TIN ORIENTATION

Technical **I**nvestment **N**otifications: What, Why, When, How

A new way for agencies to communicate
to EITS about their technical initiatives

Session Timeline

- Introductions

- Information about the TIR to TIN migration : 20-30 minutes

- TIN demo : 20-40 minutes

- More on the TIN : 10 to 20 minutes

- Q & A

Session Outline (posed as questions)

- **Why** does EITS need to know (via a TIN) about technical investments?

- **What** is a TIN—and how is it different from a TIR?

- **When** is a TIN needed and who should complete it?

- **What** is the TIN process? What to do and expect.

- **Q & A**

EITS needs to know about technical initiatives because...

- Agencies are required to inform EITS about technical initiatives per Nevada Revised Statutes (NRS) 242 and the State Administrative Manual (SAM).

- **Note:** A SAM update is in the works.

History and Future

- The TIR process has served the state well.

- The TIN process is the natural next step.

- Less narrative, more questions: TINs are available to fill-out online and provide a centralized data repository.

- As a questionnaire, the TIN captures overall IT investment scope and purpose and may reduce or eliminate the need for additional detailed TIR information in most instances.

Change is cool (sort of)

Vision and Goals (for technical investments)

- Improve overall IT investment visibility and collaboration.

- Identify additional statewide investment opportunity.

- Improve the administration of IT investments for the State.

- Provide a vital step for strategic technology investment planning statewide.

TIR vs TIN (Today vs Tomorrow)

	TIR	TIN
What is it?	Consists of two forms: a narrative (Word file) and budgeting spreadsheet (Excel file). When filled out, provides information about a technical initiative.	A detailed online questionnaire. When filled out, provides *structured* information about a technical initiative.
What about it?	The TIR is not new.	The TIN is new! TINs improve the tracking of technical initiatives over time.
What's next?	Historical TIRS will continue to be monitored and tracked.	TIN procedures are replacing TIR procedures. The TIN will be the primary means for agencies to communicate technical initiatives to EITS.

When should a TIN be submitted?

- When the total estimated costs for a technical initiative comes to $50,000 or more, agencies need to inform EITS about it, via a TIN.

- The TIN is required regardless of the funding source, including proposed software as a service (SaaS)/Cloud solutions, and even if State IT is not involved in the project or ongoing maintenance.

- The TIN includes highly technical questions: IT managers will need to be involved…

TIN process in 3 steps

1. Agency fills out and submits a TIN.

2. EITS reviews the TIN for technological opportunities for the State.

3. EITS notifies the agency and the Governor's Finance Office that the TIN is completed.

What to expect? Process timeline

- Reviews typically span three to six weeks.

- The timeline may occasionally go longer, depending on the complexity of the initiative and the completeness and clarity of the TIN submission, as well as the responsiveness of the agency. Also, the timeline may be impacted by the number of TIN reviews in the EITS queue.

- **The good news**: EITS will work with agencies to keep things moving in the process.

Getting going with the TIN

- Meet the technical requirements (shared by EITS)

- Contact the EITS Help Desk with account set up: ask that your account be set up as a TIN submitter

- Go to this link: http://nvsp.nv.gov/tin/sub/

- Sign-in and head over to the Investment Notices Library.

Initial steps

- Open Internet Explorer

- Go to…
  https://nvsp.nv.gov/tin/sub

- And login if prompted for credentials. Note that **State** precedes the user name.

- Note: If you don't have an account, please contact the EITS Help Desk (eitshelp@admin.nv.gov) and request access to submit TINs.
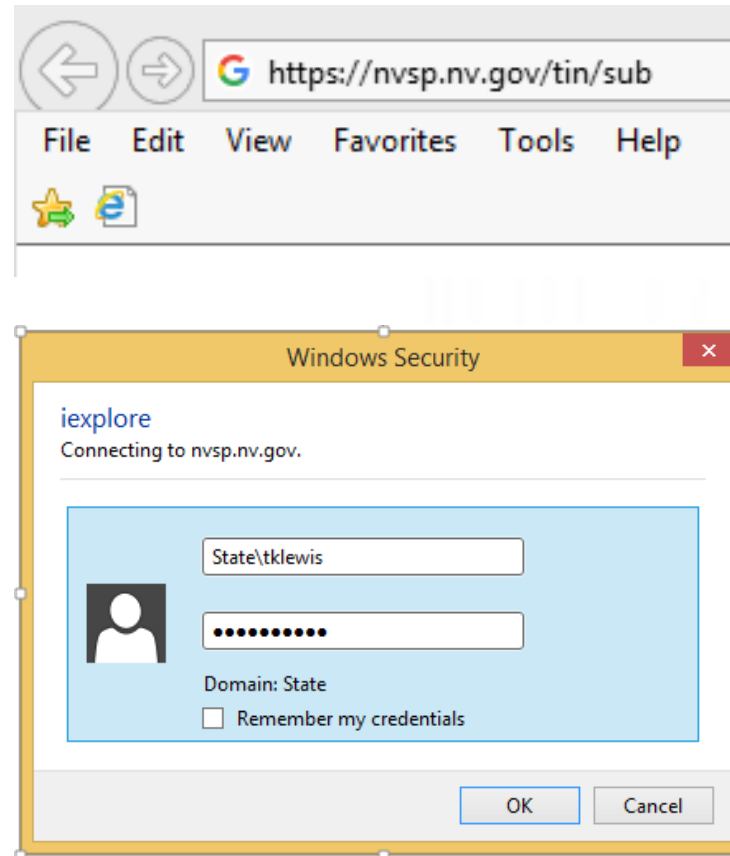
Starting a new TIN

- Go to the Investment Notice Library (after logging in)

- Click New
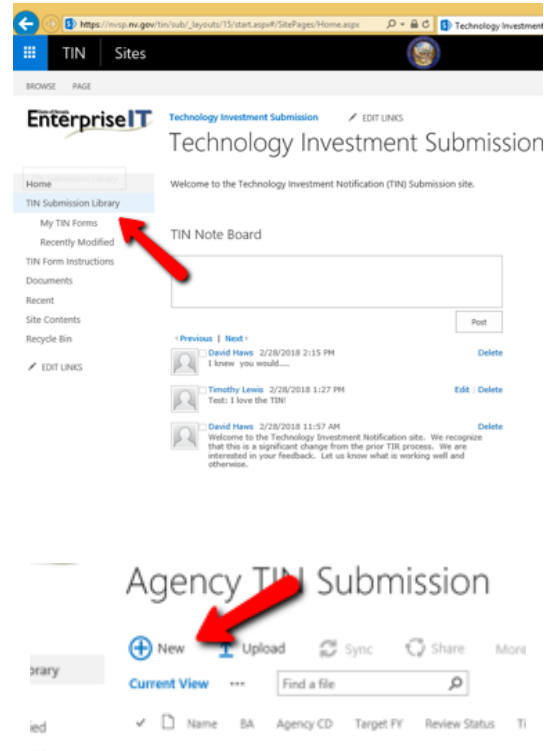
Navigate…

- Read the Introduction, if you like, and then click the Agency / Funding tab.

- **Tip:** The required fields on this tab must be filled out before a TIN can be saved.

- Heads up: If necessary, multiple budget accounts can be entered for your project.

- Don't forget to include the executive summary.

Contacts, please

Investment Contacts — screenshot showing the Agency Submission Information form with navigation tabs (1> Introduction, 2> Agency/Funding, 3> Investment Cost, 4> Questionnaire, 5> Attachments, Save as Draft, Print, Share Access, Submit to EITS) and fields including Agency Name, Agency Code, Division Name, Primary Budget Account, and Investment Contacts (Primary TIN Contact, Agency Director, Agency IT, Agency Fiscal Officer). Annotations: "Key contacts are required..."

Capture costs

- Capture costs on the investment cost tab. (Of course.)

- Tip: Costs should be filled in for each fiscal year, up to five years.

More costs

Investment - Cost Breakdown

One Time Investment Costs by Fiscal Year

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
FY18						
		Services - Vendor Implementation	7060	$125,000	RFI Response	Add notes here
		Services - Server Hosting Cloud	7060	$15,000	RFI Response	Add notes here
		Category Subtotal:		$140,000	*One Time Costs*	

Insert Additional Line Item

Insert Additional Category

| | | *FY18 Subtotal:* | | $140,000 | *One Time Costs* | |

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
FY19						
		CLOUD SERVICES	7223	$25,000	RFI Response	
		Category Subtotal:		$25,000	*One Time Costs*	

Insert Additional Line Item

Insert Additional Category

| | | *FY19 Subtotal:* | | $25,000 | *One Time Costs* | |

Insert Additional FY

| **Total One Time Costs:** | | $165,000 | Please add any additional notes/comments. |

5-Year - On Going Annual Investment Costs by Fiscal

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
FY20						
		CLOUD SERVICES	7223	$25,000	RFI Response	Add notes here

> Use the TIN cost breakdown area to communicate all estimated costs associated with the initiative.

Fill-out anticipated benefits

The Questionnaire tab: it's technical

- Go to the Questionnaire tab and start answering questions.

- Tip: Required fields are marked with a red asterisk.

Printing

Technology Investment Summary			
Title:	Monitoring software system		
Target FY:	FY19		
Primary Purpose:	Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.		
Description:			
Contacts:	Jane Doe	IT Manager III	JaneDoe@AgencyX.NV.gov
	Jean-Luc Godard	Agency Directory	JeanGodard@AgencyX.NV.gov
	Jane Doe		
	Gene Banks	CFO	GeneBanks@AgencyX.NV.gov
Agency Name:	1001 | HR-MANSION MAINTENANCE | 10		
Division Name:	HR-MANSION MAINTENANCE		
Budget Account:	1001		
Decision Unit:	N/A		
Investment Amt.:	$250,000		
One Time Cost Est.:	$165,000		
Ongoing Cost Est.:	$85,000		

TINS can be printed directly from the site…

Funding Sources:

Funding Source(s)	Funding %	Funding Note/Comment
General Fund	50.00	
State Grant	50.00	
	0.0	

Sidebar: Saving vs submitting a TIN

- **Saving** a TIN means the agency wants to come back to it—to continue working on it.

- **Submitting** a TIN means the agency has completed the TIN and is ready for EITS to review it. **Careful**: Once submitted, the agency cannot edit the TIN, so make sure the TIN is perfect :> before submitting!

Saving a TIN

- Click Save as Draft.

Resuming work on an existing TIN

- Go to the Investment Notice Library (after logging in)

- Find your TIN and click on it—it will open.

- Note: Enter your credentials if prompted.

Saving to a PDF

Info

Info

New

Recent

Open

Save

Save As

Print

Share

Close

Account

Location: http://nvsp.nv.gov/tin/TINLib/TIN10-1000-2018-02-15T10_44_29.xml

Restrict Permission

Draft TINs can be saved to a PDF file.

ocument.

Publish as PDF or XPS

Save a snapshot

When you are finished filling out this form you can save a snapshot for y in XPS or PDF format.

Attachments

Add any file attachments that support the TIN (quotes, RFI results, etc.)

Submitting a TIN

- Click the Submit to EITS button.

- Then click the Technology Investment Submission button…

Gotchas and Solutions

- If your agency cannot access the website or login, please contact the EITS Help Desk at eitshelp@admin.nv.gov

- Once a TIN form is submitted, it cannot be changed by the submitting agency. Contact EITS at TIAdmin@admin.nv.gov if a form is mistakenly submitted—the TIN admin can make it available for editing, if necessary

- If a yellow banner appears at the top of the form, no worries: Click on **Save and Update Form**

- TINs from other TIN submitters cannot be opened unless the TIN submitter adds your email address prefix to the TIN.

Technical Requirements*

- Access to the State network

- Internet Explorer 11

- InfoPath filler 2010 or 2013

- A user account may be needed if your agency does not use EITS email.

  - Communicate to EITS who needs to access TINS at your agency and we can help with account set up.

* More detailed technical requirements are available.

Key dates for this budget cycle

Action item	Owner	Deadline	Notes
TINs due to EITS.	Agencies	April 6 2018	
TINs for replacement hardware and software licensing renewals due to EITS.	Agencies	August 31 2018	
TINs due to IT Strategic Planning Committee (ITSPC).	EITS/Agency	June 15 2018	The ITSPC committee reviews and ranks TINS that are $500K and above.
ITPSC sends TIN priority list to the Governor's Finance Office.	ITSPC - EITS	July 11 2018	

Resources

- This orientation's PowerPoint deck

- A TIN process manual

- FAQ (in progress)

- An updated SAM (in progress)

- TIAdmin@admin.nv.gov

Friendly Reminders :>

- TINs are also required for interim year initiatives.

- TINs that are $500,000 or more are shared with the ITSPC. The committee ranks the TINs.

Key points

- **Why** does EITS need to know (via a TIN) about technical investments?
  - NRS and SAM…

- **What** is a TIN—and how is it different from a TIR?
  - Think of it as an online TIR with less narrative—and a technical questionnaire.

- **When** is a TIN needed and who should complete it?
  - $50,000 threshold is key. It's technical.

- **What** is the TIN process? What to do and expect.
  - (1) Agencies submit TINs (2) EITS reviews TINs (3) EITS shares completed TINs with the Governor's Finance Office (GFO).

Next steps

- Agency: Review and meet technical requirements to access and use the TIN site.

- Start using the TIN site.

- Wait a minute! What if a TIR is already in the works?

The End. Thank you!

Q and A