



# Legislative Council Staff

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# Memorandum

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**TO:** Joint Technology Committee

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**SUBJECT:** Overview of the Joint Technology Committee

## Summary

This memorandum gives an overview of the Joint Technology Committee (JTC), including committee membership, powers and duties, and the committee's role in the budget process as related to capital information technology (IT) budget requests.

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## Overview

Established in 2013, the JTC is a statutory committee of the Colorado General Assembly. The JTC is charged with a variety of statutory responsibilities, including oversight of the Governor's Office of Information Technology (OIT), prioritization of IT capital budget requests, and review of IT legislation. Annually, the JTC reports recommendations, prioritization, findings, and comments regarding IT capital budget requests to the Joint Budget Committee (JBC) for inclusion in the capital construction section of the state's annual budget bill.

## Committee Operations

Pursuant to Section 2-3-1702, C.R.S., JTC committee members are appointed after the General Election, and before the convening of the General Assembly each year. The appointees may be current members or members-elect. Appointees to the JTC should have experience in the areas of IT, business analysis, or business process.

The JTC consists of six members appointed as follows:

- three members of the House of Representatives, two of whom are appointed by the Speaker of the House and one of whom is appointed by the House Minority Leader; and
- three members of the Senate, two of whom are appointed by the Senate President and one of whom is appointed by the Senate Minority Leader.

**Chair and vice-chair.** Once committee members are appointed, the committee is required to elect a chair and vice-chair, one from the House and one from the Senate. The chair and vice-chair serve in these roles for the first regular session of the General Assembly after they are elected and switch roles at the beginning of the second regular session.

The JTC may meet as often as necessary to perform its functions, but it is required to meet at least once a year to review the Governor's budget submissions related to IT capital. The JTC may meet during the legislative session and the interim.

## **IT Budget Process**

State statute requires the JTC to study IT capital budget requests made by state agencies and institutions of higher education.

An "IT capital budget request" means a budget request from a state agency or state institution of higher education for the installation, development, or upgrade of IT, including the purchase of services from OIT. Pursuant to Joint Rule 45, the JTC is responsible for reviewing state agency IT capital budget requests with a total project cost that exceeds \$500,000, regardless of the source of funds, and higher education IT capital budget requests with a total state-funded cost that exceeds \$500,000.

The JBC is responsible for reviewing IT budget requests that are operational, like funding for personnel, utilities, and program operations. The JBC may elect to refer any operational IT budget requests to the JTC for review.<sup>1</sup>

**Timeline.** Each year, the executive branch must follow required deadlines for the submission, review, and prioritization of budget requests. Table 1 shows the executive branch budget request submission deadlines to the JTC.

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<sup>1</sup>Section 2-3-1704 (11)(b), C.R.S.

**Table 1**  
*Executive Branch Budget Submission Deadlines*

<b>Due Date</b>	<b>Description</b>
October 1	State agencies and state institutions of higher education send IT capital budget requests to the JTC.
November 1	Executive branch sends prioritized list of IT capital budget requests to the JTC.
December 10	Executive branch sends supplemental and late IT capital budget requests to the JTC.

Source: Section 24-37-304 (1)(c.5)(I), C.R.S.

Table 2 shows the deadlines by which the JTC must send prioritized recommendations regarding IT capital budget requests to the JBC.

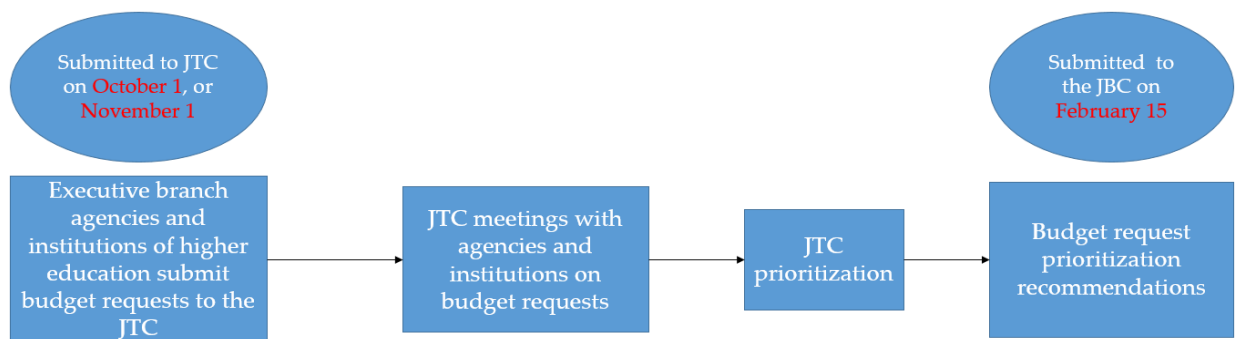
**Table 2**  
*JTC Budget Recommendation Deadlines*

<b>Due Date</b>	<b>Description</b>
January 15	JTC submits supplemental IT capital budget request prioritization recommendations to the JBC.
February 15	JTC submits new IT capital budget request prioritization recommendations to the JBC for the upcoming fiscal year.

Source: Section 2-3-1704 (11)(a), C.R.S.

Figure 1 provides an overview of the JTC budget process timeline.

**Figure 1**  
**JTC Budget Process Timeline**



Source: Legislative Council Staff.

**Interim supplemental requests.** Throughout the interim, the JTC is also responsible for reviewing emergency supplemental IT capital budget requests submitted by the executive branch, and providing a recommendation regarding these requests to the JBC. Generally, meetings to review these requests are held prior to the JBC's meetings to review the state revenue forecasts on June 20 and September 20.

**Statutory requirements.** In addition to mandatory deadlines, executive branch agencies are required to consult with OIT before submitting an IT capital budget request to the JTC. OIT is required to ensure that the project plan for each executive branch agency major IT project includes:

- an identified OIT project manager;
- a business case for the project;
- business requirements developed with state agency end users;
- information security requirements and best practices;
- a disaster recovery plan;
- a business continuity plan;
- an independent verification and validation of the project;
- a funding strategy for the ongoing maintenance of the system; and
- a change management plan.<sup>2</sup>

## **Powers and Duties**

**Oversight duties.** The JTC has oversight responsibilities for OIT. This oversight does not include interference with the general responsibilities of OIT, but the law directs OIT to assist the JTC as necessary to facilitate the committee's oversight of OIT. JTC's oversight of OIT includes, but is not limited to:

- a review of the state of IT;
- any general IT needs; and
- any anticipated short- or long-term IT changes for OIT.<sup>3</sup>

The JTC also oversees:

- the state's Chief Information Security Officer and his or her duties;
- the General Government Computer Center; and
- state agencies regarding any IT purchased or implemented that is not managed or approved through OIT.<sup>4</sup>

In addition to the JTC's oversight responsibilities, the committee is authorized to review the actions of the Statewide Internet Portal Authority (SIPA), which manages the statewide internet portal.<sup>5</sup>

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<sup>2</sup>Section 24-37.5-105 (4)(c), C.R.S.

<sup>3</sup>Section 2-3-1704 (1), C.R.S.

<sup>4</sup>Section 2-3-1704 (2), (4), and (6), C.R.S.

<sup>5</sup>Section 2-3-1704 (5), C.R.S.

**IT Legislation.** The committee must review any legislative measure that is determined by the Speaker, the President, or the JTC to deal with IT, data privacy, or cybersecurity.<sup>6</sup> The committee is authorized to make advisory recommendations about such measures. The JTC may also recommend new legislation related to the committee's charge if a majority of the committee supports it.<sup>7</sup> These bills do not count toward a member's five-bill limit.

**Reporting Requirements.** The JTC is required to submit an annual report on the committee's findings and recommendations to the JBC.<sup>8</sup> The report may include:

- legislation recommended by the committee;
- any recommendations based on the committee's statutory oversight; and
- the status of IT budget requests that were previously approved for incremental implementation over a period exceeding one year.

## Advisory Role

The JTC has a number of advisory roles and can request a variety of information and presentations from various sources. After the passage of Senate Bill 17-304, the committee is authorized to request information and presentations regarding data privacy, data collection and retention, access to data, and cybersecurity within state agencies. In addition, the committee may coordinate presentations with the Colorado Cybersecurity Council created within the Department of Public Safety.<sup>9</sup>

Upon request of the JTC, executive branch agencies, the Judicial Department, and the departments of Law, State, and Treasury are required to make available to the committee any data, reports, or information necessary for the performance of the committee's duties.<sup>10</sup>

The Government Data Advisory Board advises the State Chief Information Officer on activities and policies related to the interdepartmental data protocol. A member from the legislative branch must be jointly appointed to the Government Data Advisory Board by the Speaker and the President. If a vacancy arises for the legislative branch position, such vacancy must be filled by a member of the JTC. The JTC is responsible for reviewing the Government Advisory Board prior to its repeal date of July 1, 2024.<sup>11</sup>

The General Assembly must create an information security plan that supports the operations of the General Assembly. Legislative service agency directors are required to maintain an information security plan and keep the JTC advised of the plan.<sup>12</sup>

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<sup>6</sup>Section 2-3-1704 (8), C.R.S.

<sup>7</sup>Section 2-3-1704 (9)(a), C.R.S.

<sup>8</sup>Section 2-3-1704 (9), C.R.S.

<sup>9</sup>Section 2-3-1704 (6.5), C.R.S.

<sup>10</sup>Section 2-3-1704 (10), C.R.S.

<sup>11</sup>Section 24-37.5-703, C.R.S.

<sup>12</sup>Section 24-37.5-404.7 (3), C.R.S.

## Reports Submitted to the JTC

A number of state departments and organizations are required to report to the JTC about various activities.

**Annual reports received from OIT.** OIT is required to send several reports to the JTC annually. These include:

- **Technology asset inventory.** OIT must submit a report by November 1 each year about the office's IT asset inventory and the office's refresh cycle, including cost projections;<sup>13</sup>
- **Public Safety Communications Trust Fund.** OIT's Chief Information Officer must keep a record of all activities related to the Public Safety Communications Trust Fund, which is to be primarily used for the acquisition and maintenance of public safety communication systems. This information must be submitted to the JTC annually;<sup>14</sup>
- **Statewide Information Technology Plan.** OIT's Chief Information Officer must update and submit the Statewide Information Technology Plan, which includes a four-year planning process and plan for the acquisition, management, and use of IT across the state, to the JTC annually;<sup>15</sup> and
- **Emergency acquisition or purchase of IT resources.** OIT's Chief Information Officer must submit a report by September 1 each year on any emergency IT resources purchased or acquired in the preceding fiscal year, which includes information on the emergency serving the basis for any purchase and their associated costs.<sup>16</sup>

**Other annual reports.** In addition to the annual reports received from OIT, the JTC receives annual reports from several other agencies. Including:

- **State agency annual reports.** Executive branch agencies, the Judicial Department, and the departments of Law, State, and Treasury are encouraged to submit a report by November 1 each year to the JTC that details all IT purchased or implemented;<sup>17</sup>
- **Statewide Internet Portal Authority.** SIPA is required to submit a report by November 1 each year to the JTC that sets forth a complete and detailed operating and financial statement of SIPA during the relevant fiscal year, including the total amount of charges or fees imposed by each state agency for accessing electronic information, products, and services through the statewide internet portal. The report must also include any recommendations for legislation or other action that may be necessary to carry out the functions of SIPA. SIPA must also present the information contained in this report to the JTC;<sup>18</sup> and

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<sup>13</sup>Section 24-37.5-801, C.R.S.

<sup>14</sup>Section 24-37.5-506 (6), C.R.S.

<sup>15</sup>Section 24-37.5-106 (1)(a), C.R.S.

<sup>16</sup>Section 24-37.5-105 (8), C.R.S.

<sup>17</sup>Section 2-3-1704 (7), C.R.S.

<sup>18</sup>Section 24-37.7-113.5, C.R.S.

- **Government Data Advisory Board.** OIT's Chief Information Officer must review recommendations made by the Government Data Advisory Board for developing and implementing protocols for sharing data among state agencies and entities and with local governments and nongovernmental entities. A summary of the Chief Information Officer's review of these recommendations must be submitted by January 15 each year to the JTC.<sup>19</sup>

**One-time audit.** The Office of the State Auditor must submit the results of the following performance audit to the JTC:

- **Medicaid client correspondence audit.** In 2020 and 2023, the Office of the State Auditor is required to conduct a performance audit of the Department of Health Care Policy and Financing's Medicaid client correspondence. The audit must include a review of the accuracy and completeness of correspondence that is generated through the Colorado Benefits Management System. The Office of the State Auditor is required to submit the findings, conclusions, and recommendations from this performance audit to the JTC by December 30, 2020, and December 30, 2023. The Legislative Audit Committee is also required to hold a public hearing on the audit report.<sup>20</sup>

## Program Review

The JTC is required to conduct the following review of the following program:

- **MyColoradoJourney.com.** By February 15, 2025, the JTC is required to assess the impact, effectiveness, and compliance with state and federal IT requirements and standards of the MyColoradoJourney.com platform and make a recommendation to the General Assembly regarding whether to continue the platform.<sup>21</sup>

## Past Audits and Reports

The JTC has received several one-time reports and audits that are frequently discussed because of their impact on statewide IT. These audits and reports are discussed below.

**House Bill 17-1361.** [House Bill 17-1361](#) required the Office of the State Auditor to retain a qualified, independent third-party consulting firm to perform an evaluation of state agency IT resources. The evaluation report was submitted to the JTC in December 2018, and included several recommendations. The final report can be found [here](#).<sup>22</sup>

**House Bill 18-1421.** [House Bill 18-1421](#) required the consulting firm retained pursuant to HB 17-1361 to review and evaluate the procurement process for the human resources information system, known as HRWorks. The audit was submitted to the JTC in March 2019. The JTC met on March 22, 2019, to

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<sup>19</sup>Section 24-37.5-703 (6), C.R.S.

<sup>20</sup>Section 25.5-4-213, C.R.S.

<sup>21</sup>Section 24-46.3-106 (7), C.R.S.

<sup>22</sup><https://leg.colorado.gov/audits/hb17-1361-evaluation-report-evaluation-state-it-resources>.

discuss the audit findings. In 2020, the HRWorks project was terminated due to insufficient funding. The final report can be found [here](#).<sup>23</sup>

**Senate Bill 19-251.** [Senate Bill 19-251](#) required OIT to: develop and implement a communications and stakeholder management plan for interacting with any state government entity that uses OIT services; convene a working group of state agencies to develop and implement a strategic plan for how state agencies use technology to provide services; and convene a working group to determine the cost, feasibility, and appropriateness of transferring ownership of IT infrastructure from state agencies to OIT. The bill also required OIT to submit a report to the JTC regarding the statutory changes, rule changes, and funding required to implement the transfer of ownership of IT infrastructure and if it is in the best interest of the state. The report was submitted to the JTC in December 2019, and can be found [here](#).<sup>24</sup>

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<sup>23</sup><https://leg.colorado.gov/audits/hb18-1421-evaluation-report-procurement-process-major-information-technology-projects>.

<sup>24</sup>[https://leg.colorado.gov/sites/default/files/images/oit\\_senate\\_bill\\_19-251\\_report.pdf](https://leg.colorado.gov/sites/default/files/images/oit_senate_bill_19-251_report.pdf).