

GENERAL INSTRUCTIONS

Information Technology

Information Technology Project Proposals

The Nebraska Information Technology Commission (NITC) is required by statute to “make recommendations on technology investments to the Governor and the Legislature, including a prioritized list of projects, reviewed by the technical panel...” Neb. Rev. Stat. §86-516(8). “Governmental entities, state agencies, and non-education political subdivisions shall submit all projects which use any combination of general funds, federal funds, or cash funds for information technology purposes to the process established by Neb. Rev. Stat. §86-512 to §86-524. The commission may adopt policies that establish the format and minimum requirements for project submissions.” Neb. Rev. Stat. §86-516(5). In order to perform this review, the NITC require agencies/entities to complete this form when requesting funding for technology projects. Detailed information can be found at <https://nitc.nebraska.gov/standards/1-201.pdf>.

Note that any project which requires an increase in appropriation for FY 2023-24 and/or FY 2024-25 must be entered as a separate “IT Issue” on the Issue Details screen of the Nebraska Budget Request and Reporting System (NBRRS). The costs identified as part of an IT Project Proposal are in a format as required by the NITC and are not copied to the IT Issue. Unlike the IT Project Proposal, the IT Issue uses job codes and object codes to identify costs. An agency should only request an increase in appropriations if the current level of appropriation is not sufficient to fund the IT Project Proposal.

Agency Information Technology Plan (IT Plan)

Section 86-524.01, Nebraska R.R.S. states “all state agencies, boards, and commissions shall report to the Chief Information Officer, in a format determined by the commission, an information technology plan that includes an accounting of all technology assets, including planned acquisitions and upgrades.” The Office of the Chief Information Office has a web based portal for agencies to use to complete this requirement. It is found at <https://cioapps.nebraska.gov/ITPlan>. Therefore, the Agency IT Plan will not need to be included in the final submission.

IT Project Proposals for the 2023-2025 biennium are due by 5:00 p.m., Thursday, September 15, 2022.