



STATE OF NEVADA
Director's Office
DEPARTMENT OF ADMINISTRATION
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MEMORANDUM

TO: All Agencies

FROM: Patrick Cates, Director
Department of Administration

SUBJECT: Authorized Agency Contact for Technology Investment Plans 20.21

DATE: February 22, 2018

In support of the upcoming 2019-2021 biennial budget process, agencies will be required to provide to the Department of Administration, Enterprise IT Services Division (EITS) information regarding Information Technology Investments to be used to request funding of IT related projects, services and solutions costing \$50,000 or more regardless of the funding source or type of technology.

Please note the process, formerly known as the TIR process, has been revised in an effort to streamline and simplify the requirements. In preparation of this new process, please identify within your agency the primary technology investment contact by providing the following information on this person:

Agency Name:	
Individual Contact Name:	
Contact Email:	
Contact Telephone:	

Please return this completed form to [EITS](#) at Tladmin@admin.nv.gov by Tuesday, February 27, 2018.

Enterprise IT Services will provide workshops and instructional materials for agencies to use in the completion of technology investment budget forms. Please contact Tim Lewis, Technology Investment Administrator at tklewis@admin.nv.gov or (775) 684-5845 if your agency has questions related to the Information Technology Investment Planning process.

Thank you for your cooperation in the State of Nevada Technology Investment Planning Process.

