Office of State Finance
Schedule of Items Due – Outside Agencies

The following is a list of reports that all State Agencies are required to submit annually to the Information Services Division of the Office of State Finance.

July 1st	Information Technology and Telecommunications Plan (Includes accessibility compliance reporting) Title 62 O.S. § 34.16.
September 1st	Disaster Recovery/Business Continuity Plan(s) Title 62 O.S. § 34.12.
September 1st	Hardware, Software, and Communications Inventory Title 62 O.S. § 34.12.
October 1st	Annual Complaint Report (Accessibility) Title 62 O.S. § 34.28; OSF Rules 260:15-1-9.
December 1st	Statewide Security Risk Assessment Title 62 O.S. § 34.32.

For information regarding the above, please contact the Office of State Finance's helpdesk at: helpdesk@osf.ok.gov.

Multiple Amendments Enacted During the 2009 Legislative Session

Version 1 (as amended by Laws 2009, HB 1755, c. 454, § 8)

A. No later than July 1 of each year, all agencies of the executive branch of this state presently using or contemplating the ~~use of telecommunications~~ and electronic information technology applications, including, but not limited to, the use of mainframe computers, minicomputers or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, or contracts for information technology services and equipment, shall annually submit to the Information Services Division a one-year operations plan, which shall include as a minimum:

1. An overview of major projects and objectives;

2. Cost per defined category of hardware, software, services and personnel;

3. An assurance of compliance with state standards on accessibility of information technology for individuals with disabilities developed in accordance with Section ~~41.5t~~ 34.28 of this title; and

4. Such other information as the Information Services Division may require for analysis and consolidation into a statewide telecommunications and electronic information technology plan.

B. No agency of the executive branch of this state shall enter into any agreement for the acquisition, development, or enhancement of application systems software or for the acquisition of electronic information technology equipment or peripheral devices, including Internet and eGovernment, whether or not connected to such equipment, unless the cost of such acquisition, development, or enhancement has been included in the plan for the agency. The Information Services Division upon review of an information technology and telecommunication plan for the agency, shall submit in writing to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate its findings and recommendations on all proposed new and expanded programs and expenditures for personnel and the purchase or acquisition of equipment, hardware, software, accessories, or services thereto, including but not limited to leases, rentals or lease-purchase, indicating that the associated cost meet or comply with Section ~~41.5a~~ 34.12 of this title.

C. The provisions of this section shall not apply to the telecommunications network known as OneNet whether said network is governed or operated by the Oklahoma State Regents for Higher Education or any other state entity assigned responsibility for OneNet.

D. The provisions of this section shall not apply to CompSource Oklahoma if CompSource Oklahoma is operating pursuant to a pilot program authorized by Sections 1 and 2 of this act.

Version 2 (as amended by Laws 2009, HB 1170, c. 451, § 7, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451)

A. No later than July 1 of each year, all agencies of the executive branch of this state presently using or contemplating the use of telecommunications and electronic information technology applications, including, but not limited to, the use of mainframe computers, minicomputers or microcomputers, word processing equipment, office automation systems, Internet, eGovernment, broadband, Wi-Fi or wireless networking, radio, including the interoperable radio communications system for state agencies, Global Positioning Systems (GPS), or contracts for information technology services and equipment, shall annually submit to the Information Services Division of the Office of State Finance a one-year operations plan, which shall include as a minimum:

1. An overview of major projects and objectives;

2. Cost per defined category of hardware, software, services and personnel;

3. An assurance of compliance with state standards on accessibility of information technology for individuals with disabilities developed in accordance with Section ~~41.5t~~ 34.28 of this title; and

4. Such other information as the Information Services Division may require for analysis and consolidation into a statewide telecommunications and electronic information technology plan.

B. No agency of the executive branch of this state shall enter into any agreement for the acquisition, development, or enhancement of application systems software or for the acquisition of electronic information technology equipment or peripheral devices, including Internet and eGovernment, broadband, Wi-Fi or wireless networking, radio, including the interoperable radio communications system for state agencies, Global Positioning Systems (GPS), whether or not connected to such equipment, unless the cost of such acquisition, development, or enhancement has been included in the plan for the agency. The Information Services Division upon review of an information technology and telecommunication plan for the agency, shall submit in either printed or electronic form to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate its findings and recommendations on all proposed new and expanded programs and expenditures for personnel and the purchase or acquisition of equipment, hardware, software, accessories, or services thereto, including but not limited to leases, rentals or lease-purchase, indicating that the associated cost meet or comply with Section 41.5a 34.12 of this title.

C. The provisions of this section shall not apply to the telecommunications network known as OneNet whether said network is governed or operated by the Oklahoma State Regents for Higher Education or any other state entity assigned responsibility for OneNet.

Historical Data

Added by Laws 1984, SB 401, c. 290, § 6, emerg. eff. July 1, 1984; Amended by Laws 1985, SB 28, c. 344, § 6, emerg. eff. July 30, 1985; Amended by Laws 1996, SB 1315, c. 214, § 6, emerg. eff. May 21, 1996; Amended by Laws 1998, HB 2228, c. 45, § 1, emerg. eff. April 2, 1998 (superseded document available); Amended by Laws 2004, HB 2197, c. 128, § 1, emerg. eff. July 1, 2004 (superseded document available); Amended by Laws 2006, HB 2935, c. 266, § 3, emerg. eff. July 1, 2006 (superseded document available); Renumbered from 62 O.S. § 41.5e by Laws 2009, HB 2015, c. 441, § 64, emerg. eff. July 1, 2009; Amended by Laws 2009, HB 1755, c. 454, § 8; Amended by Laws 2009, HB 1170, c. 451, § 7, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451 (superseded document available).

Multiple Amendments Enacted During the 2009 Legislative Session

Version 1 (as amended by Laws 2009, HB 1755, c. 454, § 7)

A. The Information Services Division shall:

1. Coordinate information technology planning through analysis of the long-term information technology plans for each agency;

2. Develop a statewide information technology plan with annual modifications to include, but not be limited to, individual agency plans and information systems plans for the statewide electronic information technology function;

3. Establish and enforce minimum mandatory standards for:

a. information systems planning,

b. systems development methodology,

c. documentation,

d. hardware requirements and compatibility,

e. operating systems compatibility,

f. software and hardware acquisition,

g. information security and internal controls,

h. data base compatibility, and

i. contingency planning and disaster recovery. → Due 9/1 Annually

The standards shall, upon adoption, be the minimum requirements applicable to all agencies. These standards shall be compatible with the standards established for the Oklahoma Government Telecommunications Network created in Section ~~41.5m~~ 34.23 of this title. Individual agency standards may be more specific than statewide requirements but shall in no case be less than the minimum mandatory standards. Where standards required of an individual agency of the state by agencies of the federal

government are more strict than the state minimum standards, such federal requirements shall be applicable;

4. Develop and maintain applications for agencies not having the capacity to do so;

5. Operate an information technology service center to provide operations and hardware support for agencies requiring such services and for statewide systems;

6. Maintain a directory of the following which have a value of Five Hundred Dollars ($500.00) or more: application systems, systems software, hardware, internal and external information technology, communication or telecommunication equipment owned, leased, or rented for use in communication services for state government, including communication services provided as part of any other total system to be used by the state or any of its agencies, and studies and training courses in use by all agencies of the state; and facilitate the utilization of the resources by any agency having requirements which are found to be available within any agency of the state;

Due 9/1 Annually

7. Assist agencies in the acquisition and utilization of information technology systems and hardware to effectuate the maximum benefit for the provision of services and accomplishment of the duties and responsibilities of agencies of the state;

8. Coordinate for the executive branch of state government agency information technology activities, encourage joint projects and common systems, and linking of agency systems through the review of agency plans, development of a statewide plan and its integration with the budget process to ensure that developments or acquisitions are consistent with statewide objectives and that proposed systems are justified and cost effective;

9. Develop performance reporting guidelines for information technology facilities and conduct an annual review to compare agency plans and budgets with results and expenditures;

10. Establish operations review procedures for information technology installations operated by agencies of the state for independent assessment of productivity, efficiency, cost effectiveness, and security;

11. Establish service center user charges for billing costs to agencies based on the use of all resources;

12. Provide system development and consultant support to state agencies on a contractual, cost reimbursement basis; and

13. In conjunction with the Oklahoma Office of Homeland Security, enforce the minimum information security and internal control standards established by the Information Services Division. An enforcement team consisting of the Director of the Information Services Division or a designee, a representative of the Oklahoma Office of Homeland Security, and a representative of the Oklahoma State Bureau of Investigation shall enforce the minimum information security and internal control standards. An agency that is not in compliance with the minimum information security and internal control standards shall be notified. The agency will be required to submit a plan for becoming compliant within a specified time period, based on the severity of the noncompliance. If the agency does not become compliant with the minimum information security and internal control standards within the specified time period, the enforcement team shall institute progressive actions as follows:

a. if possible, extend the time period for becoming compliant,

b. work with the agency to mitigate the noncompliance,

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Oklahoma Statutes Citationized

Title 62. Public Finance

Chapter 1 - State Fiscal Affairs

Section 34.28 - Accessibility of Information Technology for Individuals With Disabilities

Cite as: O.S. §, __ __

Contingent Amendment Enacted During the 2009 Legislative Session

Version 1 (as amended by Laws 2005, HB 1862, c. 391, § 3, emerg. eff. July 1, 2005)

A. The Information Services Division of the Office of State Finance shall work in conjunction with the Department of Central Services to assure state compliance regarding accessibility of information technology for individuals with disabilities based on the provisions of Section 508 of the Workforce Investment Act of 1998.

B. When developing, procuring, maintaining or using information technology, or when administering contracts or grants that include the procurement, development, upgrading, or replacement of information technology each state agency shall ensure, unless an undue burden would be imposed on the agency, that the information technology allows employees, program participants, and members of the general public access to use of information and data that is comparable to the access by individuals without disabilities.

C. To assure accessibility, the Information Services Division and the Department of Central Services shall:

1. Adopt accessibility standards that address all technical standard categories of Section 508 of the Workforce Investment Act of 1998 to be used by each state agency in the procurement of information technology, and in the development and implementation of custom-designed information technology systems, Web sites, and other emerging information technology systems;

2. Establish and implement a review procedure to be used to evaluate the accessibility of custom-designed information technology systems proposed by a state agency prior to expenditure of state funds;

3. Review and evaluate accessibility of information technology commonly purchased by state agencies, and provide accessibility reports on such products to those responsible for purchasing decisions;

4. Provide in partnership with Oklahoma Able Tech, the state assistive technology project located at Oklahoma State University, training and technical assistance for state agencies to assure procurement of information technology that meets adopted accessibility standards;

5. Consult with the Oklahoma Department of Rehabilitation Services and individuals with disabilities in accessibility reviews of information technology and in the delivery of training and technical assistance;

6. Establish complaint procedures, consistent with Section 508 of the Workforce Development Act of 1998, to be used by an individual who alleges that a state agency fails to comply with the provisions of this section;

7. Work with and seek advice from the Electronic and Information Technology Accessibility Advisory Council, created in Section ~~41.5t.2~~ 34.30 of this title in developing accessibility standards and complaint procedures as required in this section; and

8. Require state agencies to submit evidence of assurance of compliance with state standards on accessibility of information technology for individuals with disabilities developed in accordance with this section. For executive branch state agencies that are required to submit an annual long-range plan pursuant to Section ~~41.5o~~ 34.16 of this title evidence of compliance shall be included in that report.

D. The Director of State Finance and the Director of the Department of Central Services shall promulgate rules, as necessary, to implement the provisions of this section.

Version 2 (as amended by Laws 2009, HB 1170, c. 451, § 17, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451)

A. The Information Services Division of the Office of State Finance shall work in conjunction with the Department of Central Services to assure state compliance regarding accessibility of information technology for individuals with disabilities based on the provisions of Section 508 of the Workforce Investment Act of 1998.

B. When developing, procuring, maintaining or using information technology, or when administering contracts or grants that include the procurement, development, upgrading, or replacement of information technology each state agency shall ensure, unless an undue burden would be imposed on the agency, that the information technology allows employees, program participants, and members of the general public access to use of information and data that is comparable to the access by individuals without disabilities.

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2. Establish and implement a review procedure to be used to evaluate the accessibility of custom-designed information technology systems proposed by a state agency prior to expenditure of state funds;

3. Review and evaluate accessibility of information technology commonly purchased by state agencies, and provide accessibility reports on such products to those responsible for purchasing decisions;

4. Provide in partnership with Oklahoma Able Tech, the state assistive technology program located at Oklahoma State University, training and technical assistance for state agencies to assure procurement of information technology that meets adopted accessibility standards;

5. Consult with the State Department of Rehabilitation Services and individuals with disabilities in accessibility reviews of information technology and in the delivery of training and technical assistance;

6. Establish complaint procedures, consistent with Section 508 of the Workforce Development Act of 1998, to be used by an individual who alleges that a state agency fails to comply with the provisions of this section; Due 10/1/09

7. Work with and seek advice from the Electronic and Information Technology Accessibility Advisory Council, created in Section 41.5t.2 of this title in developing accessibility standards and complaint procedures as required in this section; and

8. Require state agencies to submit evidence of assurance of compliance with state standards on accessibility of information technology for individuals with disabilities developed in accordance with this section. For executive branch state agencies that are required to submit an annual operating plan pursuant to Section ~~41.5e~~ 34.16 of this title evidence of compliance shall be included in that report.

D. The Chief Information Officer and the Director of the Department of Central Services shall promulgate rules, as necessary, to implement the provisions of this section.

Historical Data

Added by Laws 2004, HB 2197, c. 128, § 2, emerg. eff. July 1, 2004; Amended by Laws 2005, HB 1862, c. 391, § 3, emerg. eff. July 1, 2005 (superseded document available); Renumbered from 62 O.S. § 41.5t by Laws 2009, HB 2015, c. 441, § 64, emerg. eff. July 1, 2009; Amended by Laws 2009, HB 1170, c. 451, § 17, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451.

Citationizer© Summary of Documents Citing This Document

review to the complainant, the Office of State Finance and the EITA Advisory Council, which shall include one of the following:

(1)Documentation that the technology conforms to all applicable accessibility standards;
(2)A documented explanation that any non conformance with accessibility standards was exempted due to an exception or undue burden; or
(3)An agreement in part or in whole with the written complaint that includes a plan with reasonable timelines for conforming to applicable IT Accessibility Standards.

[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)1; Added at 23 Ok Reg 3211, eff 9-11-06]

260:15-1-8. Disagreement with final complaint response

(a)If a complainant is not satisfied with the final complaint response issued by an agency, a complaint may be refiled with the agency or with the Information Services Director of the Office of State Finance (OSF) and the EITA Advisory Council, c/o: Oklahoma ABLE Tech.

(b)Whenever a complaint is filed with OSF and the EITA Advisory Council pursuant to this section, a review team will convene to review the complaint and the agency response. Members of this team shall include a representative of the IT Services Division of OSF, a representative of the EITA Advisory Council and may include additional members with technical expertise needed to determine conformance with the accessibility standards.

(c)Written notice of receipt of a complaint pursuant to this section shall be sent to the complainant, within ten (10) business days, excluding holidays, from the date the complaint is filed with either entity.

(d)The review team shall evaluate the complaint and the agency response and may gather additional information as necessary to render an independent decision.

(1)If the review team determines the technology does not comply with IT Accessibility Standards, the team shall send written notice to the agency of such findings and request a plan of resolution including timelines.
(2)The team shall also send written notice of their findings to the complainant and the agency indicating an agreement or disagreement with the agency's initial complaint response. If the technology in question is out of compliance, the written notice shall also include a copy of the agency's plan for resolution.

(e)The review team must conclude this review and send the final written notice to the complainant and the agency no later than sixty (60) calendar days from the receipt of the written complaint with the Office of State Finance or EITA Advisory Council.
[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)1; Added at 23 Ok Reg 3211, eff 9-11-06]

260:15-1-9. Annual complaint report

The appointing authority shall maintain summary and statistical information about the number, nature and outcome of all formal complaints filed. A complaint report containing such information shall be provided to the Office of State Finance on October 1 each year.
[Source: Added at 23 Ok Reg 3162, eff 9-8-05 through 7-14-06 (emergency)1; Added at 23 Ok Reg 3211, eff 9-11-06]

Oklahoma Statutes Citationized

Title 62. Public Finance

Chapter 1 - State Fiscal Affairs

Section 34.32 - Title 62. Public Finance

Cite as: O.S. §, __ __

41.5v – AMENDATORY 52R - 2009

Contingent Amendment Enacted During the 2009 Legislative Session

Version 1 (as added by Laws 2006, HB 2935, c. 266, § 15, emerg. eff. July 1, 2006)

A. The Office of State Finance shall create a standard security risk assessment for state agency information technology systems that complies with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) Information Technology - Code of Practice for Security Management (ISO/IEC 17799).

B. Each state agency that has an information technology system shall annually conduct an information security risk assessment to identify vulnerabilities associated with the information system. A final report of the information security risk assessment shall be submitted by each state agency to the Office of State Finance by the first day of December of each year. The final information security risk assessment report shall identify, prioritize, and document information security vulnerabilities for each of the state agencies assessed. Failure to comply with the requirements of this subsection may result in funding being withheld from the agency. State agencies shall use either the standard security risk assessment created by the Office of State Finance or a third-party risk assessment meeting the ISO/IEC 17799 standards and using the National Institute of Standards and Technology Special Publication 800-30 (NIST SP800-30) process and approved by the Office of State Finance. The Office of State Finance shall approve not less than two firms which state agencies may choose from to conduct the information security risk assessment.

12/1 Annually

C. The Office of State Finance shall report the results of the state agency assessments required pursuant to this section to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate by the first day of January of each year.

Version 2 (as amended by Laws 2009, HB 1170, c. 451, § 20, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451)

A. The Information Services Division of the Office of State Finance shall create a standard security risk assessment for state agency information technology systems that complies with the International Organization for Standardization (ISO) and the International Electrotechnical Commission (IEC) Information Technology - Code of Practice for Security Management (ISO/IEC 17799).

B. Each state agency that has an information technology system shall annually conduct an information security risk assessment to identify vulnerabilities associated with the information system. A final report of the information security risk assessment shall be submitted by each state agency to the Information Services Division by the first day of December of each year. The final information security risk assessment report shall identify, prioritize, and document information security vulnerabilities for each of the state agencies assessed. Failure to comply with the requirements of this subsection may result in funding being withheld from the agency. State agencies shall use either the standard security risk assessment created by the Information Services Division or a third-party risk assessment meeting the

ISO/IEC 17799 standards and using the National Institute of Standards and Technology Special Publication 800-30 (NIST SP800-30) process and approved by the Information Services Division. The Information Services Division shall approve not less than two firms which state agencies may choose from to conduct the information security risk assessment.

C. The Information Services Division shall report the results of the state agency assessments required pursuant to this section to the Governor, the Speaker of the House of Representatives, and the President Pro Tempore of the Senate by the first day of January of each year.

Historical Data

Added by Laws 2006, HB 2935, c. 266, § 15, emerg. eff. July 1, 2006; Renumbered from 62 O.S. § 41.5v by Laws 2009, HB 2015, c. 441, § 64, emerg. eff. July 1, 2009; Amended by Laws 2009, HB 1170, c. 451, § 20, effective and operative on the effective date of the appointment of the first Chief Information Officer by the Governor as provided in Section 2 of Laws 2009, HB 1170, c. 451.