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Latest Version:	1.0	Revision Date:	01/09/2018
Effective Date:	05/07/2018	Replaces:	NEW
Revised By:	Karen Philbin	Review Cycle/Date:	Annual
Reviewed By:	Karen Philbin	Reviewing Unit:	Technology Strategy
Title:	Personal Computer Exceptions SOP		
Description:	This document is the operating standard for defining the process of personal computer exceptions.		

Personal Computer Exceptions Standard Operating Procedure

1. General Statement of Purpose
 - 1.1. The purpose of this document is to identify the process for exceptions to compliance with the personal computer standards, which may include standards for PC configuration, acquisition, lifecycle or warranty.
 - 1.2. This standard and associated PC standards support the duties of the Office of Management and Enterprise Services, Information Services, set forth in 62 O.S. §§ 34.11.1.F; 34.12 and 34.20 and in the Information Technology Consolidation and Coordination Act set forth at 62 O.S. § 35.1 et seq.
 - 1.3. The aim of documenting exceptions and/or non-compliance is to ensure any deviation from established standards is documented, justified and approved.
2. Scope
 - 2.1. This document and process defined herein is applicable to all agency partners, employees and authorized contractors deviating from OMES IS PC standards including the standards for PC configuration, acquisition, lifecycle or warranty.
3. Discipline
 - 3.1. Technical Standards
4. Terms and Definitions
 - 4.1. Personal Computer (PC) – A single user system that includes desk-based, laptop and ultra-portable devices.
 - 4.2. Exception – A deviation from established standard operating processes and procedures.
 - 4.2.1. Broader Exception – An exception that is requested for more than a one-time transactional request. This may also be referred to as a Blanket Exception.
 - 4.2.2. Transactional Exception – A one-time exception to an established standard.
5. Instructions
 - 5.1. The state standards for PCs/workstations are focused on meeting the needs of the modern workforce and are aligned with the process to comply with the requirements of the IT Consolidation and Coordination Act.
 - 5.2. OMES IS requires strict adherence to the leasing standard for all personal computers. Purchasing personal computers requires an exception from OMES IS.
 - 5.3. OMES IS manages the exception approvals.
 - 5.4. All exceptions to PC standards require OMES IS approval.

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- 5.5. Transactional Exceptions to standards should be submitted to OMES through ePro, with details regarding why the exception is needed.
- 5.6. Broader (or Blanket) Exceptions require a formal request, evaluation and recommendation from the OMES IS Executive Committee.
 - 5.6.1. Formal requests for Broader Exceptions shall include sufficient documentation to support the validity of the request and must be submitted by the Agency Director to the State CIO.
 - 5.6.2. A review date appropriate to the request is set by OMES IS for all Broader Exceptions.
 - 5.6.3. All approved Broader Exceptions are reviewed at least annually. It is the responsibility of the requesting agency to submit the request to OMES IS annually for a renewal of their exception.
 - 5.6.3.1. Requestors will receive a formal response from the Cabinet Secretary.

6. Roles and Responsibilities

- 6.1. Mission Support is responsible for process oversight of all PC acquisitions.
- 6.2. The Architecture group, part of OMES IS Technology Strategy, is responsible for reviewing ePro acquisitions including those with transactional or one-time exceptions.
- 6.3. The OMES IS Executive Committee is responsible for final approval of Broader Exceptions to standards.

7. Limitation or Implementation Notes

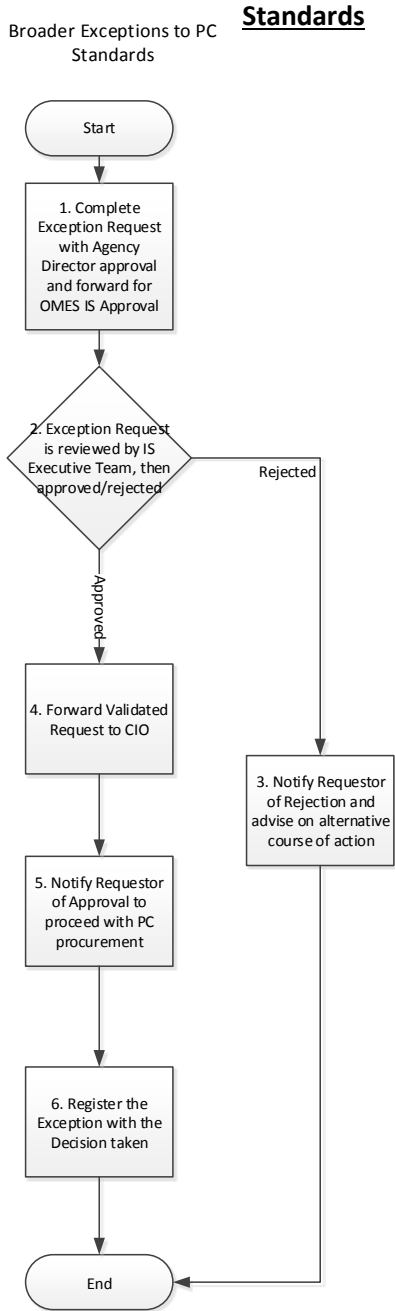
- 7.1. Refer to the following page for process flow charts.

8. References

- 8.1. Master Lease Agreement – https://www.ok.gov/cio/documents/MasterLeaseAgreementDell_FullyExecuted.pdf
- 8.2. Oklahoma Workstation Standards – https://www.ok.gov/openrange/Oklahoma_Workstation_Standards.html

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Broader Exceptions to PC Standards



Transactional Exceptions to PC

