

# IT POLICY LETTER

SUBJECT: <b>SERVER VIRTUALIZATION</b> <b>Emphasis:</b> Consolidation of server workload onto high capacity servers	NUMBER: <b>ITPL 10-16</b>
REFERENCES: Government Code Section 11545 Chapter 404, Statutes of 2010 Information Technology Policy Letters 09-06, 10-14, and 10-15 Statewide Information Management Manual Sections 18C, 58D, and 158	DATE ISSUED: <b>DECEMBER 17, 2010</b>  EXPIRES: <b>Until Rescinded</b>  ISSUING AGENCY: OFFICE OF THE STATE CHIEF INFORMATION OFFICER

**Note: Agency Chief Information Officers (Agency CIO) and Department Chief Information Officers (CIO) are requested to forward a copy of this Information Technology Policy Letter (ITPL) to their respective Procurement Managers, Project Management Office(s) and Information Technology (IT) Project Managers.**

**DISTRIBUTION**

Agency Secretaries  
 Department Directors  
 Agency Chief Information Officers  
 Department Chief Information Officers

**PURPOSE**

Within California State Government, the past practice was to dedicate one physical server to a single workload, which resulted in chronic underutilization, an expanding data center footprint, and excessive data center power consumption. Building on efforts to strengthen the Statewide Enterprise Architecture (EA) Program, and in support of energy consumption reduction goals identified in Chapter 404, Statutes of 2010 (AB 2408), the purpose of this ITPL is to:

- Formally establish the use of server virtualization software in California State Government as an acceptable practice.
- Remind all state agencies<sup>1</sup> of the requirement to utilize the EA Server Virtualization Software Standard that is published in Section 58D.1 of the Statewide Information Management Manual (SIMM) as Technical Reference Model (TRM) 4.17.865.001.
- Remind all state agencies of the suggested EA Server Virtualization Practice that is published in Section 158A of the SIMM as TRM 4.17.865.002.
- Announce updates to the Information Technology Acquisition Plan (ITAP) Request Excel template and XML Schema included in Section 18C of the SIMM.

<sup>1</sup> When capitalized, the term "Agency" refers to one of the state's super Agencies such as the State and Consumer Services Agency or the Health and Human Services Agency. When used in lower case, the term "agency" refers to any office department, board, bureau, commission or other organizational entity within state government. Within this ITPL, "agency" and "department" are used interchangeably.

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## BACKGROUND

Within the authority of [Government Code \(GC\) Section 11545](#), the Office of the State Chief Information Officer<sup>2</sup> (OCIO) has responsibility and authority for the establishment and enforcement of state information technology policy in California State Government. This includes establishing and enforcing state IT strategic plans, policies, standards, practices, and EA.

In addition, Chapter 404 specifies statewide efforts to reduce energy consumption by 20 percent below the 2009 baseline by July 1, 2011, and by 30 percent below the 2009 baseline by July 1, 2012.

ITPL 10-15, Enterprise Architecture Standards and Procedures, included a requirement to comply with the EA Standards in SIMM Section 58D, which includes server virtualization software. Server virtualization software allows the consolidation of new and existing workloads distributed over multiple servers onto fewer high capacity servers. Consolidating workloads onto high capacity servers reduces the physical server inventory, which in turn decreases the associated footprint and power consumption.

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## POLICY AND PROCESS

Agencies shall utilize virtualized server environments in accordance with the EA Server Virtualization Software Standard published in Section 58D.1 for new workload, increases to existing workload, and server refreshes.

The ITAP process established pursuant to ITPL 09-06 will be used to review and validate compliance with this policy.

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## EXCEPTIONS

In the event of an emergency as defined in Public Contract Code Section 1102, agencies may conduct acquisitions for IT goods and services with an aggregate value of \$25,000 or less without an approved ITAP<sup>3</sup>. Such acquisitions may be conducted with concurrent notification to the OCIO Program Management Office (PMO).

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## APPLICABILITY

All state agencies under the direct executive authority of the Governor's Office are required to comply with this policy.

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## SAM AND SIMM CHANGES

Updates to the SAM and the SIMM concerning ITAPs, virtualization and EA Standards and EA Practices were previously announced in the following ITPLs:

- **ITPL 09-06, Promoting Efficient and Effective Use of IT through Acquisition Planning** – Included an announcement that the SIMM Section 18C, IT Acquisition Plan, was established to add the ITAP Request Excel Template and XML Schema.  
**Please note:** The ITAP Request Excel Template and the XML Schema have been updated to change Fiscal Year references from 2009-10 to 2010-11.
  - **ITPL 10-14, Data Center Assignments and Consolidation** –
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<sup>2</sup> Effective January 1, 2011, the Office of the State Chief Information Officer (OCIO) is renamed the California Technology Agency (CaTA).

<sup>3</sup> An emergency is defined in the Public Contract Code 1102 as a "sudden, unexpected occurrence that poses a clear and imminent danger, requiring immediate action to prevent or mitigate the loss or impairment of life, health, property, or essential public services". SAM Section 6560, specifies that emergency expenditures cannot exceed \$25,000, unless approved by the Department of Finance.



## **4819.2 DEFINITIONS**

(Revised xx/10)

**Virtualization:** A framework or methodology of dividing the resources of a computer into multiple execution environments, by applying one or more concepts or technologies such as hardware and software partitioning, time-sharing, partial or complete machine simulation, emulation, quality of service, and many others.

## **4906 ENTERPRISE ARCHITECTURE**

(Revised XX/10)

The statewide Enterprise Architecture (EA) is developed in a cooperative, managed, and coordinated effort facilitated by the California Technology Agency. The National Association of State Chief Information Officers methodology and the Federal Enterprise Architecture framework included in SIMM Section 58A are adopted as the state's standards to develop and maintain the statewide EA.

Accordingly, state agencies shall implement EA in accordance with SIMM Section 58. This includes complying with the EA Standards in SIMM Section 58D. In addition, state agencies shall, to the extent practical, utilize the EA Practices included in SIMM Section 158.