

# MANAGEMENT MEMO

<b>SUBJECT:</b>  Year 2000 Executive Order and Information Technology Projects	<b>NUMBER:</b>  99-10
<b>REFERENCES:</b> California Government Code Section 11710, et. seq. State Administrative Manual Sections 4819.37, 4819.38, 4926, 4928, 4930.1, 4945, 4945.2 and 6700. Executive Order D-3-99	<b>DATE ISSUED:</b> July 20, 1999 <b>EXPIRES:</b> When rescinded <b>ISSUING AGENCY:</b>  Department of Information Technology

The purpose of this Management Memo is to notify departments and agencies of policies and guidelines for implementing Executive Order D-3-99 (Executive Order) as it affects the State of California's information technology (IT) project initiation, approval and change process. These policies and guidelines are effective with the publication of this Management Memo, and will continue in effect until rescinded or superseded.

Departments must obtain specific exemption from the executive order to perform the following activities related to projects included in any Budget Change Proposals (BCP), Preliminary Feasibility Study Reports (Pre-FSR), Feasibility Study Reports (FSR), Feasibility Study Report Exemption Request (FSR/ER), Alternative Procurement Business Justifications (APBJ) or 5215 letters approved by the Department of Finance (DOF) and the Department of Information Technology (DOIT) before February 17, 1999, unless the activity is necessary and approved by the DOIT as necessary to meet requirements of Year 2000 (Y2K):

- Release any new procurement document, including but not limited to: Request for Proposal (RFP), Request for Information (RFI), Invitation to Partner (ITP), or Solicitation of Proposal (SOP).
- Issue an Intent to Award for any contract, or to sign any contract, for IT goods and services.
- Obtain contractor services or acquire hardware or software through a California Multiple Award Schedule (CMAS) or Master Service Agreement (MSA) for IT goods and services.
- Redirect existing personnel from their current duties.

Departments must also obtain specific exemption from the Executive Order to submit new project requests for activities that are scheduled to commence before July 1, 2000, unless those activities are necessary to accommodate unavoidable workload growth affecting an existing IT system, or to ensure continued operation of existing functions of an existing IT system.

Exemption for these activities may be requested through an "Executive Order D-3-99 Exemption Request" (sample attached, and available from [www.year2000.ca.gov](http://www.year2000.ca.gov)). The department must describe the adverse consequences of deferring the project according to Directive 1 of the Executive Order, including the specific identification of any legal requirement for the activity. Notification of Year 2000 Executive Committee approval, if granted, will be provided by the return of the request, signed by the Director of the Department of Finance and the State Chief Information Officer. The Executive Committee will normally not approve requests for departments that have not yet completed their Y2K Detailed Department Assessments and Corrective Action Plans.

Regardless of any previous notification, the DOF and the DOIT will review BCP, FSR, SPR, FSR/ER, APBJ or 5215 documents for activities scheduled to commence after July 1, 2000. Commencement of these activities, if approved, will be subject to the requirements of the Executive Order unless it has been rescinded or has expired.

The DOIT requests that departments submit FSRs and SPRs immediately, but will continue to accept requests for activities related to new or modified projects which require changes to the 2000-2001 Budget through August 1, 1999.

In order to assist departments in obtaining necessary DOF and DOIT project approvals in time to meet budget schedules, the requirements for Pre-FSRs and for Project Change Requests (PCR) are suspended. To assist the DOIT in evaluating requests to commence alternative procurement activities, departments must submit to the DOIT with any 5215 letters the APBJ documents required by the DOF.

Department Directors and Chief Information Officers are responsible for ensuring that all activities performed under the department's delegated authority are also consistent with the Executive Order and this Management Memo, and for requesting exemption from Directive 1 of the Executive Order when deemed necessary. As noted in the DOF Budget Letter 99-08, all expenditures for Y2K remediation activities are subject to future audit; such audit may include review of delegated expenditures for non-Y2K activities.

If you have questions or comments concerning these policies and guidelines, please contact Lee Kercher of the DOIT at (916) 445-6388.

  
for ELIAS S. CORTEZ  
Chief Information Officer  
State of California

## Information Technology Project Request



### EXECUTIVE ORDER D-3-99 EXEMPTION REQUEST

Department:	
Project Name:	
DOIT Project Number:	
Consequences of deferring project commencement:	

#### Departmental/Agency Signatures

*I certify that activities related to the proposed project will not impede our agency's progress on Year 2000 remediation or prevent the successful completion of our agency's Year 2000 remediation.*

Chief Information Officer		Date Signed	Budget Officer		Date Signed
Printed Name:			Printed Name:		
Department Director		Date Signed	Agency Secretary		Date Signed
Printed Name:			Printed Name:		

#### Executive Approval Signatures

*The Director of the Department of Finance and the State Chief Information Officer, on behalf of the Year 2000 Executive Council, approve the exemption of this project from Directive 1 of Executive Order D-3-99. The project must be approved, budgeted, and implemented in compliance with all other Directives of Executive Order D-3-99, and with the requirements of all applicable statutes, the State Information Management Manual, the State Administrative manual, and all Budget Letters.*

California State Chief Information Officer		Date Signed	Director, Department of Finance		Date Signed
Printed Name:	Elias S. Cortez		Printed Name:	Tim Gage	