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### **SM-14-008 Guidelines for Obtaining GTA Endorsement of Proposed Technology**

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## **BACKGROUND**

Georgia Law establishes the Department of Administrative Services? (DOAS?) responsibility to conduct procurement of all technology. In practice, DOAS delegates certain procurement activities to agencies. Georgia Law also establishes the Georgia Technology Authority?s (GTA?s) responsibility to establish and enforce specifications and standards for all technology to be purchased, licensed or leased by an agency. Finally, Georgia Law provides an all-encompassing definition of ?technology? in context of ?information technology?. The statutory definition does not establish a cost threshold or other qualifiers.

GTA has provided a clarification of the definition of the term ?technology? to exclude items which might be considered to be ?information technology? components when they are embedded in specific purpose digitally operated equipment such as building controls, non-networked copiers and facsimile machines and lab equipment (See Terms and Definitions below).

## **GENERAL OPERATION**

The statutory assignment of responsibilities necessitates that the staff of GTA have working relationships with DOAS for major procurements and with agencies surrounding delegated technology procurement. For example, GTA will notify agencies and DOAS of its endorsement of specific proposed technology. Also, GTA staff may act as advisors to agencies concerning the availability of statewide contracts that may impact procurements or on processes for procurement of technology.

In satisfying its responsibilities related to procurement of technology, GTA has elected to review, negotiate and endorse proposed technology prior to procurement rather than utilize a form driven application. The review is oriented toward understanding the quality of the proposed technology, the capabilities of the technology, industry experience with the proposed technology, as well as risks of implementing the agency proposed technology. The agency is reminded that investment information becomes more detailed and clear as time progresses from the time the agency declared intent to invest with an APR to the time it developed requirements defining the proposed technology. The only defined documentation required by SM-14-008 ?GTA Endorsement of Proposed Technology? are copies of procurement documents. However, the information in procurement documents may need to be supplemented with details to explain the capabilities of the technology, the maturity of the technology and factors impacting the sizing of proposed technology.

## **GUIDELINE**

This guideline outlines and explains Agency actions that may be required for compliance with SM-14-008 ?GTA Endorsement of Proposed Technology?

- The cost thresholds for technology subject to review by the State CTO are set in SM-08-103 ?Technology