

DT CIO Review

DT CIO Review and Assessment

Technology goods or services include computers, hardware, software systems, software maintenance, software services, cloud services, and telecommunications. All digital products that contain or transmit data and/or interact with the City's networks in some manner are deemed to be a Technology Purchase by the City. Where the solicitation involves the purchase of technology related goods and services, DT CIO approval will be required prior to contract certification and execution. Deviations from the City technology standards will require justification before DT CIO approval is granted. **However, Departments are encouraged to communicate with DT prior to commencing the solicitation process to ensure DT has adequate input where required.** To learn more, visit: <https://sfgov.org/oca/technology-purchasing-overview>.

IT procurements are assessed by the Chief Information Officer (CIO), primarily for the following purposes:

1. Assessing network security risks associated with IT procurements;
2. Minimizing degradation of network performance due to IT procurements that introduce added complexity or potentially incompatible infrastructure to City data networks; and
3. Evaluating the potential for strategic sourcing efforts.

Preapproved ICT Procurements

The purpose of the following preapproved list is to identify standard Items with no perceived impact to cybersecurity and/or network performance, thereby streamlining the CIO Review process to eliminate unnecessary review. However, the Department of Technology (DT) asks for your partnership in consulting with DT on procurements that include item(s), whether identified on this preapproved list or not, that may create a potential cybersecurity vulnerability or network performance issue.

In addition, information and communications technology (ICT) procurements are only deemed preapproved if **ALL** ICT items in the procurement appear on the preapproved list. The procurement must be submitted for CIO Review if any ICT item on the procurement is not listed below.

NOTE: **cloud-based subscription** renewals and **procurements for cybersecurity risk assessment** require CIO review

The following items are deemed preapproved through CIO Review:

1. User hardware: desktop computers, laptops, tablets, monitors, keyboards, mice, desktop printers, accessories (e.g. connection cables and adapters), ink cartridges, and toner, and corresponding hardware maintenance agreement
2. Cable, fiber, patching and splicing materials and other associated tools and supplies
3. Software products purchased under a Department of Technology Enterprise Agreement.
4. Renewal or extension of existing, **on-premises** licenses or maintenance agreements.
5. Technology Training

6. Procurements initiated by the Department of Technology (since they are subject to an internal CIO review process)

Notes: If you are unsure whether a proposed procurement is covered by this preapproved list, please submit the procurement for CIO review via the [ServiceNow CIO Review Form](#). DT will respond accordingly. Departments may not use Prop Q authority for information technology purchases, even if they are deemed preapproved through CIO review.

How to Initiate CIO Review

Departments initiate CIO review via DT's online [ServiceNow](#) platform.

CIO Review Timeline and Notification

If DT does not respond within 5 business days, the requestor will receive an email indicating the request is deemed approved through CIO Review. Requestors will receive emails from DT indicating whether their request is approved, on hold for further review, or on hold pending further information from the requestor.

Documentation for Submitting a Contract or Requisition to OCA:

If your technology is subject to DT CIO review or CRA, you must provide the ServiceNow ID associated with your approved purchase and/or copy of DT's approval obtained through ServiceNow.