



ENTERPRISE

information services

Project Portfolio Performance

Guide: Non-Project Oversight

A guide for working with Enterprise Information Services (EIS) on IT Non-Project Investments

Version 1.0 | May 2024

Find the most recent version:

<https://www.oregon.gov/eis/project-portfolio-performance/Pages/guidance-and-forms.aspx>

Engaging with EIS Oversight

I need to make an IT purchase. Where do I start?

Why oversight?




Oversight exists – in both public and private organizations – to ensure information technology (IT) investments align with agency and enterprise strategies and meet business needs. EIS encourages agencies to select sound solutions to solve business problems and seek cost-sharing opportunities where possible. As part of this oversight process, EIS reviews documents for completeness, quality, clarity, and conformance to state policy.

Purpose of this guide

This guide is intended to be used by agency and IT staff handling the purchase of IT investments. It provides information about when to engage with EIS, how to engage, and what to expect during the review process. This guide is intended to provide accompanying guidance and is not intended to replace the IT Investment Oversight [Policy 107-004-130](#) or [Procedure 107-004-130 PR](#).

Using this guide

Helpful icons appear throughout this document:

	Helpful information
	Action required
	Form or template available

For questions and assistance, contact the Senior IT Portfolio Manager (SIPM) for your policy area which can be found on the [About Us](#) page on our website.

Table of Contents

Why oversight?	2
<i>Purpose of this guide</i>	2
<i>Using this guide</i>	2
Getting Started	3
<i>EIS Non-Project Oversight Policy and Procedure</i>	4
<i>ITI Submission and Accompanying Documents</i>	5
ITI Form Components	5
Frequently Asked Questions	6
Accompanying Documents	6
<i>ITI Review and Approval Process</i>	7
EIS Review and Feedback	7
IT Investment Approval	8
Longer-Term Approval	8
Appendix	9
<i>Reference documents</i>	9
<i>Document revision history</i>	9

Getting Started

Enterprise Information Services (EIS) Project Portfolio Performance (P3) provides oversight to information technology (IT) projects and non-project IT investments undertaken by state agencies to meet their mission, business objectives, and goals. This guide specifically addresses qualifying IT **non-project** investments, including purchases, subscriptions, contracts, contract amendments, contract renewals, etc. EIS also provides a [Project Oversight Guide](#) that provides step-by-step instructions for navigating the project oversight and Stage Gate process. An IT project is a “a temporary endeavor undertaken to create a unique product, service, or result”. Typically, projects have project managers assigned, are approved by agency governance, and are officially chartered.

EIS Non-Project Oversight Policy and Procedure

IT investments that meet thresholds as defined in IT Investment [Policy 107-004-130](#) are subject to EIS review and oversight and agencies must obtain State CIO approval in advance of purchase/execution. The IT Investment [Procedure 107-004-130 PR](#) provides definitions for IT investments and specifically a non-project investment:

An IT investment is...	A non-project investment is...
<p>...the planned or actual commitment of funds for IT-related expenditures, including but not limited to personnel, contractors associated with projects, products, services, or contracts and contract renewals and other amendments. Cost of an IT investment includes the cost of any services and/or supplies purchased and five years of anticipated operational costs (e.g. licensing costs and hardware/software maintenance).</p>	<p>...an IT investment which may include purchases, subscriptions, contracts, contract amendments, contract renewals, etc. Some project-like activities such as development of an implementation or communication plan may be required; it is expected that these activities represent a minority of non-project investment work. Typically, this work encompasses fewer than 80 hours of staff time or a similar threshold established through agency governance.</p>

Per policy, if your investment meets any of the following, you must engage with EIS-P3.

- a) IT investments exceeding a cost of \$150,000 (see definition in policy for clarification), unless the investment is an agency-staffed application development project, or
- b) IT investments exceeding a cost of \$1 million for agency-staffed application development projects, or
- c) IT investments involving Information Asset Classification Level 3 (Restricted) or Level 4 (Critical) data (reference [Policy 107-004-050](#))¹, or
- d) IT investments that meet one of the risk thresholds triggering EIS oversight under the Cloud Computing Policy (reference [Policy 107-004-150](#)), or
- e) IT investments where EIS determines that oversight, review or approval is in the best interest of state government.



The total cost of an IT investment includes purchase or development of the solution (both hardware and software), vendor services, procurement or DOJ charges, licensing, personnel cost (IT and non-IT), and ongoing maintenance and operational costs for five years. If solution is not yet known, calculate costs using as much information as is known and describe any uncertainty or assumptions relied upon to provide estimates.



If you are unsure whether your investment has an IT component or meets policy thresholds, reach out to your assigned Senior IT Portfolio Manager (SIPM).

¹ The Information Asset Classification [Policy 107-004-050](#) was revised in August 2023 and treatment of account credentials (i.e., username and password) is now considered Classification Level 2 (Limited) data.



While EIS-P3 may not be required to review an IT investment that does not meet policy thresholds, EIS Cyber Security Services (EIS-CSS) may still need to review the IT investment from a security perspective.

ITI Submission and Accompanying Documents

An Information Technology Investment (ITI) form is the intake form used by EIS-P3 for all qualifying investments.



The ITI form can be found on our [Guidance and Forms](#) page of our website.



It is expected you have reached out to the procurement team to explore procurement options prior to submission of the ITI form. However, in some cases EIS may be engaged earlier to work with the agency and the procurement team on review of solicitation to select a vendor or solution.

ITI Form Components

The ITI form includes instructions at the bottom for how to complete each section of the form. If you still have questions about information to be included, contact your assigned SIPM.

As you complete the ***Estimated Scope/Description*** section, be sure to address the following. If further exploration of a solution or purchase option is underway, include as much information as is known. Describe any uncertainty or assumptions you have relied upon to provide estimates.

- **Use case** – Identify the primary users (internal and external), business need, processes impacted, nature of the information used or handled and whether the solution will be a critical system for the agency. If this is a continuing investment, indicate whether the use case remains the same, has changed or is being expanded.
- **Scope** – Describe the products or services included in the investment, along with any work to be performed beyond basic installation. Indicate whether this investment will replace any current solutions.
- **History** – If this is a new investment, please indicate as such; otherwise, include the length of time the product or service has been in use by the agency, any previous amendments/renewals/extensions, not to exceed (NTE) or cumulative spend to date.
- **Justification** – Describe alternatives considered and any constraints or requirements leading to the specific solution selected.
- **Purchase method** – Indicate the purchase method to obtain the product or services for the investment. If the purchase is being made under a master agreement or is amending or extending an existing contract, include reference to the original or master contract.



EIS expects the ITI has been reviewed and approved by agency and IT leadership.



For non-project investments, the completed ITI form should be submitted to the EIS ITI Mailbox² (itinvestment.review@das.oregon.gov).



If you know your assigned SIPM, it is helpful to copy them when you submit the ITI form to the EIS ITI Mailbox.

Frequently Asked Questions

EIS has published a list of [Frequently Asked Questions](#) regarding IT investments on our website.

Accompanying Documents

Along with the ITI form, additional materials may be required or requested, such as a Cloud Workbook (see [Policy 107-004-150](#)) or procurement and purchasing materials. Below is a guide to help determine the materials that EIS may require based on the procurement type. The procurement team will make the determination of the appropriate solicitation method. If you have questions about the procurement type, contact the procurement team.

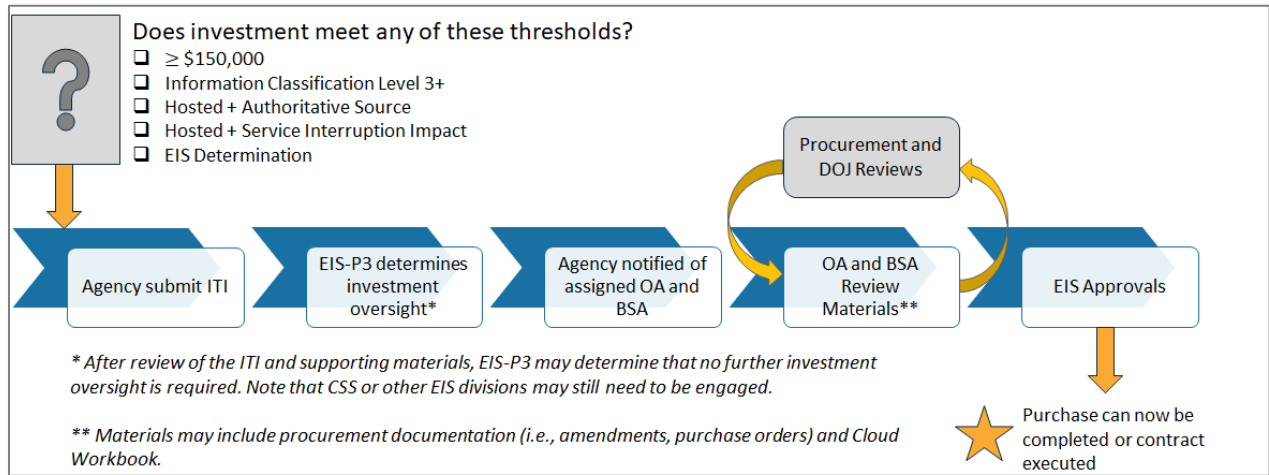
If the procurement type is...	Materials typically needed for oversight review include...
Request for Quote (RFQ) Request for Proposal (RFP)	<ul style="list-style-type: none"> • Draft procurement documentation (i.e., RFQ, RFP) • Draft statement of work
Special Procurement Sole Source Brand Name Justification	<ul style="list-style-type: none"> • Draft procurement documentation • Draft statement of work • Original contracting documentation <p>If investment is associated with an emergency declaration:</p> <ul style="list-style-type: none"> • Governor or agency documentation justifying the emergency and supporting this investment
Contract (not under a master agreement)	<ul style="list-style-type: none"> • Draft contract • Draft statement of work
Purchase order under master agreement	<ul style="list-style-type: none"> • Vendor quote • Draft PO including terms and language referencing the procurement vehicle • Riders, licensing agreements, provider terms of service, etc. <p>If professional services will be provided:</p> <ul style="list-style-type: none"> • Draft statement of work
Work Order Contract (WOC) under master agreement	<ul style="list-style-type: none"> • Draft WOC • Draft statement of work • Other documentation including riders, licensing agreements, provider terms of service, etc.

² For IT **projects** the ITI form and project initiating materials should be submitted to the PPM portal and are not sent to the EIS ITI Mailbox. See the EIS [Project Oversight Guide](#) for more information on oversight of projects.

Change Orders	<ul style="list-style-type: none"> • Change order documentation • Original contract, statement of work, any previous amendments
Amendment or Addendum ³	<ul style="list-style-type: none"> • Draft amendment • Original contract, any previous amendments

ITI Review and Approval Process

The diagram below shows the process for handling ITI non-project investments.



EIS Review and Feedback

Once the ITI has been received by EIS through the EIS ITI Mailbox, a “Receipt of Submission” email will be sent with the ITI Control Number and name of the assigned SIPM. The ITI Control Number should be included in the subject line for all further correspondence related to the investment.

Your assigned SIPM will reach out if they have questions or if additional materials are needed. They may also confer with others to ensure there are no questions or concerns with the investment moving forward. Your SIPM will respond via email with an oversight determination:

- If oversight is required, an EIS Senior IT Oversight Analyst (OA) will be assigned, along with a Business Security Advisor (BSA) from Cyber Security Services (EIS-CSS). You will continue to work with the OA and BSA through review and approval of the investment.

³ If the amendment or addendum is to a master agreement, this follows a different process. Consult with your procurement analyst and SIPM for further instructions.

- If no further EIS-P3 oversight is required, this will clearly be indicated within the determination email. Please note that you will still need to engage with EIS-CSS. You can reach out to eso.info@das.oregon.gov.

Each time materials are submitted to EIS for review, we have an expected timeframe of 10 business days to respond or return feedback. Some EIS resources may require a longer review period based on the number of documents submitted, length of documentation, and overall workload of EIS staff. If review and feedback cannot be provided within 10 business days, we will notify you of the expected turnaround by email. The response target should not be considered a guarantee of total review time.

IT Investment Approval

Delegation of approval for an IT investment is based on the total investment cost. The total cost of an investment includes the cost of any services and/or supplies purchased plus five⁴ years of anticipated operational costs (e.g., licensing costs, hardware/software maintenance).

Delegations of approval are outlined below:

If the total cost is:	The delegated approver is:
Less than \$1 million	Assigned Oversight Analyst
\$1 million or greater	State CIO or designee (typically the EIS-P3 Director)

- If the investment is less than \$1 million, the assigned Oversight Analyst will provide approval via email.
- If the investment is \$1 million or greater, the assigned Oversight Analyst will make a recommendation to the State CIO or designee (typically EIS-P3 Director) for approval. The Oversight Analyst will inform you of State CIO approval via email.

The approval email will be sent to the individuals listed on the ITI form (i.e. Owner/Sponsor, Business Contact, IT Contact) and will include any conditions relevant to the approval.

Longer-Term Approval

EIS may provide a longer-term approval for some investments. This is typically done for products or services purchased under master agreements which are routinely renewed or extended. The approval email will indicate whether the investment may continue for a longer term and under what conditions the investment may be renewed or extended. If you have questions, please contact your assigned SIPM.

⁴ In some cases, the investment period is less than five years (e.g., total investment will be for three years). In this case the time period calculated should be indicated on the ITI form.

Appendix

Reference documents

Reference	Website address
Policy	https://www.oregon.gov/das/policies/107-004-130.pdf
Procedure	https://www.oregon.gov/das/policies/107-004-130_PR.pdf
IT Investment Form	https://www.oregon.gov/eis/project-portfolio-performance/Pages/guidance-and-forms.aspx
Cloud and Hosted Systems Policy	https://www.oregon.gov/das/policies/107-004-150.pdf

Document revision history

Date	Version	Notes
05/06/2024	1.0	Initial release