
State of California
California Technology Agency
Information Technology
Cost Report
Preparation Instructions

SIMM 55 A

November 2012

Overview of the Information Technology Cost Report

Government Code Section 11546.2 and the State Administrative Manual (SAM) Section 4903.2 require that, each year as instructed by the California Technology Agency (Technology Agency), each state entity ("State entity" refers to any office, department, board, bureau, commission or other organizational entity within state government.) must summarize its actual and projected information technology (IT) costs in a format defined by the Technology Agency. IT costs of the state entity are to be summarized in the IT Cost Report (ITCR) workbook. The ITCR workbook must be completed and submitted to the Technology Agency by February 1 of each year. The ITCR workbook and transmittal letter template for the 2013 ITCR are available for download on the Technology Agency's Web site (see http://cio.ca.gov/Government/IT_Policy/SIMM.html, Statewide Information Management Manual (SIMM), Section 55.) In subsequent years, the updated template will be available for download by July 1.

Submittal to the Technology Agency

The Information Technology Costs Report must be attached to a transmittal document (see SIMM 55C) which must be **signed by the following**:

- The state entity's Chief Information Officer;
- The state entity's Budget Officer;
- The state entity's Director; and
- The Undersecretary for state entities that are within a Cabinet Agency.

Please submit documents together via electronic mail to the following address: [CIO PMOSubmission@State.ca.gov](mailto:CIOPMOSubmission@State.ca.gov). The Information Technology Cost Report Template shall be submitted electronically in an Excel file (2003 or later) and the signed transmittal letter as a scanned PDF. Please use the following naming convention in saving the file:
Org Code_Department Acronym_ITCostReport_FY2012-13
(e.g. *8860_DOF_ITCostReport_FY2012-13.xls*).

General Instructions

Report the requested information according to the definitions below.

Information Technology includes, but is not limited to, all electronic technology systems and services, automated information handling, system design and analysis, conversion of data, computer programming, information storage and retrieval, and networking and telecommunications.

Worksheet

1. Report data for two fiscal years, consisting of the Past-Year Actual, and Current-Year Estimated.
2. Round costs to the nearest \$100 and report costs in \$1,000 increments. For example, \$49,325 should be reported as \$49.3.
3. Round personnel years (PYs) to the nearest one-tenth full-time equivalent (FTE).
4. Report the budgeted amount for personnel costs. State personnel costs shall include salary, salary-driven benefits and nonsalary-driven benefits.
5. Use the separate *Comments* sheet to clarify any of the figures, for example if it is important to note specific assumptions used in a particular cost category. Comments are optional. However, if comments are provided, please indicate which cost item(s) are being referenced.

General Category Definitions

1. New

The purchase of a new goods or services in the fiscal year reported. This would include the first year of a multi-year lease that includes maintenance, refresh and upgrades.

2. Renewal/Maintenance

Continuing payment on an existing goods or services (i.e. contract) in the fiscal year reported. This would include the second year and thereafter of a multi-year lease that includes maintenance.

Instructions for Completing Specific Items

In addition to the general instructions listed above, the following instructions relate to the individual data items on the Information Technology Cost Report worksheet. (Note: The item numbers following, below, correspond with item numbers on the worksheets)

1. Software

Report costs associated with computer software that operate on all types of hardware. This includes new software, maintenance, support, rental/lease and subscription services. Types of software that need to be reported include, but are not limited to: Productivity Suite, Database, Website Development, Email/Electronic Messaging, Security, Application Development Tools, Middleware, GIS, etc.

2. Hardware

Report costs associated with computer hardware and components. This includes new hardware, maintenance, support or repair. The types of hardware that need to be reported include, but are not limited to the following: PC Desktop, Laptop, Printer/Scanner/Multi-Function devices, Servers, Storage, etc

3. Services/Consulting

Report costs for contract services for needs which require additional knowledge or resources and also includes commercial contracts and independent assessments. Costs should include all External, Internal, and OTech Data Center contracts.

4. Network

Report costs associated with wiring, cabling, equipment, and communication network lines to provide video and data connectivity services across local and large geographical areas. This includes new, maintenance, support, repair, rentals and/or leases for network connectivity. The types of network that need to be reported include, but are not limited too the following: Network Equipment, Wireless Network Equipment, Switches/Routers, Point-to-Point Data Circuit, etc.

5. Telecommunications

Report costs associated with operating telephone systems within State buildings and office. This includes new, maintenance, repair and rental fees for telecommunication services. The types of telecommunications that need to be reported include, but are not limited too the following: Telephone Equipment, Devices, Services, Blackberry/Smartphone's, Mobile/2-way devices, Public Address Systems, Closed Circuit Television, etc.

6. Personnel Years

Report the budgeted personnel years number and cost for each fiscal year.