**DCS Program Temporary Exemption**

**Agency Certification Form**

To apply for a temporary exemption of services from the Data Center Services program, complete these steps:

1. Fill out this Agency Certification Form
2. Prepare an executive summary in the form of a cover letter signed by the agency’s head or designee that describes the reason(s) for this request for exemption. The cover letter should be addressed to Sally Ward, Director of Planning and Governance, DIR, 300 W. 15th Street, Suite 1300, Austin, TX
3. In the DIR online Exemption Request system, enter an Exemption from the DCS Program and attach to that online request: The Agency Certification Form, a scanned copy of the signed cover letter, and any documentation needed to support the agency certification.

DIR will respond in writing to exemption requests within 30 calendar days of receipt of the request.

If you have questions about this form, please address them to datacenterservices@dir.texas.gov.

**Agency Certification**

The affirmations and documentation required by this form assure the proposed agency alternative to the Data Center Services provided service:

 Is financially viable,

 Protects agency data,

 Is in the best interests of the State of Texas, and

* Ensures hardware and software technical currency

**Agency Certification Form**

**General Information**

**List the solution or software product name, the vendor, and the general functions the solution performs:**

**Briefly describe the agency/customer business use the proposed solution will support:**

**Will the proposed solution be procured on a subscription basis? (Y/N)** \_\_\_\_\_\_\_\_

**If yes, what is the term and what is the basis of the subscription?**

**Will there be a separate fee for software licenses and/or SW maintenance? (Y/N)** \_\_\_\_\_\_\_

**Under the proposed contract, will you be paying for infrastructure including hardware and software licensing used only by your agency? (Y/N)** \_\_\_\_\_\_\_

**What is the status of the procurement, and did your RFO include DCS Program language to request the option of hosting the solution on DCS infrastructure?**

[DCS Portal Home](https://www.dcs.state.tx.us/) > [Enterprise Documents](https://www.dcs.state.tx.us/EnterpriseDocs) > [DCS Governance](https://www.dcs.state.tx.us/EnterpriseDocs/Organizational%20Overview/Forms/AllItems.aspx?View=%7b9883FE11-17D5-45EE-A7C8-ADA5D46B5211%7d) > Enterprise Policies > RFO DCS2 Language

**Does the vendor offer a procurement option for hosting the software in a DCS Consolidated Data Center or DCS public cloud? If yes, why are you not using that option?**

**Briefly describe the proposed solution technical environment (include processing, storage, and backup environments):**

**Briefly describe the proposed solution backup and disaster recovery environment:**

**Briefly describe who will perform system configuration, installation, and patching services for the proposed agency alternative system:**

**Briefly describe where the proposed solution will be physically located:**

**Will this system remove any existing infrastructure volumes from the DCS contract? (Y/N)**

**If Yes, which Resource Units? (Please be specific and comprehensive, referencing the Resource Unit from your monthly invoice)**

|  |  |  |
| --- | --- | --- |
| **Resource Unit** | **Current Invoice Number of Units** | **Anticipated Number of Units to be Removed** |
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**Explain why the service cannot suitably be acquired as a DCS service:**

**Describe how this exemption, if granted, is in the best interests of the State of Texas:**

**Standards and Compliance**

Initial in the left column below to affirm that the proposed alternative system:

|  |  |
| --- | --- |
|  | Meets or exceeds state security requirements in Texas Administrative Code (TAC) Chapter 202. |
|  | Meets or exceeds state accessibility requirements in TAC Chapters 206 and 213. |
|  | Is compliant with the requirements in Health and Safety Code Chapter 105.003 Collection of Data (ifapplicable). |
|  | Meets or exceeds the DCS standards for technical currency of hardware and software (n/n-1). |
|  | Meets or exceeds the DCS standards for hardware refresh (5 year refresh). |
|  | Provides Service Level Agreements, applicable to the system. |
|  | Provides Disaster Recovery services. |
|  | Provides backup services, in accordance with the data retention and recovery requirements of the data. |
|  | Provides for installation, configuration, and maintenance of all components of the system; including the operating system and other software components to insure upgrades and security patching activities are performed timely. |

**Data Center Services Temporary Exemption Request Disposition**

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| **Data Center Services Exemption Disposition Summary** |
| **Disposition Type** |  | **State Value Assessment Summary** |
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| --- |
| **Director, Data Center Services** |
| **Signature** |  **Printed Name** | **Date** |
|  | Sally Ward |  |