

The background of the slide is an abstract composition of light gray and white geometric lines, creating a sense of depth and perspective. On the right side, there is a stylized representation of a window or architectural structure with dark frames and multiple panes, some of which are slightly offset or layered, giving it a three-dimensional appearance.

# TIN ORIENTATION

Technical Investment **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
<b>What is it?</b>	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 <i>structured</i> information about a technical initiative.
<b>What about it?</b>	The TIR is not new.	The TIN is new! TINs improve the tracking of technical initiatives over time.
<b>What's next?</b>	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

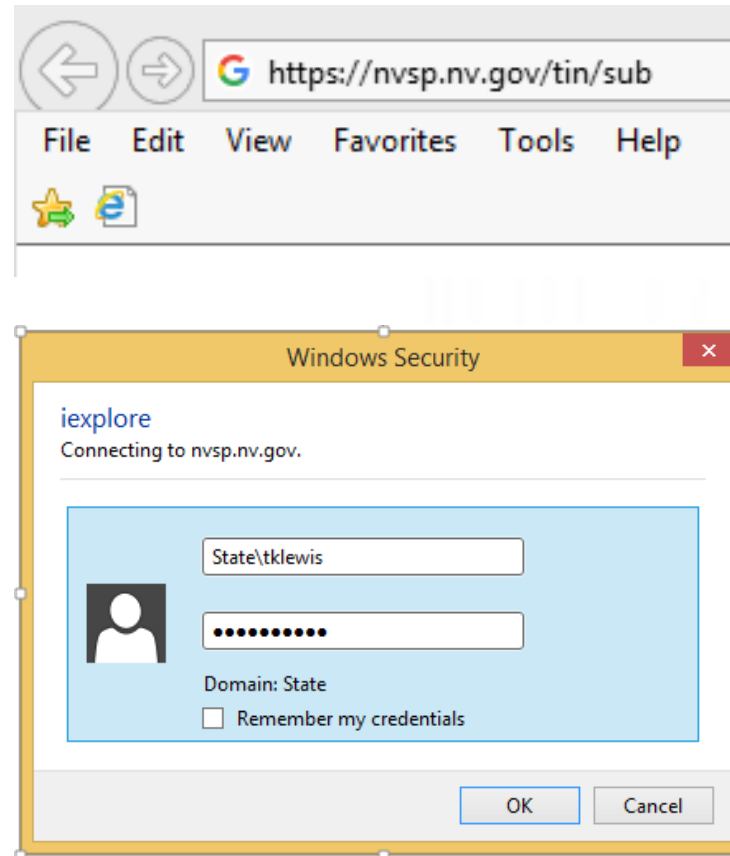
- Reviews typically span three to six weeks.
- The timeline may occasionally go longer, depending on the complexity of the initiative and the completeness and clarity of the TIN submission, as well as the responsiveness of the agency. Also, the timeline may be impacted by the number of TIN reviews in 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.

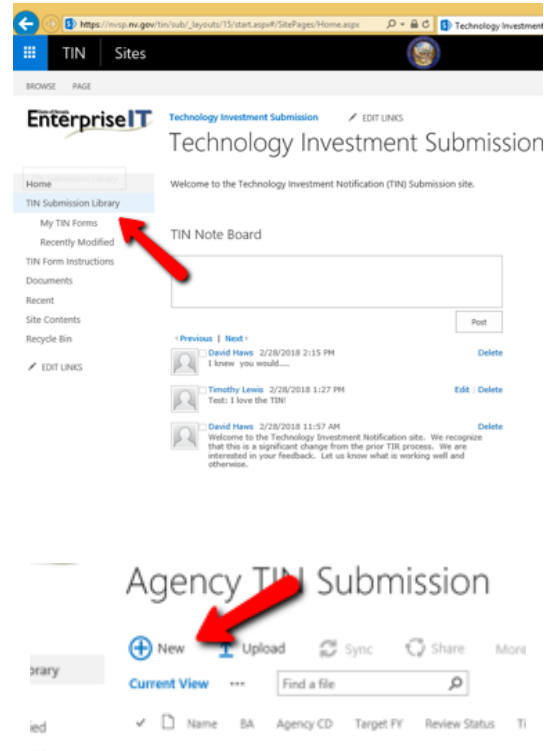
# Initial steps

- 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](mailto: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.

The screenshot shows the 'Technology Investment Notification' form. At the top, there is a navigation bar with tabs: '1> Introduction', '2> Agency/Funding', '3> Investment Cost', '4> Questionnaire', and '5> Attachments'. A red box highlights these tabs, and a red arrow points to the '2> Agency/Funding' tab with the text 'Follow the tabs...'. Below the tabs are buttons for 'Print' and 'Share Access'. To the right of the tabs are buttons for 'Save as Draft' and 'Submit to EITS'. The form is divided into sections: 'Agency Submission Information', 'Investment Contacts', and 'Investment - Title and Description'. In the 'Agency Submission Information' section, there are fields for 'Agency Name', 'Agency Code', 'Division Name', 'Primary Budget Account', and 'Decision Unit'. A red box highlights the 'Primary Budget Account' field with the text 'Required fields are marked with a red asterisk.' In the 'Investment Contacts' section, there is a table with columns 'Name', 'Title', 'Phone', and 'Email'. The first row is for the 'Primary TIN Contact' and the subsequent rows are for 'Agency Director', 'Agency IT', and 'Agency Fiscal Officer'. Each field in this section has a red asterisk indicating it is required. The 'Investment - Title and Description' section has a field for 'Investment/Project Title'.

Follow the tabs...

Technology Investment Notification  
(Agency Investment Funding)

EnterpriseIT

1> Introduction 2> Agency/Funding 3> Investment Cost 4> Questionnaire 5> Attachments

Print Share Access Save as Draft Submit to EITS

**Agency Submission Information**

Agency Name:  \*

Agency Code:  Enter the Agency Code

Division Name:  Enter the name of the Division within the Agency

Primary Budget Account:  \* Enter the Budget Account Other Budget Accounts:

Decision Unit:  N/A

**Investment Contacts**

	Name	Title	Phone	Email
Primary TIN Contact:	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *	<input type="text"/> *
Agency Director:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency IT:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>
Agency Fiscal Officer:	<input type="text"/> *	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Investment - Title and Description**

Investment/Project Title:  \*

# Contacts, please



1> Introduction

2> Agency/Funding

3> Investment Cost

4> Questionnaire

5> Attachments

Print

Share Access

Save as Draft

Submit to EITS

Agency Submission Information

Agency Name:

\*

▼

Agency Code:

Enter the Agency Code

Division Name:

Enter the name of the Division within the Agency

Primary Budget Account:

Enter the Budget Account

\*

Other Budget Accounts:

Key contacts are required...

N/A

Investment Contacts

	Name	Title	Phone	Email
Primary TIN Contact:	Enter Contact Name	Enter Title	Enter Phone Number	Enter Email Address
Agency Director:				
Agency IT:				
Agency Fiscal Officer:				

Investment - Title and Description

Investment/Project Title:

Enter an Investment Title

\*

# 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.

Form1 - InfoPath

FILE HOME INSERT

Clipboard Font Paragraph Font Styles Editing

Test Lewis

**Technology Investment Notification**  
(Investment Cost)

EnterpriseIT

1> Introduction 2> Agency/Funding 3> Investment Cost 4> Questionnaire 5> Attachments

Print Share Access Save as Draft Submit to EITS

**Agency and Investment Title**

Agency Name:

Budget Account:

Decision Unit:

Project/Investment Title:

Target Start FY:

**Investment - Cost Breakdown**

**One Time Investment Costs by Fiscal Year**

FY	Cat	Cost Line Item	GL	Cost Amount	Cost Item Source	Cost Item Note
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Add notes here"/>
Category Subtotal:				\$0	One Time Costs	
Insert Additional Line Item						
Insert Additional Category						
Subtotal:				\$0	One Time Costs	

FORM TEMPLATE'S LOCATION: [HTTP://NVSP.NV.GOV](http://NVSP.NV.GOV) DEFAULT

# 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	
<input checked="" type="checkbox"/> Insert Additional Line Item						
<input checked="" type="checkbox"/> Insert Additional Category						
		FY18	Subtotal:	\$140,000	One Time Costs	
FY19 ▼						
		CLOUD SERVICES ▼	7223	\$25,000	RFI Response	
		Category	Subtotal:	\$25,000	One Time Costs	
<input checked="" type="checkbox"/> Insert Additional Line Item						
<input checked="" type="checkbox"/> Insert Additional Category						
		FY19	Subtotal:	\$25,000	One Time Costs	
<input checked="" type="checkbox"/> 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

5-Year - Investment Financial Benefit by Fiscal Year			
FY	Benefit Type	Benefit Amount	Benefit Note
FY18	Cost Reduction	\$10,000	<a href="#">Enter note/comment</a>
Benefit FY18 subtotal:		\$10,000	
<input checked="" type="checkbox"/> Insert additional Benefit Line Item			
FY19	Cost Reduction	\$10,000	<a href="#">Enter note/comment</a>
Benefit FY19 subtotal:		\$10,000	
<input checked="" type="checkbox"/> Insert additional Benefit Line Item			
FY20	Cost Reduction	\$10,000	<a href="#">Enter note/comment</a>
Benefit FY20 subtotal:		\$10,000	
<input checked="" type="checkbox"/> Insert additional Benefit Line Item			
FY21	Cost Reduction	\$10,000	<a href="#">Enter note/comment</a>
Benefit FY21 subtotal:		\$10,000	
<input checked="" type="checkbox"/> Insert additional Benefit Line Item			
FY22	Cost Reduction	\$10,000	<a href="#">Enter note/comment</a>
Benefit FY22 subtotal:		\$10,000	
<input checked="" type="checkbox"/> Insert additional Benefit Line Item			
<input checked="" type="checkbox"/> Insert Additional Benefit FY			

# The Questionnaire tab: it's technical

- Go to the Questionnaire tab and start answering questions.
- Tip: Required fields are marked with a **red** asterisk.

The screenshot shows a web-based form titled "Technology Investment Questionnaire". At the top, there are input fields for "Project/Investment Title:" (containing "My Big Investment") and "Target Start FY:" (containing "2022"). Below this is a section header "Section: 0001 Investment Purpose" with "Show" and "Hide" buttons. The first question, marked with a red asterisk, is "The primary purpose of this technology investment is to:". It has a "Normal" label and a text area containing several options: "Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.", "Budgeted Equipment Replacement (H/L, Servers, Network Equipment)", "Budgeted Software Licensing", "Renew or update a maintenance, licensing, or consulting agreement already in place", "Enhance and/or upgrade an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.", "Replace an existing technology solution, software product, and/or equipment solution currently in place and in use by the agency.", "Perform general maintenance on existing technology and/or equipment currently in place and in use by the agency.", "Renew or update a maintenance, licensing, or consulting agreement already in place and in use by the agency.", and "Other". A "Delete one choice from above" button is at the bottom of the list. The second question, also marked with a red asterisk, is "The agency's overall urgency to complete the technology investment is driven by:". It has a "Normal" label and three checkboxes: "Planned Technology Obsolescence", "Discontinued Vendor Support", and "Grant or Other Funding Availability".



# Printing

Technology Investment Summary															
<b>Title:</b>	Monitoring software system														
<b>Target FY:</b>	FY19														
<b>Primary Purpose:</b>	Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.														
<b>Description:</b>															
<b>Contacts:</b>	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												
<b>Agency Name:</b>	1001   HR-MANSION MAINTENANCE   10														
<b>Division Name:</b>	HR-MANSION MAINTENANCE														
<b>Budget Account:</b>	1001														
<b>Decision Unit:</b>	N/A														
<b>Investment Amt.:</b>	\$250,000														
<b>One Time Cost Est.:</b>	\$165,000														
<b>Ongoing Cost Est.:</b>	\$85,000														
<b>Funding Sources:</b>	<table><thead><tr><th>Funding Source(s)</th><th>Funding %</th><th>Funding Note/Comment</th></tr></thead><tbody><tr><td>General Fund</td><td>50.00</td><td></td></tr><tr><td>State Grant</td><td>50.00</td><td></td></tr><tr><td></td><td>0.00</td><td></td></tr></tbody></table>			Funding Source(s)	Funding %	Funding Note/Comment	General Fund	50.00		State Grant	50.00			0.00	
Funding Source(s)	Funding %	Funding Note/Comment													
General Fund	50.00														
State Grant	50.00														
	0.00														

TINS can be printed  
directly from the site...

## 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.

**Technology Investment Notification**  
(Investment Submission)

EnterpriseIT

10: 76

1g | 1> Cost/Benefit | 4> Questionnaire | 5> Attachments | Save as Draft | Submit to EITS

1

1 | HR-MISCELLANEOUS | 50

1

## 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

The screenshot shows a web application interface with a sidebar on the left and a main content area on the right. The sidebar contains the following items: Info, New, Recent, Open, Save, Save As, Print, Share, Close, and Account. The main content area has a header 'Info' and a 'Location:' field with the URL [http://nvsp.nv.gov/tin/TINLib/TIN10-1000-2018-02-15T10\\_44\\_29.xml](http://nvsp.nv.gov/tin/TINLib/TIN10-1000-2018-02-15T10_44_29.xml). Below the URL, there are two buttons: 'Restrict Permissions' and 'Publish as PDF or XPS'. A red box highlights the text 'Draft TINs can be saved to a PDF file.' and a red arrow points from this box to the 'Publish as PDF or XPS' button.

Info

Location: [http://nvsp.nv.gov/tin/TINLib/TIN10-1000-2018-02-15T10\\_44\\_29.xml](http://nvsp.nv.gov/tin/TINLib/TIN10-1000-2018-02-15T10_44_29.xml)

Restrict Permissions

**Draft TINs can be saved to a PDF file.**

Save a snapshot

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

Publish as PDF or XPS

# Attachments

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

Form1 - InfoPath

FILE HOME INSERT

Clipboard Font Paragraph Font Styles Editing

Print Share Access Submit to EITS

**Agency and Investment Title**

Agency Name:

Budget Account:

Decision Unit:

Project/Investment Title:

Target Start FY:

Primary Purpose:

Please attach all pertinent supporting documents.

Attachment(s)	Attachment Note
<input type="button" value="Click here to attach a file"/>	
<input type="button" value="Insert item"/>	

Link(s)	Link Note
<input type="button" value="Click here to insert a hyperlink"/>	
<input type="button" value="Insert item"/>	

Create Date: 2018-02-21 10:52:07 testlewis Submit Date: EITS TIN - version: 20180220 - 427

FORM TEMPLATE'S LOCATION: [HTTP://NVSP.NV.GOV](http://nvsp.nv.gov) DEFAULT



# Submitting a TIN

- Click the Submit to EITS button.
- Then click the Technology Investment Submission button...

1> Introduction 2> Agency/Funding 3> Cost/Benefit 4> Questionnaire 5> Attachments

Print Preview Share Access Save as Draft Submit to EITS

**Agency and Investment Title**

Agency/Division Name: 9999 | HR-MISCELLANEOUS | 50

Budget Account: 9999

Decision Unit:

Project/Investment Title: My Big Investment

Target Start FY: FY20

Primary Purpose: Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.

Submission Type: Original Submission

Technology Investment Submission - Click here to submit the completed form to EITS

Once the form is complete it should be submitted to the EITS Technology Investment Administrator by clicking the submit item above.

# Gotchas and Solutions

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