NM DEPARTMENT OF
INFORMATION TECHNOLOGY

Request for Information Technology (IT) Exception

*Upon completion of this form, please SAVE and then scan
and email a copy as an attachment to Exception.Requests@state.nm.us.*

Date		Agency Code		Agency Name	

Type of Exception *(Check all that apply.)*

☐ **TELECOM:** Any deviation from State's central communication system

☐ **NETWORK:** Any deviation from State's central communication system ISP

☐ **ISP:** Any deviation from State's central communication system

☐ **RADIO:** Any deviation from State's central communication system

☐ **HOSTING:** Any system hosted outside State Data Center, including but not limited to web sites, cloud, Software as a Service (SaaS), Infrastructure as a Service (IaaS) or Platform as a Service (PaaS)

☐ **EQUIPMENT:** Server or storage purchase, regardless of cost. Individual hardware purchase greater than 100K

☐ **SOFTWARE:** Individual software purchase greater than 100K. Subscription greater than 100K

☐ **RULE:** Any rule deviation

Brief Description & Justification (Include a Word document if more space is needed.)

Items to be Purchased

Item #	Description	Qty	Unit Cost	Total Cost
	Total			

Type and Alternatives Considered

Replacement? ☐ Yes ☐ No

Expansion/Enhanced Capability? ☐ Yes ☐ No

Equipment for Certified Project? ☐ Yes ☐ No

Alternatives Considered

Funding Type		
☐ General Fund	☐ Federal Fund	☐ Other State Funds

Item #	Description	Initial	Recurring			
		FY20	FY21	FY22	FY23	Total
Total						

Agency Contact(s) for Additional Information

Name	Title	Telephone	Email

Agency Approvals

	Agency Cabinet Secretary/ Agency Director	Agency Chief Information Officer/ IT Lead
Signature:		
Agency:		
Date:		

For Department of Information Technology (DoIT) Use Only

Exception Review Recommendation:

Decision by DoIT

☐ Approved ☐ Disapproved   Date:

Department of Information Technology