

# Idaho Technology Authority (ITA)

## **ENTERPRISE GUIDELINES – G100 GENERAL**

**Category: G120 – EXEMPTION PROCESS**

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### **I. DEFINITION**

Exemption Process – Some State Agencies may have special conditions or extraordinary business requirements that prevent compliance with an ITA policy or standard. A completed [Exemption Request Form](#) is required to request an exemption from an ITA policy or standard.

### **II. RATIONALE**

These guidelines are intended to provide direction to Agencies in the preparation of a request for an exemption from an ITA policy or standard.

### **III. GUIDELINE**

Agencies unable to comply with ITA Policies or desiring to purchase or maintain equipment or software that does not meet the ITA Enterprise Standards must submit an [Exemption Request Form](#) completed according to instructions contained within the form.

The completed Exemption Request Form is to be accompanied by a cover letter (Word format) from the Agency head addressed to the Chairman of the ITA. Please submit one (1) copy electronically to [ita@its.idaho.gov](mailto:ita@its.idaho.gov) and one (1) hard copy to:

ITA Chairman  
Office of IT Services (ITS)  
650 West State Street, Room 100 (83702)  
PO Box 83720, Boise, ID 83720-0042

Upon receipt of the completed Exemption Request Form, the ITA staff will review and make recommendations to the ITA for consideration at the next scheduled Council meeting for Policy exemption requests. The ITA staff will review and make

recommendations to the ITLC for Standards exemptions. The submitting Agency will be notified of the date and time in advance of the ITA or ITLC meeting where the Exemption Request will be heard. An Agency representative will be scheduled to appear before the meeting to brief the members on the business case for the request.

The ITA or ITLC may grant an exemption for a specified period not to exceed twenty-four (24) months. Agencies wishing to extend their exemption must submit a new request at least ninety (90) days before the exemption period ends.

For additional resources or more information, contact the ITA staff at (208) 605-4064.

#### **IV. PROCEDURE REFERENCE**

Policies for exemption process are detailed in ITA Policy [P1010](#) (Information Technology Policies, Standards, and Guidelines Framework).

1. ITA Information Technology Policies and Standards can be found at: <http://ita.idaho.gov/resources.html>.

#### **V. CONTACT INFORMATION**

For more information, contact the ITA Staff at (208) 605-4064.

#### **REVISION HISTORY**

- 07/01/18 – Changed “OCIO” to “ITS”.
- 04/15/14 - Updated to reflect the change giving ITLC the authority to set Standards and Guidelines for the State. This would give ITLC the authority to also grant exemptions to those Standards or Guidelines.
- 07/01/13 – Changed “ITRMC” to “ITA”.
- 01/08/10 – Updated links to web page and exemption request form. Changed ITRMC Chairman to Mike Gwartney.
- 06/16/09 – Added Procedure Reference, Contact Information and Revision History to this guideline; changed the layout and deleted References and Timeline.

Revised: June 30, 2004  
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