different business case. All requests must be approved by the agency's highest-ranking IT officer, or designee, prior to review by COT KITS Review Team.
5. COT KITS Review Team shall review all requests for KITS changes or exceptions. Reviews are normally completed within 5 business days. The requester may be contacted by the review team for additional information, thereby additional time may be required to process the request. After review of the request, COT KITS Coordinator shall 1) add products to KITS, 2) modify existing products in KITS, 3) provide exception to KITS, or 4) deny any change or exception to KITS. All changes to KITS (excluding approved exceptions) shall be documented and published in KITS.
6. KITS shall be maintained by the Office Architecture and Governance (OAG) and published at Enterprise Architecture and Kentucky Information Technology Standards (KITS), which is available to Commonwealth employees, contractors, and vendors as well as citizens not specifically affiliated with the Commonwealth.
7. Agencies may incur additional service charges for support efforts and costs associated with IT standards that are approved as exceptions (e.g., MacBook, Samsung Tablet) or are not listed in Service Rates & Descriptions.
8. Visit the Exceptions, Modifications, and Additions to Kentucky Information Technology Standards web page for details related to the submission of these requests. Agencies may submit a KITS request via ServiceNow.

### **III. COMPLIANCE AND DISCIPLINARY ACTION**

Each agency must ensure that staff within their organizational authority are made aware of and comply with this policy. The agency is responsible for enforcing it. Failure to comply with this policy may result in disciplinary action up to and including dismissal. COT may

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require additional service charges for remediation efforts due to non-compliance with this policy.

**IV. APPLICABILITY**

All executive branch agencies and non-executive branch agencies using COT-managed infrastructure or services shall adhere to this policy. This includes employees, contractors, consultants, temporaries, volunteers, and other workers within state government. Organizations may modify this policy to fulfill their responsibilities but must obtain approval through an exception request. Staff should refer to their internal policy, which may have additional information or clarification.

**V. REFERENCES**

Kentucky Information Technology Standards (KITS)