

Technology Investment Evaluation Process Training

By Lisa Jean and Mikayla Tran
(v2.0 2.9.2024)

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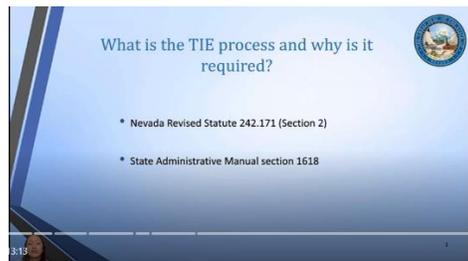
To see a video presentation of this material in its entirety, click on the screen below.



Introduction:

The purpose of this document is to explain the Technology Investment Evaluation process including why we require TIN and CIN submissions, including how they are submitted and how they are used. We also cover pinch points in the process and what to expect regarding OCIO investment evaluations in the future.

What is the TIE process and why is it required?



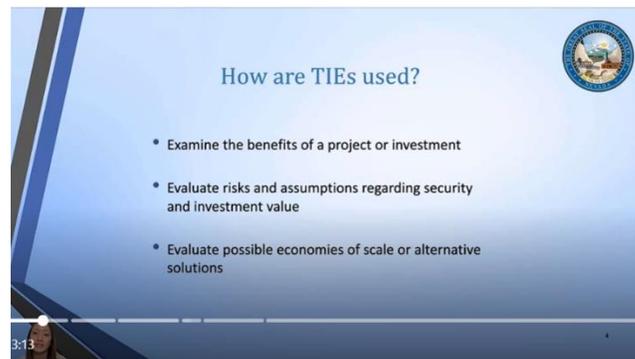
Like everything else in state government, we do technology investment evaluations because we have to, per Nevada Revised Statute 242.171 (section 2) and the State Administrative Manual section 1618 which describe the responsibility of divisions to submit technology investments to OCIO for review. These requirements tell us that any executive branch agency planning to invest in a project that involves an IT component valued at \$50,000 or more must submit the investment for OCIO review regardless of the funding source or the fractional size of the technology portion.

1. What is the purpose of collecting TIE information?



First, it improves overall IT investment visibility, security, and interagency collaboration. Second, it aids us in identifying additional statewide investment opportunities. Third, it helps us to build, monitor, and administer the State's technology portfolio. Finally, it is a vital step in strategic technology investment planning statewide.

2. How are TIEs used?



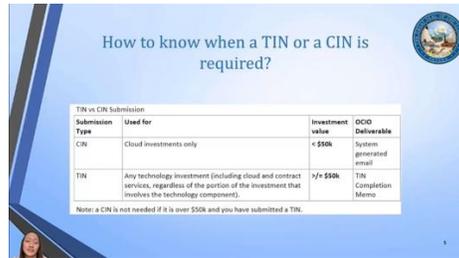
Technology Investment Evaluations are done by collecting TIN and CIN submission from agencies and are used by the OCIO to:

- Examine the benefits of a project or investment.
- Evaluate risks and assumptions regarding security and investment value.
- And to evaluate possible economies of scale or alternative solutions.

Agencies use TIN Completion Memos - the output of the TIN process - to support RFP submissions and for BOE and Clerk of the Board approvals over \$50k. TIN Completion Memos are also required for requisition approvals in Advantage if the purchase is over \$50k.

In addition to TINs, OCIO collects information about cloud investments that cost less than \$50k and do not meet the cost criteria for a TIN. These investments require a Cloud Investment Notification (or CIN) form. CINs are important because risks with the types of solutions are often overlooked. Also, the potential benefits of cloud investments are numerous, including increased convenience and improved functionality with lower licensing costs.

3. How to know when a TIN or a CIN is required?



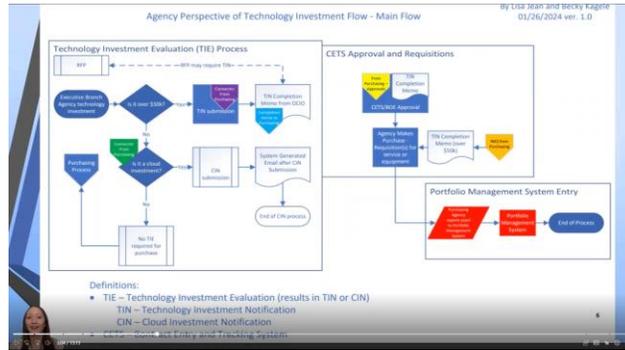
TIN vs CIN Submission

Submission Type	Used for	Investment value	OCIO Deliverable
CIN	Cloud investments only	< \$50k	System generated email
TIN	Any technology investment (including cloud and contract services, regardless of the portion of the investment that involves the technology component).	>/= \$50k	TIN Completion Memo

Note: a CIN is not needed if it is over \$50k and you have submitted a TIN.

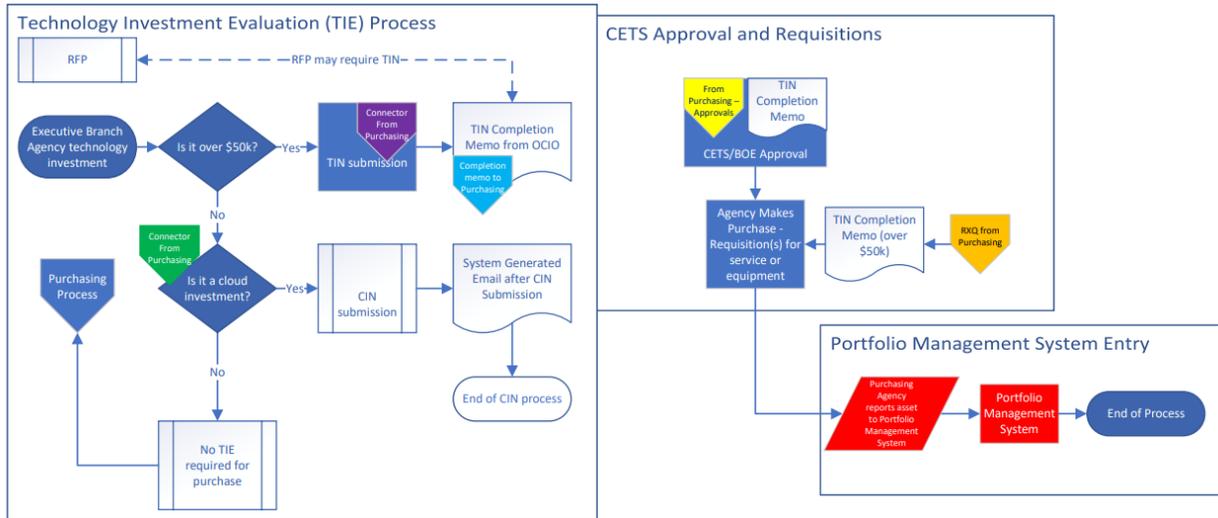
Put in the simplest terms, if a technology investment is valued at over \$50k, a TIN is required. If it is less than \$50k and the investment involves a cloud solution, then a CIN is required.

4. What is the TIE Process Flow?



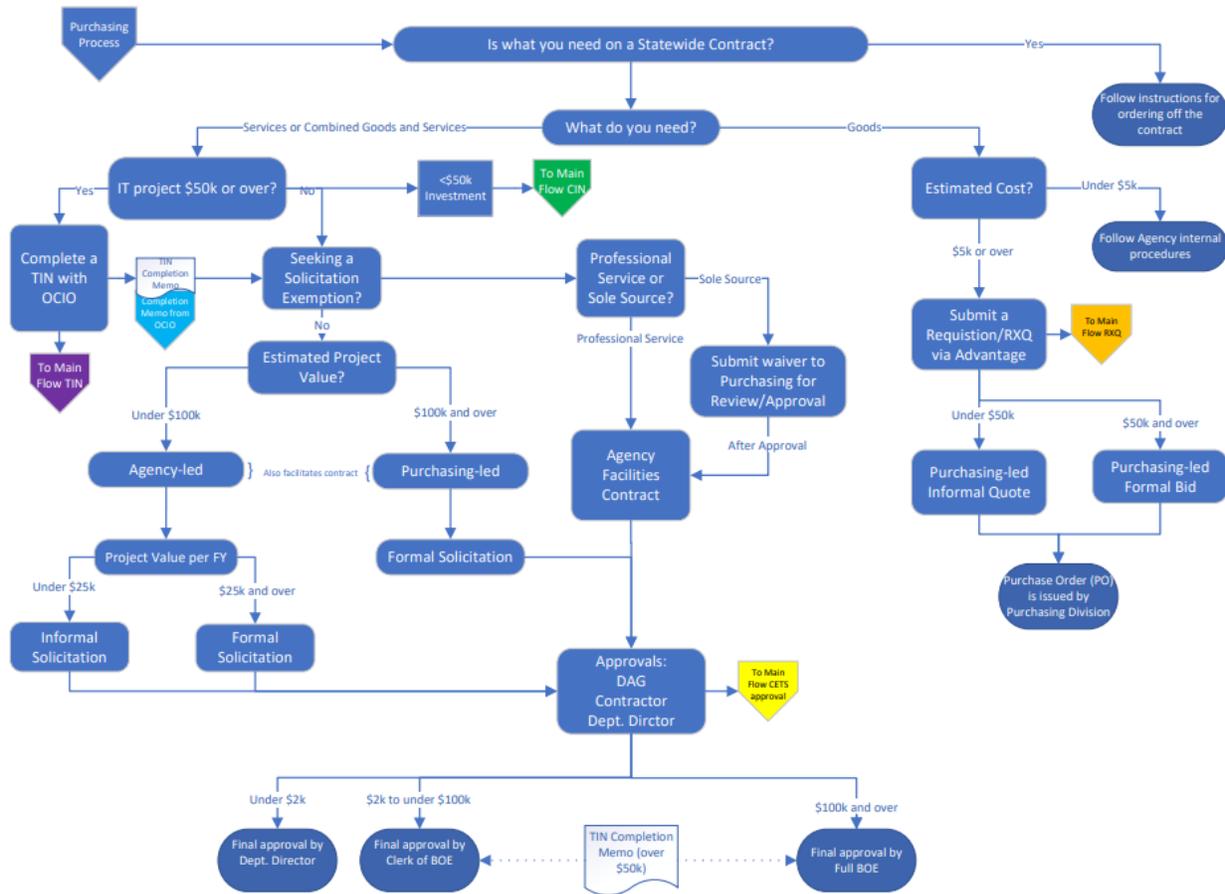
Agency Perspective of Technology Investment Flow - Main Flow

By Lisa Jean and Becky Kagele
01/26/2024 ver. 1.0



Definitions:

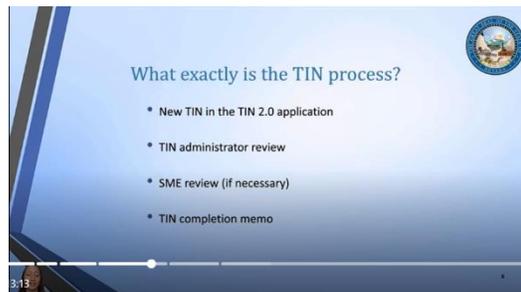
- TIE – Technology Investment Evaluation (results in TIN or CIN)
- TIN – Technology Investment Notification
- CIN – Cloud Investment Notification
- CETS – Contract Entry and Tracking System



The more complicated answer is that TINs are intertwined with Purchasing processes and they may need to be updated from time to time due to scope or cost changes of more than +/- 5% of the original submission; required biannual status updates for investments valued at over \$1 million, including implementation dates, impact of not completing a project, and estimated expenditures by fiscal year.

CINs, however, are simple. They do not require updates and the process is completed when the Submit button is clicked.

What exactly is the TIN process?



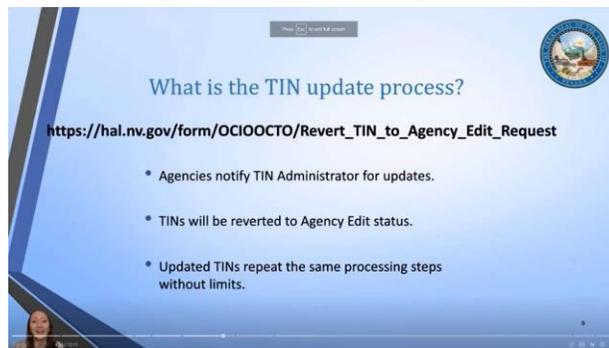
The TIN process begins with the user creating a New TIN in the TIN 2.0 application.

Next, the TIN Administrator reviews the TIN for risks, potential economies of scale, and compatibility issues with state infrastructure. This step may take up to six weeks to complete depending on how well the TIN is written and the size of the TIN queue, so it is a good idea to submit TINs carefully and well in advance of when they are needed.

If concerns are identified the TIN Administrator may refer the TIN to a subject matter expert for additional review which may result in discussions with the submitting agency.

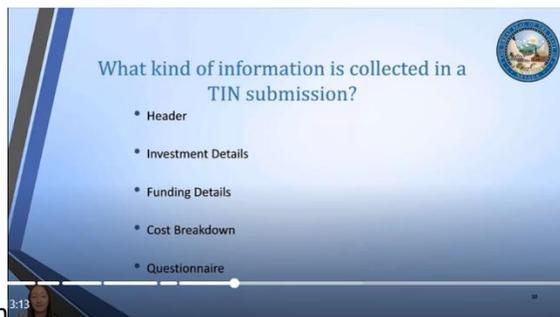
After the review is completed the TIN Administrator drafts a TIN Completion Memo and emails it to individuals listed in the TIN Contacts list.

TIN information is used by OCIO to build, monitor, and administer the State's technology portfolio and for strategic technology investment planning.



Over time, agencies may need to update a TIN and may do so by notifying the TIN Administrator that they need their TIN reverted to Agency Edit status for updating. Updated TINs are processed the same as new TINs and may be repeated without limit.

What kind of information is collected in a TIN submission?

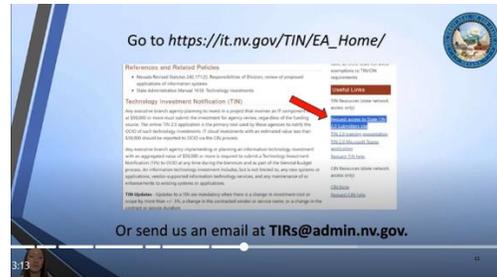


OCIO collects detailed information for technology investments over \$50k through the TIN 2.0 application. TIN investments include hardware, software, cloud, outsourced services, and many other types of IT solutions. All technology investments must be aligned with the Governor's goals and priorities, linked to the agency's strategic and business plans, and justified with a business case.

The TIN form includes five main sections:

- A Header Section with a descriptive title, agency information and key contacts.
- An Investment Description and Business Need section to provide details about the investment.
- A Funding section to provide funding details.
- A Cost section to provide a cost breakdown by fiscal year for the investment.
- And a detailed questionnaire of 152 questions broken out into 21 sections by topic.

Now that we know all about technology evaluations, let's go through the process together!



To Get Started – first you have to join the TIN Submitters Team.

The best way to join is to go to our website at https://it.nv.gov/TIN/EA_Home/ and click on the [Request access to State TIN 2.0 Submitters site](#) link under the Useful Links section. While you are there you can learn all about technology evaluations.

References and Related Policies

- Nevada Revised Statutes 242.171(2): Responsibilities of Division, review of proposed applications of information systems
- State Administrative Manual 1618: Technology Investments

Technology Investment Notification (TIN)

Any executive branch agency planning to invest in a project that involves an IT component valued at \$50,000 or more must submit the investment for agency review, regardless of the funding source. The online TIN 2.0 application is the primary tool used by these agencies to notify the OCIO of such technology investments. IT cloud investments with an estimated value less than \$50,000 should be reported to OCIO via the CIN process.

Any executive branch agency implementing or planning an information technology investment with an aggregated value of \$50,000 or more is required to submit a Technology Investment Notification (TIN) to OCIO at any time during the biennium and as part of the biennial budget process. An information technology investment includes, but is not limited to, any new systems or applications, vendor-supported information technology services, and any maintenance of or enhancements to existing systems or applications.

TIN Updates - Updates to a TIN are mandatory when there is a change in investment cost or scope by more than +/- 5%, a change in the contracted vendor or service name, or a change in the contract or service duration.

Or you can send us an email at TIRs@admin.nv.gov.

valid, as OCIO does not allow exemptions to TIN/CIN requirements.

Useful Links

TIN Resources (state network access only)

[Request access to State TIN 2.0 Submitters site](#)

[TIN 2.0 training presentation](#)

[TIN 2.0 Microsoft Teams application](#)

[Request TIN help](#)

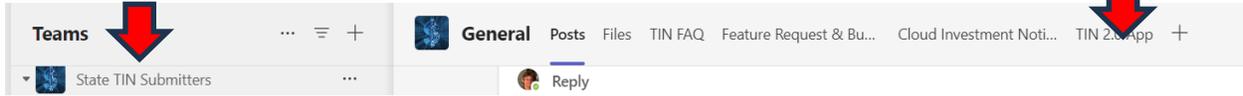
CIN Resources (state network access only)

[CIN form](#)

[Request CIN help](#)

The system will notify us of your request, and we will accept it the same day, usually in under an hour. Once we accept your request the system will send you a welcome email and you will see the TIN Submitters team on your Teams sidebar.

Let's do a TIN together.



Let's navigate to the State TIN Submitters team and click on the TIN 2.0 App.

The TIN 2.0 landing page gives you the option to start a new TIN or to work on an existing one. We are going to start a new TIN.

- Select the “Start a new TIN” Option



The Create a New TIN screen asks for basic information about your agency and the investment. When you select the Agency from the dropdown menu, Agency CD, Division, and Primary Budget Account(s) will autofill.



Known bug: not all agency codes show up in the dropdown list. When this happens just send us a note in the TIN Submitters chat or via email telling us what it should be and we will correct it for you.

Enter TIN Agency Information and then Click the Save Icon at the Top of the Screen

Technology Investment Notification

TIN ID: New Welcome Janeen Silva 2/24/2020 3:20 PM scrTINNew

TIN Status: New

* Title:

Agency:

AgencyCD:

Division:

Primary Budget Account:

Secondary Budget Account(s):

Decision Unit:

Target Start FY:

For new TINs the application has to be built out by clicking the “Click Here to Start TIN Questionnaire Initialization.”

Technology Investment Notification

TINID: 29 Welcome Janeen Silva 2/24/2020 3:24 PM scrTINQinit

TIN ID: 29 TIN Status: New Target FY: FY22 Beg: 8/12/2021 End:

Title: Testt BA: 1000

Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10 DU:

TIN Items to initialize: 157

[Click Here to Start TIN Questionnaire Initialization](#)

Initializing TIN Items - Please Standby 0 of 157 Initialized

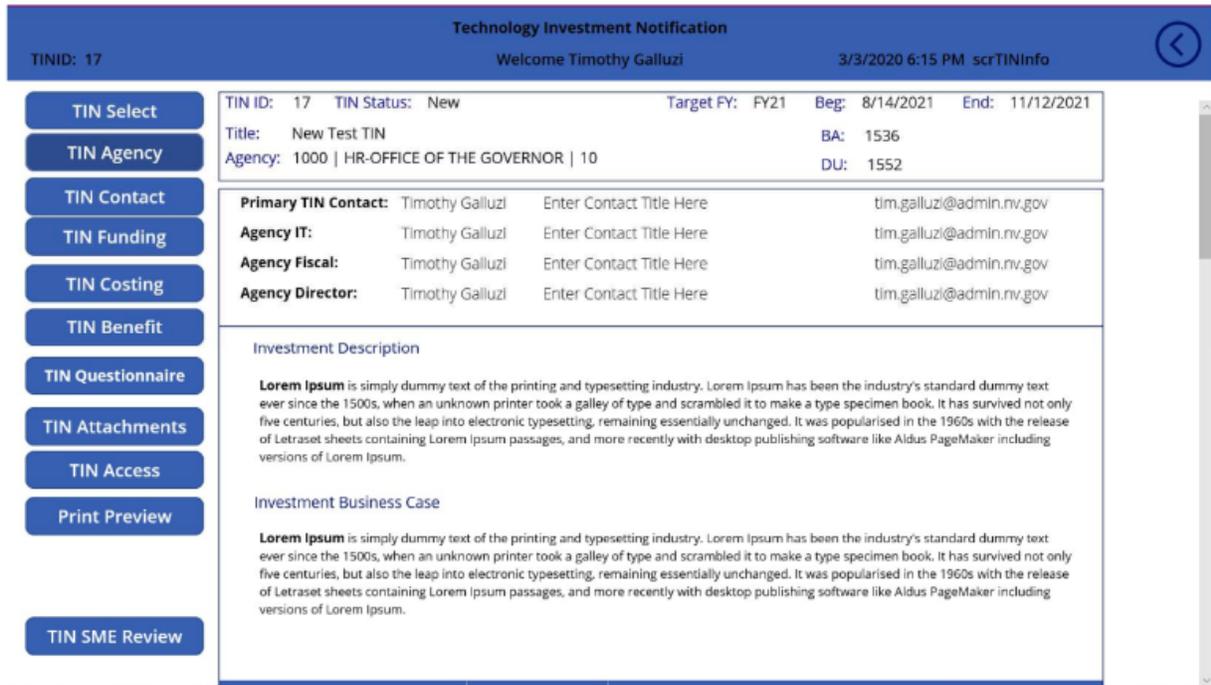
(One Time TIN Questionnaire Initialization)



Once you click this button, wait patiently for the initialization to complete without navigating away from the screen or fiddling with anything or else you may cause the initialization to stop after partially loading the questionnaire, and you will have to start over with a new TIN. You may not even notice the incomplete initialization until after you submit the TIN for review.

If you get lost anywhere along the way, just click Save and “TIN Select” or back out to the landing page and go back into your TIN from there.

When you select your freshly created TIN it will look like this...



Technology Investment Notification
TINID: 17 Welcome Timothy Galluzi 3/3/2020 6:15 PM scrTINInfo

TIN ID: 17 TIN Status: New Target FY: FY21 Beg: 8/14/2021 End: 11/12/2021
Title: New Test TIN BA: 1536
Agency: 1000 | HR-OFFICE OF THE GOVERNOR | 10 DU: 1552

Primary TIN Contact: Timothy Galluzi Enter Contact Title Here tim.galluzi@admin.nv.gov
Agency IT: Timothy Galluzi Enter Contact Title Here tim.galluzi@admin.nv.gov
Agency Fiscal: Timothy Galluzi Enter Contact Title Here tim.galluzi@admin.nv.gov
Agency Director: Timothy Galluzi Enter Contact Title Here tim.galluzi@admin.nv.gov

Investment Description
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Investment Business Case
Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

You will need to click through the sidebar tabs to fill out required information. You can also click directly on the displayed information, and it will open the tab information.



Be careful clicking on the displayed Contact information because the application will automatically create four new contact fields pre-populated with your contact information. The good news is that we added a trash can icon so you can go through and delete unnecessary contact rows or add new ones if you have more than four contacts.

Also keep in mind that the names you include in the TIN Contacts are those who receive the TIN Completion Memo at the end of the process. We may or may not remember if you ask us to add names through other channels such as chat or email. If someone needs to receive the TIN Completion Memo, be sure to add them directly in the TIN Contact section.

TIN Contacts - This is how the TIN Contacts screen looks, and you can see the pencil and trash can icons if you want to edit or delete a row.

TIN ID: 559	TIN Status: Hidden	Target FY: FY24	Beg: 7/1/2023	End: 9/29/2023
Title: Test Tin		BA: 1387		
Agency: 1387 HR-TELECOMMUNICATIONS 180		DU:		

TIN ID 559-0	Contact Typ	Name	Title	Phone	Email		
	Primary TIN Contact:	Timothy Galluzi	Enter Contact Title Here		tim.galluzi@admin.nv.gov		
	Agency IT:	Timothy Galluzi	Enter Contact Title Here		tim.galluzi@admin.nv.gov		
	Agency Fiscal:	Timothy Galluzi	Enter Contact Title Here		tim.galluzi@admin.nv.gov		
	Agency Director:	Timothy Galluzi	Enter Contact Title Here		tim.galluzi@admin.nv.gov		

TIN Funding should be filled in to describe the funding sources for the investment. Funding sources are selected from a dropdown list and the percentage of funding from each source must be added manually. You can add new rows by clicking the plus sign, edit or delete the current row and save. Be sure to click save for each row! One important thing to remember is that the Funding must total 100% or it will be kicked back by the TIN Administrator for corrections.

Title: Test Tin	TIN Status: Agency Edit	TIN ID: 559
Agency: 1387 HR-TELECOMMUNICATIONS 180	BA: 1387	
Target Schedule: FY24, Begin: 7/1/2023 End: 9/29/2023	DU:	

Funding Source	Funding Percent	Funding Note/Comment		
General Fund	0 %			

Total Percent Funded: 0 % from 1 total sources

TIN Cost - Next you can enter Cost information. Remember that cost information must include the Fiscal Year, or it will be sent back to you for corrections. You will see pencil and trash can icons to edit or delete the current row. There is also a copy icon with two stacked rectangles so you can duplicate the current row for similar entries, and you can use the plus sign to create a new blank row to fill in from scratch.

Technology Investment Notification

TINID: 29 Welcome Janeen Silva 2/24/2020 3:36 PM scrTINCostEntry

Title: **Testt** TIN Status: **Agency Edit** TIN ID: **29**
 Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10** BA: **1000**
 Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021** DU:

TIN Cost - Entry Edit List

OneTime FY19 FY19 OneTime Total Amount: \$0,000.00

GL	Amount	Cost Source	Process Item
00	\$0,000.00	Vendor Quote	
		EITS Email Service	

TIN Benefit - You can fill in TIN Benefit information in a similar fashion on the screen below.

Technology Investment Notification

TINID: 29 Welcome Janeen Silva 2/24/2020 3:40 PM scrTINBenefit

Title: **Testt** TIN Status: **Agency Edit** TIN ID: **29**
 Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10** BA: **1000**
 Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021** DU:

TIN Benefit - Entry List

FY20 Total Benefit Amount: \$0,000.00

FY	Benefit Type	Benefit Amount	Benefit Note	Process Item
FY20	Cost Reduction	\$0,000.00	New Benefit	

TIN Questionnaire - Finally we have the questionnaire. It looks intimidating because it has 152 questions in total, but you don't necessarily have to answer all of them. The secret is that you only have to answer all of the questions in a given section if it is applicable and you answer in the affirmative for the first question in the section. If you missed a question that is required, a red box will appear at the top of the section.

Technology Investment Notification

TINID: 29 Welcome Janeen Silva 2/24/2020 3:43 PM scrTINResponse

Title: **Testt** TIN Status: **Agency Edit** TIN ID: **29**
 Agency: **1000 | HR-OFFICE OF THE GOVERNOR | 10** BA: **1000**
 Target Schedule: **FY22, Begin: 8/12/2021 End: 11/10/2021** DU:

Section: 1 - Investment Purpose

Q-1.1: The primary purpose of this technology investment is to:

Response:

Options:

- Budgeted Equipment Replacement (PCs, 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.
- Implement a new technology, a new automated solution, and/or new equipment not previously in use by the agency.
- Other

(Select one choice from above) Ref: 3 TID 29-4326

Questions can have dropdown menus, radio buttons you can select, or free text fields to write our answers. Once you click on the question a Save icon will appear. Be sure to click it for each question when you are done.

****Note: To prevent potential data loss, please save each entry individually.****

Q-21.2: Have additional supporting documents been attached to the TIN:

Response: No

Options:

- Yes
- No

(Select one choice from above) Ref: 132 TID 559-97506

Q-21.3: Please provide any additional comments regarding the investment.:

Response:

(Enter or Paste Additional Text) Ref: 161 TID 559-97535

Section: 99 - End of Qs



Save, Save, Save! Be sure to click the Save icon after answering each question or you will have to go back and do it all again. There is no button to save all at the end of the questionnaire. We know there should be, and it is on our list of needed improvements!

Print a PDF of the TIN - To see your TIN in a beautifully formatted PDF file, click on the Print Preview button and make sure your pop-up blocker is off or you will have to retrieve the file from SharePoint at <https://nv.sharepoint.com/sites/tin/DevTINDoc/Forms/AllItems.aspx?viewpath=%2Fsites%2Ftin%2FDevTINDoc%2FForms%2FAllItems%2Easpx&sortField=Modified&isAscending=false&viewid=5f66d022%2D5273%2D4920%2Da63b%2D6231f0340e80>. You may want to create a bookmark.

Printing

- TIN Select
- TIN Agency
- TIN Contact
- TIN Funding
- TIN Costing
- TIN Benefit
- TIN Questionnaire
- TIN Attachments
- TIN Access
- Print Preview
- TIN Submit

- Push this
- Get this in new browser tab/window

EnterpriseIT

Technology Investment Notification

New Test TIN

TIN ID: 17	TIN Status: New	Target FY: FY21	Req: 8/14/2021	End: 11/12/2021
Title: New Test TIN	BA: 1536			
Agency: 1000 - HR-OFFICE OF THE GOVERNOR	10	DU: 1552		

Agency Contact

TIN Contact Information			
Primary TIN Contact:	Timothy Gallahue	Enter Contact Title Here	tim.gallahue@admin.nv.gov
Agency IT:	Timothy Gallahue	Enter Contact Title Here	tim.gallahue@admin.nv.gov
Agency Fiscal:	Timothy Gallahue	Enter Contact Title Here	tim.gallahue@admin.nv.gov
Agency Director:	Timothy Gallahue	Enter Contact Title Here	tim.gallahue@admin.nv.gov

Investment Description

Investment Business Case

TIN Funding

Funding Source	Funding %	Funding Note
General Fund%	100%	

TIN 2.0 SFY 2020

26

And please don't repeatedly click print because we only get a certain number of printouts per month according to our contract with the vendor so during budget build when everyone is hammering out TINs we can run into problems.

You can save your TIN and return to it as often as you like, and you can even have multiple contributors by adding names separated by semicolons in the TIN Access section.

TIN Access Instructions:

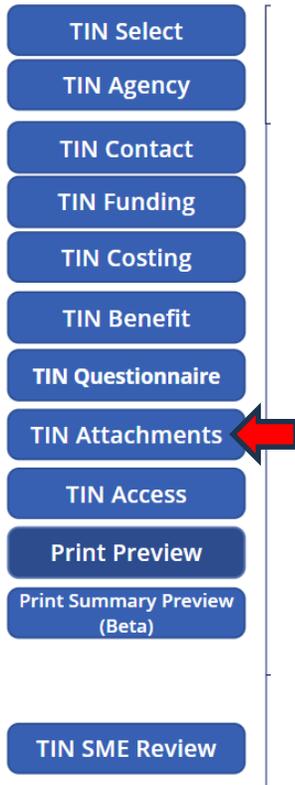
- 1) Include full email address for TIN access
- 2) Remove full email address to remove TIN access
- 3) Place a semicolon between emails

fspringer@admin.nv.gov;
ljean@it.nv.gov;

Last Modified: 1/31/2024 2:56 PM by

Lisa Jean

Attachments - Supporting documentation should be attached to the TIN by clicking the TIN Attachments button.



Drag and drop files into the Attachments field or you can click the paper clip to select a file from your computer to upload.

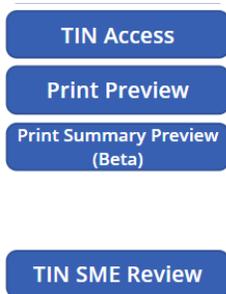


TIN Submission - When you are finished editing, you can click the Submit button. Once you click the submit button you will no longer be able to access your TIN, as it will be in the hands of the TIN Administrator for review.



When all required fields are filled, the user may click TIN Submit.

After clicking TIN Submit the Green button disappears or is greyed out.



TIN Updates

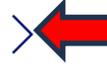
If updates are needed at any time during the TIN lifecycle you can request to have the TIN returned to Agency Edit for updates. Just send us an email, make your request in the General chat, or use this handy link: https://hal.nv.gov/form/OCIOOCTO/Revert_TIN_to_Agency_Edit_Request.

Users can access existing TINs that are in New or Agency Edit status from the landing page and edit sections as necessary.



Technology Investment Notification TIN Administration

Select a TIN (Click Here):



Start a new TIN (Click Here):



TINs available for editing will be displayed. Open the TIN you want to edit by clicking the appropriate icon under the Launch header.

Power Apps | TINAdmin

Technology Investment Notification

TIN Admin - 2021/6/29 | Welcome Janeen Silva | 2/24/2020 3:12 PM | scrTINSelect

Number of accessible TINs: 6 | Sort By: TIN ID | Ascending

FY	Status	Title	BA	Launch
FY24	SME Review	Testing	1373 HR-OFFICE OF CIO 180	>
FY20	SME Review	New TIN to try out back on Q initi	1000 HR-OFFICE OF THE GOVERNOR 10	>
FY20	SME Review	Test of Status change from New to Agency Edit	1373 HR-OFFICE OF CIO 180	>
FY21	SME Review	TIN Test	1005 HR-HIGH LEVEL NUCLEAR WASTE 12	>
FY21	Received	TIN Test TIN 2-20-2020	1000 HR-OFFICE OF THE GOVERNOR 10	>
FY20	SME Review	Barts New TIN	3228 HR-WELFARE ADMINISTRATION 407	>

Click the Plus Icon Above to Start a New TIN

When editing a previously approved TIN, users should add a dated entry to the Description section describing the update, as the system does not have any form of version control built into it. Be sure to click Save before submitting.

Example:

Target Start FY	<input type="text" value="FY24"/>
Expected Start (FY24)	<input type="text" value="3/2/2024"/>
Expected Implementation (FY25)	<input type="text" value="6/30/2025"/>

Technology Investment Description

Normal | **B** / U | [Link] [Unlink] | [Image] | [List] [List] | ...

2.1. 2024 updated to correct FY24 cost information and to clarify Description. Add: Servers will be used for web site hosting.

This investment is to purchase new servers.

|

InvestBusinessCase

Format | **B** / U | [Link] [Unlink] | [Image] | [List] [List] | ...

There are unsaved changes on this form

TIN Submit

Don't forget to click Submit!

When the review is complete the TIN Administrator will issue a TIN Completion Memo to everyone on the TIN contacts list. The memo can be used as evidence of OCIO technical review for BOE, RFP or as otherwise needed.

Joe Lombardo
Governor



Timothy D. Galluzi
State Chief Information Officer

Darla J. Dodge
Deputy CIO- COO

David 'Ax' Axtell
Deputy CIO - CTO

Robert "Bob" Dehnhardt
Deputy CIO - CISO

STATE OF NEVADA
GOVERNOR'S OFFICE
Office of the Chief Information Officer
100 N. Stewart Street, Suite 100 | Carson City, Nevada 89701
Phone: (775) 684-5800 | www.it.nv.gov | Fax: (775) 687-9097

MEMORANDUM

TO: Name, Title, Department

CC: Tim Galluzi, State Chief Information Officer, OCIO
Robert Dehnhardt, State Chief Information Security Officer, OCIO
David Axtell, Deputy CIO - Chief Technology Officer, OCIO

FROM: Lisa Jean, TIN Administrator, OCIO

SUBJECT: TIN Completion Memo – Dept – TIN ### – title – BA #####

DATE: **Date**

We have completed our review for the Department's (Dept) – title – TIN ##, Update X.

The submitted TIN, for an estimated value of \$### in the FY24/FY25 biennium (funding), is to

More...

Security...

If there are to be any changes to enterprise services or utilizations, including: network, firewall, server, Active Directory (AD) integration, telecom, etc., please notify OCIO as soon as possible to avoid integration delays.

It is expected that this solution will follow state security standards and policies and be compliant with the Americans with Disabilities Act (ADA) to ensure accessibility to all authorized users.

A copy of this memo has been attached to the TIN.

If I can be of further assistance, please feel free to contact me.

Cloud Investment Notifications



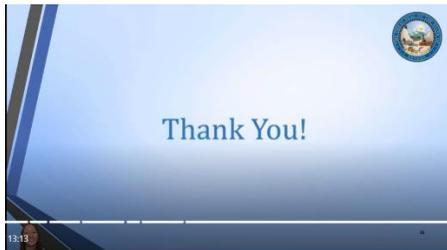
Cloud Investment Notification (CIN) submissions are much shorter and simpler than TINs.

CINs are used to help OCIO evaluate the possible risks that come with using cloud-based products.

You can find the CIN form by going to the State TIN Submitters team and click on the Cloud Investment Notification tab. Once the form is filled out completely, click Submit.

You will receive a system generated confirmation e-mail and that is the end of the CIN process.

The Future of TIEs



In the near future we will be redesigning the TIE process using a Platform as a Service provider. The process will include several improvements including integration of CINs and TINs in the same instance, version-controlled TINs, a document repository for attachments and completion memos, and a more user-friendly interface.

End.