

<b>CALIFORNIA TECHNOLOGY AGENCY</b> <b>TECHNOLOGY LETTER</b>	NUMBER: <b>TL 11-2</b>	DATE ISSUED: <b>DECEMBER 9, 2011</b>
SUBJECT: <b>POSTPONEMENT OF 2012 INFORMATION TECHNOLOGY (IT) COST REPORTING</b> Revised date for submitting the 2012 IT Cost Report to the California Technology Agency (Technology Agency)	REFERENCES: Government Code Section 11546.1, 11546.2 SAM 4903.2 SIMM 05A and 55	

## BACKGROUND

Information Technology Policy Letter (ITPL) 10-18 established the IT Cost Report process and required departments and Agencies<sup>1</sup> to submit an annual IT Cost Report to the Technology Agency by February 1 of each year, as specified in the State Administrative Manual (SAM) Section 4903.2, and the Statewide Information Management Manual (SIMM) Section 05A.

## PURPOSE AND DESCRIPTION

The purpose of this Technology Letter (TL) is to postpone the required submission of the 2012 IT Cost Report to the Technology Agency until a later date in 2012, to be announced.

Effective with the release of this TL, the required submission of the February 2012 IT Cost Report is temporarily postponed. The Technology Agency will collaborate with agencies to design and develop a streamlined IT Cost Report format and report preparation process. After development of the revised IT Cost Report, the Technology Agency will announce the revised submission date. References to the IT Cost Report submission requirements will be updated in the SAM and SIMM at the first opportunity. The revised SAM Section 4903.2 is included as Attachment A; the revised SIMM Sections 05A and 55 are included as Attachment B.

## PROCESS

Agencies and departments are not required to prepare the IT Cost Report that was scheduled for submission to the Technology Agency by February 1, 2012. Departments will receive further information about the preparation requirements and submission date for the revised 2012 IT Cost Report.

## QUESTIONS

Questions should be directed to your Technology Agency Program Management Office (PMO) Principal or Manager. A listing of PMO Managers and Principals and their departmental assignments can be found on the Technology Agency Web site located at: [Technology Agency PMO Assignments](#).

## SIGNATURE

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 /s/  
 Carlos Ramos, Secretary  
 California Technology Agency

<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 TL, "agency" and "department" may be used interchangeably.

STATE ADMINISTRATIVE MANUAL EXCERPT

[Note: Text to be deleted is shown in strikethrough; text to be added appears in bold, italic font.]

**4903.2 INFORMATION MANAGEMENT COSTS**  
**(Revised 03/11)**

~~By February 1 of each year, or~~ ***On an annual basis***, as instructed by the Technology Agency, each agency is required to summarize its actual and projected information technology costs for the past year, and current year. The format and instructions for submittal required by the Technology Agency ~~is~~ ***are*** specified in Section 55 of the SIMM.

## STATEWIDE INFORMATION MANAGEMENT MANUAL EXCERPTS

[Note: Text to be deleted is shown in strikethrough; text to be added appears in bold, italic font.]

## SIMM Section 05A

Report/Activity	Source	Instructions to Departments	Send to	Due Dates
<b>Organizational/Planning Documents</b>				
Information Management Costs	SAM Section 4903.2 ITPL 10-18	<p><del>Send electronic versions of the completed IT Cost report Template and the signed and scanned Transmittal Letter. When naming each document, use your organization code followed by your departmental acronym at the front of each file name (e.g., 8860_DOF_ITCostReport.xls)</del></p> <p><b><i>The required submission of the 2012 Information Technology (IT) Cost Report (previously due by February 1, 2012) is temporarily postponed. The Technology Agency will collaborate with agencies to design and develop a streamlined IT Cost Report format and report preparation process. After completion of this effort, the Technology Agency will announce the revised submission date for this report.</i></b></p>	Technology Agency PMO <sup>o</sup>	Annually by February 1. <b><i>2012 submission date to be announced.</i></b>

[Note: Text to be added is shown in bold, italic font; text to be deleted is shown in strikethrough.]

**SIMM Section 55** – Information Technology Cost Report Preparation Instructions

***The required submission of the 2012 IT Cost Report (previously due by February 1, 2012) is temporarily postponed. The Technology Agency will collaborate with agencies to design and develop a streamlined IT Cost Report format and report preparation process. After completion of this effort, the Technology Agency will announce the revised submission date for this report.***

- ~~A Information Technology Cost Report Transmittal Letter Template (doc)~~ 
- ~~B Information Technology Cost Report Template (xls)~~ 
- ~~C Frequently Asked Questions (FAQ) and Responses (pdf)~~