STATE OF MICHIGAN
DEPARTMENT OF TECHNOLOGY, MANAGEMENT & BUDGET
LANSING

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MEMORANDUM

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 deny 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 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 Enterprise Architecture Solution Assessment (EASA) approval from DTMB Enterprise Architecture (EA).

If the request has non-standard hardware/software AND is externally hosted, the request will require an EASA and 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 **cannot** be used for 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. EOC-UX-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 SXR approval.

A. Telephony Devices

All Digital and IPT telephones and all headsets connecting to telephones on the State network must be purchased through Telecom. The following does not require an SXR, however, if not approved by Telecom, the telephony device will not be installed or maintained by Telecom.

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

B. Digital Image and Video 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, 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.

Many commercially available cameras and scanners include bundled software. 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 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 the network 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. Smart Devices, Accessories, and Applications (iPads, iPhones, and Android Phones)

Smart Devices (iPads, iPhones, and Androids Phones) and accessories must be purchased according to your agency's published policies through your agency's Smart Device Team Coordinator. Non-Standard Tablets must obtain an end-user SXR approval prior to purchase.

Apple mobile (iOS) applications (apps) must be purchased through a Volume Purchase Program (VPP) Procurement Card through the DTMB Smart Device Support Team. The DTMB Smart Device Support Team can purchase the app for the agency and bill it to the appropriate account coding. This service is included in the Smart Device rate. Agencies requesting to purchase Apple iOS applications should coordinate those requests through their agency's Smart Device Team Coordinator before working directly with the Smart Device Support Team.

E. PC Parts, Hardware and Peripherals that do not offer software 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 which do not require software
7. Laptop/tablet cases
8. Lamps and cases for projectors
9. Garmin or comparable standalone GPS devices
10. USB cables and hubs used for connecting USB devices to a PC
11. Single-function fax machines NOT connected to PC or network
12. Laptop power supplies
13. Manufacturer laptop batteries
    a. Only if battery is no longer covered by a warranty
    b. No third party allowed
14. Manufacturer RAM upgrades
    a. No third party allowed
15. External HDD's and SSD's
16. USB flash drives, SD cards, and other removeable storage media