STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

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GOVERNOR

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<u>MEMORANDUM</u>

TO: DTMB Division Directors and Staff

FROM: DTMB End User Standards Committee (EUSC)

SUBJECT: Delegated IT and Miscellaneous Items

Purpose

The Department of Technology, Management & Budget (DTMB) End-User Standards Committee (EUSC) sets the technical standards for end-user hardware and software used within all Executive Branch agencies. The EUSC ensures all defined end-user standards, related recommendations, and actions support the State's, and DTMB's long-term strategic goals, and provide the most effective and efficient systems for use by the agency consumers. The EUSC will review non-standard Information Technology (IT) end user requests, and either approve or decline those requests.

This memo is to provide guidance for what IT products do and do not require review by the EUSC.

Please review Administrative Guide to State Government.

All non-standard IT products must remain compliant with all applicable SOM policies and the requirements EUSC sets forth for the lifetime of product use.

For purchasing questions, please contact your IT Purchasing Liaison at DTMB Financial Services or Central Procurement.

I.   **Standard IT Products**
Standard IT products do not require EUSC approval as they are already standard IT products available for use or purchase.

Standard or pre-approved end-user software and/or hardware products can be found in the Software Center application located on the end-user's device, in the SIGMA

Shop page, or as listed at: [DTMB - Standard End-User Products (Includes Hardware and Software) (michigan.gov)](#)

II.   Non-Standard IT Products

Standard Exception Request (SXR) approval is required for non-standard IT hardware and software products.

An agency's DTMB Client Specialist or designee (DTMB Advocate) will submit a non-standard IT product request.

If the request has a server or network component and/or the requested application has externally hosted (cloud/SaaS) components, the request will require an EASA (Enterprise Architecture Solution Assessment) ([DTMB-SPC-Enterprise-Architecture-EA - Home](#)) approval from DTMB Enterprise Architecture (EA).

If the request has non-standard hardware/software AND is externally hosted, the request will require an EASA <u>and</u> SXR approval. The EASA MUST be completed and approved prior to SXR submission.

Each agency must submit an SXR for approval to use a non-standard product for audit and legal liability purposes. Individual SXR's **<u>cannot</u>** be used by more than one agency.   Approved SXR's are valid for one (1) year upon approval per agency. If a version change is required for non-standard software, the DTMB Advocate must submit a new SXR or update an EASA for approval before it is allowable.

Non-Standard printers with "integrated wireless" or embedded web services (EWS) must be disabled due to security and SOM network interference issues.

NOTE: Any device and/or media intended as the primary storage of official records or mission-critical data, or as the backup to such data, shall require an approved EASA prior to acquisition. The agency agrees that such devices will be used in accordance with State policies and all applicable laws, and accepts all risk related to compromise or loss of data when using these devices. DTMB bears no responsibility for the products' end use. EUM-Delivery Services has limited support services for non-standard IT products.

III. Allowable Non-Standard IT Products
Any product NOT meeting the following criteria will need an approved SXR.

A. Telephony Devices
All Digital and IPT telephones and all headsets connected to telephones on the State network must be purchased through Network Services. The following does not require an SXR, however, if not approved by Telecom, the telephony device will not be installed or maintained by Network Services. **All Video Endpoints (Video Conferencing Services) that are not Cisco or Smart Homes (third party contracted through SOM) require SXR approval.**

- Analog telephones and headsets **not** connected to the State network.

B. Digital Image, Video Cameras and Web Cameras
- Digital image cameras must be capable of producing images that are compatible with Microsoft Windows, Adobe Photoshop, or GIMP.
- Digital video cameras must be capable of producing videos in formats that can be used by the State's standard video software (Windows Media Player, Adobe Premiere Elements).
- Accessories for digital cameras, including cases, stands, cables, or power supplies do not require an SXR.
- Cameras with Wi-Fi capabilities cannot be used to connect to SOM network resources or SOM IT resources connected to SOM networking.
- Web cameras should be Windows Hello capable

Many commercially available cameras and scanners include bundled software. Installation of this software on State computer systems is not allowed. Any bundled software included with the camera must be approved through an SXR by the EUSC if the agency wishes to use it. DTMB has standard software solutions for digital image and video viewing, and manipulation as follows:

- Adobe products are available through SIGMA SHOP for purchase.
- GIMP (no cost high-end solution) available through Software Center.
- Photo and image manipulation software included in Microsoft Windows, e.g., Photos and Paint

C. Computer Displays (Monitors and Televisions)
Non-Standard displays are NOT supported by DTMB, and requestors must be aware of manufacturer warranty limitations. Any software included with the display must be approved through an SXR by the EUSC if the agency wishes to use it. In addition, all non-standard displays must also follow the television rules listed below.

- Displays cannot be connected to any network, wired or wireless, without an EASA for a managed firewall.
- Displays should be cabled to provide VGA, HDMI, and Display Port connections.
- To minimize security risk, any required applications or connectivity MUST come from the PC which is protected by current patching and anti-virus definitions.

D. PC Parts, Hardware and Peripherals that do <u>not</u> require software, drivers or network connectivity
1. Keyboards or mice
2. Power adapter/cables (including vehicular 12v)
3. Power strips or surge protectors
4. Laptop locks
5. Monitor stands
6. Speakers and PC headphones
7. Laptop/tablet cases
8. Lamps and cases for projectors
9. USB cables and hubs used for connecting USB devices to a PC
10. Laptop power supplies
11. Manufacturer laptop batteries
    a. Only if battery is no longer covered by a warranty
    b. No third party allowed
12. Manufacturer RAM upgrades
    a. No third party allowed
13. External HDD's and SSD's
14. USB flash drives, SD cards, and other removeable storage media
    All removable media data storage requires compliance with state policies, standards, and procedures as well as all applicable laws. Review the [1340.00.110.03 Storage of Sensitive Information on Mobile Devices and Portable Media Standard](#), as well as related standards identified within that standard.