

Introduced by

1 A BILL for an Act to create and enact a new section to chapter 15-10 of the North Dakota  
2 Century Code, relating to higher education information technology; and to amend and reenact  
3 subsection 11 of section 28-32-01 and sections 54-35-15.2, 54-59-02.1, 54-59-05, 54-59-07,  
4 54-59-09, 54-59-11, 54-59-19, and 54-59-22 of the North Dakota Century Code, relating to  
5 exclusion of certain policies, standards, and guidelines of the information technology  
6 department from compliance with the Administrative Agencies Practice Act, powers and duties  
7 of the information technology committee and the information technology department,  
8 prioritization of proposed major information technology projects, and information technology  
9 plans and reports.

10 **BE IT ENACTED BY THE LEGISLATIVE ASSEMBLY OF NORTH DAKOTA:**

11 **SECTION 1.** A new section to chapter 15-10 of the North Dakota Century Code is  
12 created and enacted as follows:

13 **Higher education information technology - Reports.**

- 14 1. The state board of higher education shall manage and regulate information  
15 technology planning and services for institutions under its control, including:  
16 a. Development of information technology policies, standards, and guidelines in  
17 coordination with the information technology department.  
18 b. Implementation of a process for project management oversight and reporting.  
19 c. Integration of higher education information technology planning and reporting  
20 with the board's strategic planning process and annual performance and  
21 accountability report required by section 15-10-14.2.  
22 d. Participation in internet2 or other advanced higher education or  
23 research-related networking projects as provided in section 54-59-08.

- 1           e. Development of an annual report concerning higher education information  
2           technology planning and services.
- 3           2. The state board of higher education shall collaborate with the information  
4           technology department to coordinate higher education information technology  
5           planning with statewide information technology planning.
- 6           3. The state board of higher education shall provide advice to the information  
7           technology department regarding the development of policies, standards, and  
8           guidelines relating to access to or use of wide area network services as provided  
9           by section 54-59-09.
- 10          4. The state board of higher education shall present information regarding higher  
11          education information technology planning, services, and major projects to the  
12          information technology committee on request of the committee.

13           **SECTION 2. AMENDMENT.** Subsection 11 of section 28-32-01 of the North Dakota  
14 Century Code is amended and reenacted as follows:

- 15          11. "Rule" means the whole or a part of an agency statement of general applicability  
16          which implements or prescribes law or policy or the organization, procedure, or  
17          practice requirements of the agency. The term includes the adoption of new rules  
18          and the amendment, repeal, or suspension of an existing rule. The term does not  
19          include:
- 20           a. A rule concerning only the internal management of an agency which does not  
21           directly or substantially affect the substantive or procedural rights or duties of  
22           any segment of the public.
- 23           b. A rule that sets forth criteria or guidelines to be used by the staff of an agency  
24           in the performance of audits, investigations, inspections, and settling  
25           commercial disputes or negotiating commercial arrangements, or in the  
26           defense, prosecution, or settlement of cases, if the disclosure of the statement  
27           would:
- 28           (1) Enable law violators to avoid detection;
- 29           (2) Facilitate disregard of requirements imposed by law; or
- 30           (3) Give a clearly improper advantage to persons who are in an adverse  
31           position to the state.

- 1 c. A rule establishing specific prices to be charged for particular goods or  
2 services sold by an agency.
- 3 d. A rule concerning only the physical servicing, maintenance, or care of  
4 agency-owned or agency-operated facilities or property.
- 5 e. A rule relating only to the use of a particular facility or property owned,  
6 operated, or maintained by the state or any of its subdivisions, if the  
7 substance of the rule is adequately indicated by means of signs or signals to  
8 persons who use the facility or property.
- 9 f. A rule concerning only inmates of a correctional or detention facility, students  
10 enrolled in an educational institution, or patients admitted to a hospital, if  
11 adopted by that facility, institution, or hospital.
- 12 g. A form whose contents or substantive requirements are prescribed by rule or  
13 statute or are instructions for the execution or use of the form.
- 14 h. An agency budget.
- 15 i. An opinion of the attorney general.
- 16 j. A rule adopted by an agency selection committee under section 54-44.7-03.
- 17 k. Any material, including a guideline, interpretive statement, statement of  
18 general policy, manual, brochure, or pamphlet, which is explanatory and not  
19 intended to have the force and effect of law.
- 20 l. A policy, standard, and guideline adopted by the information technology  
21 department under chapter 54-59, including any product and service standard  
22 and best practice standard, primarily intended to affect state agencies and  
23 with respect to access to or use of wide area network services, institutions  
24 under the control of the board of higher education, counties, cities, and school  
25 districts if the policy, standard, or guideline has been reviewed by the state  
26 information technology advisory committee.

27 **SECTION 3. AMENDMENT.** Section 54-35-15.2 of the North Dakota Century Code is  
28 amended and reenacted as follows:

29 **54-35-15.2. Information technology committee - Powers and duties.** The  
30 information technology committee has continuing existence and may meet and conduct its

1 business during the legislative session and in the interim between sessions. The committee  
2 shall:

- 3 1. Meet at least once each calendar quarter.
- 4 2. Receive a report from the chief information officer of the state at each meeting.
- 5 3. Review the business plan of the information technology department.
- 6 4. ~~Address~~ Review macro-level ~~questions~~ issues relating to the information  
7 technology ~~department~~.
- 8 5. Review the activities of the information technology department.
- 9 6. Review statewide information technology standards.
- 10 7. Review the statewide information technology plan.
- 11 8. ~~Conduct studies of~~ Review information technology efficiency and security.
- 12 9. ~~Make recommendations regarding~~ Review established or proposed information  
13 technology programs and information technology acquisition by the executive and  
14 judicial branches.
- 15 10. Except as provided in subsection 11, receive and review the information, including  
16 a cost-benefit analysis of, a projected schedule, and cost projections, from the  
17 information technology department and the affected agency regarding any major  
18 information technology project of an executive or judicial branch agency. A major  
19 project is a project with a cost of two hundred fifty thousand dollars or more in one  
20 biennium or a total cost of five hundred thousand dollars or more.
- 21 11. ~~Review the~~ Receive and review information, including a cost-benefit analysis of, a  
22 projected schedule, and cost projections, from the information technology  
23 department and the affected institution regarding any major project of the state  
24 board of higher education or any institution under the control of the state board of  
25 higher education if the project:
  - 26 a. Significantly impacts the statewide wide area network, including the campus  
27 access routers;
  - 28 b. Impacts the statewide library system; or
  - 29 c. Is an administrative project. An administrative project is a project that directly  
30 collects, aggregates, modifies, stores, or reports institutional student,

1 financial, or human resources records or data and is provided primarily for  
2 administrative purposes.

3 12. ~~Perform periodic reviews to ensure that a major information technology project is~~  
4 ~~on its projected schedule and within its cost projections.~~ Receive a report from the  
5 chief information officer regarding the recommendations of the state information  
6 technology advisory committee relating to the prioritization of proposed major  
7 information technology projects and other information technology issues.

8 13. Receive information from the state board of higher education regarding higher  
9 education information technology planning, services, and major projects.

10 **SECTION 4. AMENDMENT.** Section 54-59-02.1 of the North Dakota Century Code is  
11 amended and reenacted as follows:

12 **54-59-02.1. ~~Department shall establish certain standards for agencies—Advisory~~**  
13 **~~committee—Exceptions~~ Prioritization of proposed major information technology**  
14 **projects.** The department shall ~~appoint an advisory committee consisting of representatives of~~  
15 ~~state agencies for the purposes of prioritizing major computer software projects and~~  
16 ~~establishing policies, standards, and guidelines~~ submit information regarding proposed major  
17 information technology projects for executive branch state agencies, departments, and  
18 institutions, excluding institutions under control of the state board of higher education and  
19 agencies of the judicial and legislative branches ~~with respect to the purchase of computer~~  
20 ~~software and computer systems~~ to the state information technology advisory committee. The  
21 committee shall review the projects and rank those projects that receive the committee's  
22 affirmative recommendation. The chief information officer shall submit recommendations of the  
23 ~~advisory~~ committee regarding the prioritization of major software information technology  
24 projects to the information technology committee ~~for consideration by the committee and the~~  
25 ~~drafting of appropriate legislation to implement the recommendations,~~ the office of management  
26 and budget, and the appropriations committees of the legislative assembly. The judicial and  
27 legislative branches shall ~~annually~~ biennially ~~the advisory~~ committee on their major  
28 ~~computer software~~ information technology projects and priorities. ~~The chief information officer~~  
29 ~~may exempt an agency from the policies, standards, and guidelines established by the~~  
30 ~~committee to address situations unique to that agency.~~

1           **SECTION 5. AMENDMENT.** Section 54-59-05 of the North Dakota Century Code is  
2 amended and reenacted as follows:

3           **54-59-05. Powers and duties of department.** The department:

- 4           1. Shall provide, supervise, and regulate information technology of all executive  
5           branch state entities, excluding the institutions under the control of the board of  
6           higher education.
- 7           2. Shall provide network services in a way that ensures the network requirements of a  
8           single entity do not adversely affect the functionality of the whole network,  
9           facilitates open communications with the citizens of the state, minimizes the state's  
10          investment in human resources, accommodates an ever-increasing amount of  
11          traffic, supports rapid detection and resolution of problems, protects the network  
12          infrastructure from damage and security breaches, provides for the aggregation of  
13          data, voice, video, and multimedia into a statewide transport mechanism or  
14          backbone, and provides for the network support for the entity to carry out its  
15          mission.
- 16          3. May review and approve additional network services that are not provided by the  
17          department.
- 18          4. May purchase, finance the purchase, or lease equipment, software, or  
19          implementation services or replace, including by trade or resale, equipment or  
20          software as may be necessary to carry out this chapter. An agreement to finance  
21          the purchase of software, equipment, or implementation services may not exceed a  
22          period of three years. The department shall submit any intended financing  
23          proposal for the purchase of software, equipment, or implementation services  
24          under this subsection, which is in excess of one million dollars, to the budget  
25          section of the legislative council before executing a financing agreement. If the  
26          budget section does not approve the execution of a financing agreement, the  
27          department may not proceed with the proposed financing arrangement. The  
28          department may finance the purchase of software, equipment, or implementation  
29          services only to the extent the purchase amount does not exceed seven and  
30          one-half percent of the amount appropriated to the department during that  
31          biennium.

- 1           5. Shall review requests for the lease, purchase, or other contractual acquisition of  
2           information technology as required by this subsection. Each executive branch  
3           agency or institution, excluding the institutions under the control of the board of  
4           higher education, shall submit to the department, in accordance with guidelines  
5           established by the department, a written request for the lease, purchase, or other  
6           contractual acquisition of information technology. The department shall review  
7           requests for conformance with the requesting entity's information technology plan  
8           and compliance with statewide policies and standards. If the request is not in  
9           conformance or compliance, the department may disapprove the request or require  
10          justification for the departure from the plan or statewide policy or standard.
- 11          6. Shall provide information technology, including assistance and advisory service, to  
12          the executive, legislative, and judicial branches. If the department is unable to  
13          fulfill a request for service from the legislative or judicial branch, the information  
14          technology may be procured by the legislative or judicial branch within the limits of  
15          legislative appropriations.
- 16          7. Shall request and review information ~~on or review information technology;~~  
17          ~~applications, system development projects, and application development projects~~  
18          ~~of executive branch agencies,~~ including a cost-benefit analysis, a projected  
19          schedule, and cost projections, regarding any major information technology project  
20          of an executive or judicial branch agency, the state board of higher education, or  
21          any institution under the control of the state board of higher education as provided  
22          in section 54-35-15.2. The department shall present the information to the  
23          information technology committee on request of the committee.
- 24          8. Shall study emerging technology and evaluate its impact on the state's system of  
25          information technology.
- 26          9. Shall develop guidelines for reports to be provided by each agency of the  
27          ~~executive branch agency, institution, or department,~~ legislative, and judicial  
28          branches, excluding the institutions under the control of the board of higher  
29          education, ~~and agencies of the judicial and legislative branches~~ on information  
30          technology in those entities.

- 1           10.   Shall collaborate with the state board of higher education on guidelines for reports  
2                   to be provided by institutions under control of the state board of higher education  
3                   on information technology in those entities.
- 4           11.   Shall review the information technology management of executive branch agencies  
5                   or institutions.
- 6    ~~44.~~ 12.   Shall perform all other duties necessary to carry out this chapter.
- 7    ~~42.~~ 13.   May provide wide area network services to a state agency, city, county, school  
8                   district, or other political subdivision of this state. The information technology  
9                   department may not provide wide area network service to any private, charitable,  
10                  or nonprofit entity except the information technology department may continue to  
11                  provide the wide area network service the department provided to the private,  
12                  charitable, and nonprofit entities receiving services from the department on  
13                  January 1, 2003. The department shall file with the state auditor before  
14                  September 1, 2003, a description of the wide area network service the department  
15                  provided to each private, charitable, and nonprofit entity receiving services from the  
16                  department on January 1, 2003.
- 17   ~~43.~~ 14.   Shall assure proper measures for security, firewalls, and internet protocol  
18                   addressing at the state's interface with other facilities.
- 19   ~~44.~~ 15.   Notwithstanding subsection ~~42~~ 13, the department may provide wide area network  
20                   services for a period not to exceed four years to an occupant of a technology park  
21                   associated with an institution of higher education or to a business located in a  
22                   business incubator associated with an institution of higher education.

23           **SECTION 6. AMENDMENT.** Section 54-59-07 of the North Dakota Century Code is  
24 amended and reenacted as follows:

25           **54-59-07. State information technology advisory committee.** The state information  
26 technology advisory committee consists of the chief information officer; the commissioner of  
27 higher education or the commissioner's designee; the attorney general or the attorney general's  
28 designee; the secretary of state or the secretary of state's designee; the tax commissioner or  
29 the commissioner's designee; the chief justice of the supreme court or the chief justice's  
30 designee; two members of the legislative assembly appointed by the legislative council; a  
31 minimum of eight members representing state agencies, appointed by the governor; and two



1 members with technology management expertise representing private industry, appointed by  
2 the governor. The appointees of the governor serve at the pleasure of the governor. The  
3 governor shall designate the chairman of the committee. Additional members may be asked to  
4 participate at the request of the chairman. The department shall provide staff services to the  
5 committee. The members of the committee representing private industry are entitled to be  
6 compensated for time spent in attendance at meetings of the committee and for other travel as  
7 approved by the chairman of the committee at the rate of sixty-two dollars and fifty cents per  
8 day and are entitled to reimbursement for actual and necessary expenses incurred in the same  
9 manner as other state officials. The compensation and expenses are to be paid from  
10 appropriations for the department. The committee shall advise the department regarding  
11 statewide information technology planning and budgeting, services of the information  
12 technology department, and statewide information technology initiatives and policy and shall  
13 review policies, standards, and guidelines developed by the department. The chief information  
14 officer shall submit recommendations of the committee regarding information technology issues  
15 to the information technology committee for its consideration.

16 **SECTION 7. AMENDMENT.** Section 54-59-09 of the North Dakota Century Code is  
17 amended and reenacted as follows:

18 **54-59-09. Information technology standards.** ~~Based on information from state~~  
19 ~~agencies and institutions, the~~ The department ~~and the office of management and budget~~ shall  
20 develop statewide information technology policies, standards, and guidelines using a process  
21 involving advice from state agencies and institutions. The policies, standards, and guidelines  
22 must recognize the uniqueness of certain agencies and state which agencies are included or  
23 exempted from the policies, standards, and guidelines. The policies, standards, and guidelines  
24 must be reviewed by the state information technology advisory committee. Unless an  
25 exemption is granted by the chief information officer, each executive branch state agency and  
26 institution, excluding the institutions under the control of the board of higher education ~~with~~  
27 ~~respect to academic and research uses of information technology,~~ shall comply with the policies  
28 and standards developed by the department ~~and the office of management and budget.~~ Unless  
29 an exemption is granted by the chief information officer, each entity receiving wide area network  
30 services provided by the department shall comply with the policies and standards developed by  
31 the department with respect to access to or use of wide area network services.

1           **SECTION 8. AMENDMENT.** Section 54-59-11 of the North Dakota Century Code is  
2 amended and reenacted as follows:

3           **54-59-11. Information technology plans.** Each executive branch state agency or  
4 institution, ~~including~~ excluding the institutions under the control of the board of higher  
5 education, shall prepare an information technology plan, subject to ~~approval~~ acceptance by the  
6 department. The plan must be submitted to the department by July fifteenth of each  
7 even-numbered year. The plan must be prepared based on guidelines developed by the  
8 department; must provide the information technology goals, objectives, and activities of the  
9 entity for the current biennium and the next two bienniums; and must include ~~information~~  
10 ~~regarding~~ an asset management plan relating to the inventory of information technology assets  
11 owned, leased, or employed by the entity. Each entity required to file a plan shall provide  
12 interim updates to its plan if major information technology changes occur which affect its plan.  
13 The department shall review each entity's plan for compliance with statewide information  
14 technology policies and standards and may require an entity to change its plan to comply with  
15 statewide policies or standards or to resolve conflicting directions among plans. Agencies of  
16 the judicial and legislative branches shall file their information technology plans with the  
17 department by July fifteenth of each even-numbered year. Each ~~state~~ entity required to file a  
18 plan shall prepare its budget request for the next biennium based on its information technology  
19 plan. The agency's budget request and the governor's budget recommendation must include  
20 supporting information describing in detail how the information technology plan relates to the  
21 budget request and recommendation. Any budget adjustment by the budget office must include  
22 the corresponding change to the plan. Based on the plans, the department shall prepare a  
23 statewide information technology plan and distribute copies of that plan to members of the  
24 legislative assembly as requested by the legislative council or its designee. The statewide  
25 information technology plan must be developed with emphasis on long-term strategic goals  
26 ~~and~~, objectives, and accomplishments. The statewide information technology plan must  
27 contain:

- 28           1. A list of major projects started, ongoing, and completed during the biennium,  
29           including related budgeted and actual costs and the estimated implementation date  
30           for each project, as well as the actual implementation date for completed projects.  
31           2. Information regarding evaluations of cost-benefit analyses for completed projects.

- 1           3. Information regarding the information technology plans, including the department's  
2                   plan review process, the number of plans reviewed, and the number of plans  
3                   accepted.  
4           4. A description of the benefits to the state resulting from its investment in information  
5                   technology.

6           **SECTION 9. AMENDMENT.** Section 54-59-19 of the North Dakota Century Code is  
7 amended and reenacted as follows:

8           **54-59-19. Information technology department annual report.** The department shall  
9 prepare and present an annual report to the information technology committee. In addition to  
10 the presentation of the annual report to the information technology committee, the department  
11 shall present a summary of the annual report to the budget section and to the legislative audit  
12 and fiscal review committee. The report must contain:

- 13           1. ~~A list of major projects started, ongoing, and completed during the year including~~  
14                   ~~related budgeted and actual costs and the estimated implementation date for each~~  
15                   ~~project as well as the actual implementation date for completed projects.~~  
16           2. A list of all projects for which financing agreements have been executed.  
17           3. ~~Information regarding evaluations of cost benefit analyses for completed projects.~~  
18           4. 2. A comparison of the department's rates charged for services compared to rates  
19                   charged for comparable services in other states and in the private sector.  
20           5. ~~Information regarding the information technology plans including the department's~~  
21                   ~~plan review process, the number of plans reviewed, and the number of plans~~  
22                   ~~approved.~~  
23           6. ~~A description of the benefits to the state resulting from its investment in information~~  
24                   ~~technology.~~  
25           3. Information regarding the delivery of services to agencies, including service  
26                   dependability, agency complaints, and information technology department  
27                   responsiveness.

28           **SECTION 10. AMENDMENT.** Section 54-59-22 of the North Dakota Century Code is  
29 amended and reenacted as follows:

30           **54-59-22. Required use of electronic mail, file and print server administration,**  
31 **data base administration, application server, and hosting services.** Each state agency

1 and institution, excluding the legislative and judicial branches, the institutions under the control  
2 of the state board of higher education, the public employees retirement system, the retirement  
3 and investment office, the attorney general, and any entity exempted by the ~~office of~~  
4 ~~management and budget after advisement by the~~ information technology department, shall  
5 obtain electronic mail, file and print server administration, data base administration, storage,  
6 application server, and hosting services through a delivery system established by the  
7 information technology department ~~in conjunction with the office of management and budget.~~  
8 The ~~office of management and budget, after receiving advice from the~~ information technology  
9 department, shall establish policies and guidelines for the delivery of services, including the  
10 transition from existing systems to functional consolidation, with consideration given to the  
11 creation of efficiencies, cost-savings, and improved quality of service.