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S1100 - CLOUD SMART EXCEPTION STANDARD

DOCUMENT NUMBER:	S1100
EFFECTIVE DATE:	11/16/2023
REVISION:	VERSION 1.4

1. AUTHORITY

To effectuate the mission and purposes of the Arizona Department of Administration (the “Department”), the Department shall maintain a coordinated statewide plan for information technology (IT) implemented and maintained through policies, standards, procedures (PSPs), and adoption of statewide technical coordination and security standards as authorized by Arizona Revised Statute (A.R.S.) § 18-104.

2. PURPOSE

The purpose of this standard is to provide additional details and best practices related to the associated Policy P1100: Cloud Smart Policy, and to provide exceptions where needed and justified to meet the specific requirements of each Budget Unit.

3. SCOPE

- 3.1** This standard applies to all Budget Units (as defined in A.R.S. § 18-101) and IT integrations and/or data exchange with third parties that perform IT functions, activities or services for or on behalf of Budget Units. Applicability of this standard to third parties is governed by contractual agreements entered into between Budget Units and the third party/parties.
- 3.2** If a BU needs an exception from the Policy, they must request and obtain approval from both the State Chief Information Officer (CIO) and State Chief Technology Officer (CTO). If approved, the exception is allowed for up to 24 months. At the expiration of the exception term, the BU must reassess moving to the cloud and seek a new exception from the State CIO and State CTO. This applies to all hardware refreshes, software applications, and any other IT spending.

4. ROLES AND RESPONSIBILITIES

- 4.1** State Chief Information Officer (CIO) or his/her designee shall:

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4.1.1 Be subject to the requirements of the Arizona Procurement Code and be ultimately responsible for reviewing and approving vendors that provide cloud solutions including infrastructure, platforms, and software.

4.1.2 Review and approve/deny BU requests for exceptions to this Standard.

4.2 Budget Unit Chief Information Officer (CIO) or his/her designee shall:

4.2.1 Be responsible for understanding this standard and assisting their unit with the application of this standard.

5. STANDARD

5.1 BUs shall utilize the “P1100-Cloud Smart Exception Form” to request up to a 24 month deferral from performance of the P1100 Cloud Smart Policy.

5.2 BU will initiate a Cloud Smart exception review process by submitting a Cloud Exception Form via this link <https://aset.az.gov/resources/formsrequest/CloudSmartExceptionForm>

5.3 ADOA-ASET Director of Cloud Operations will coordinate the necessary meetings to discuss the exception request with the requesting BU and will provide direction on the required supporting documentation.

5.4 BU will fill out the [Cloud Smart Policy Exception Form](#) located on one of the following ASET sites:

- <https://aset.az.gov/resources/formsrequest/CloudSmartExceptionForm>
- [Arizona Cloud Migrations website](#)

5.4.1 Identify the infrastructure category for exemption.

5.4.2 Indicate if the BU has submitted their Cloud Smart plan.

5.4.3 List the specific exception information to include the impacted applications and a detailed reason for the request.

5.4.4 List the remediation plan and/or justification as to why remediation is not possible and provide a detailed explanation.

5.4.5 Include signatures from the Chief Information Officer, and the Information Security Officer (ISO), or the BU Director if the BU does not have an ISO.

5.5 BU will submit the completed form to: cloud_exception_request@azdoa.gov.

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- 5.6 ADOA-ASET Director of Cloud Operations will send the form with recommendation to State COO and State CIO for approval/denial and signature.
- 5.7 ADOA-ASET Director of Cloud Operations will return the completed, signed form to the originating BU and provide a copy of the approved form to the appropriate ADOA Engagement Manager to be uploaded into the State Customer Relationship Management Application Account for tracking.
- 5.8 ADOA Engagement Manager and ADOA Oversight Team will set up and start the appropriate timer in the State Customer Relationship Management Application based on the exception acceptance end date on the approved form. Automated emails will be generated at predefined intervals to trigger action on the approved request.

6. DEFINITIONS AND ABBREVIATIONS

Refer to the PSP Glossary of Terms located on the ADOA-ASET website.

7. REFERENCES

- 7.1 A.R.S. § 18-104
- 7.2 A.R.S. § 18-105
- 7.3 Policy P1100: Cloud Smart Policy

8. LINKS

9. VERSION HISTORY

Date	Change	Revision	Signature
2/13/2019	Initial Release	1.0	Wade L. Smith
11/27/2020	Updates per Project Team Comment	1.1	Ali Guinn

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12/10/2020	Process simplification edits	1.2	Michael Johnson
12/28/2020	Finalized process and edits	1.3	Ali Guinn
11/16/2023	Updating forms and match to policy changes	1.4	J.R. Sloan