



Arkansas Office of State Technology

Understanding the Technology
Investment Justification (TIJ) Process



Understanding the Technology Investment Justification (TIJ) Process

To determine if your agency's project needs a TIJ answer the following questions:

- Is the project Information Technology (IT) Related ?

IT involves the use or management of technology systems to handle information—such as collecting, storing, processing, transmitting, or securing data. If your procurement includes **any** of the following, it is considered an IT procurement: *IT Hardware, Software, Network and Telecommunications, Data Management, Cyber Security, Privacy, Third-Party Hosting, Emerging Technology.*

- a) If your answer is no, then you can stop here
 - b) If the answer is yes, then continue to the next question on the next slide
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Understanding the Technology Investment Justification (TIJ) Process

To determine if your agency's project needs a TIJ answer the following questions continued....

- Was the project listed in your agency's approved Biennial IT Plan for funding?
 - a) If your answer is no, an IT Plan Amendment will be required if the TIJ is approved.
 - b) If the answer is yes, then continue to the next question on the next slide.
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Understanding the TIJ Process - Introduction

To determine if your agency's project needs a TIJ answer the following questions continued....

- Is the product or service less than \$5000 and on the approved information technology list maintained by Office of State Technology (OST), **or** is the product or service more than \$5000 but less than or equal to \$20,000, and the product is listed on a statewide contract, and the product is included on an approved information technology list maintained by OST?
 - a) If your answer is yes, then you can stop here
 - b) If the answer is no, then continue to the next question on the next slide
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Understanding the TIJ Process - Introduction

To determine if your agency's Project needs a TIJ answer the following questions continued....

➤ Will the project have a *total cost of \$20,000 or more?

a) If your answer is no, please refer to previous slides.

b) If the answer is yes, please refer to the statute below and continue with the presentation for more information on the TIJ process.

*Total cost: as used, means the IT development and implementation costs associated with an information technology procurement.

State Statute: Act 480 of the 2025 Regular Session



Setting Clear Expectations

Planning is EVERYTHING

- SAS-OST strives to complete the standard TIJ review process within 15 business days. Please factor this timeframe into your internal planning to avoid potential delays in your project timeline.
 - Certain statuses will pause the 15-business day Service Level Target:
 - Agency Hold - Missing Information, documentation, attachments, approvals and/or additional information request by OST
 - Security Review Hold - Missing or incomplete security Information, certifications, and/or vendor security contact info.
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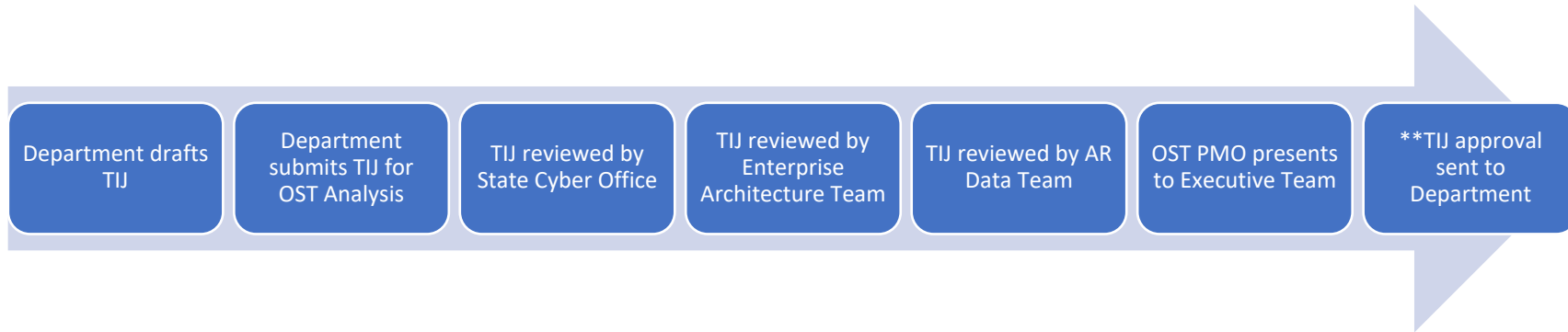
Approved Hardware and Software List

Act 480 states:

- The TIJ approval process is not required if the purchase price of the product or service is less than or equal to \$5000 and the product is included on an approved information technology list maintained by OST.
 - The TIJ approval process is not required if the purchase price of the product or service is more than \$5000 but less than or equal to \$20,000, the product is listed on a statewide contract, and the product is included on an approved information technology list maintained by OST.
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Technology Investment Justification Process (TIJ)



Security Review Hold	Department Hold	IT Governance Team
Missing or incomplete security information, certifications, and/or vendor security contact info.	Missing Information, documentation, attachments, and/or approvals	**TIJ's over \$1M must be presented to IT Governance Team for Approval. Submissions required 30 days prior to IT Governance Team meeting date.



Understanding the TIJ Process

TIJ-EZ (6 Days)	Full TIJ (15 Days)	TIJ Requiring IT Governance Team Approval (30+ Days)
<p>For a project to qualify as a TIJ-EZ:</p> <ul style="list-style-type: none">• It is a refresh or expansion of existing equipment• A renewal/addition of licenses with version change• No professional outside services can be utilized• Cannot be purchases for replacing physical servers or data storage	<p>A Standard TIJ:</p> <ul style="list-style-type: none">• Standardized method to report on IT Projects• Total cost meets or exceeds \$20,000 including first year of operational costs• Existing FTE cost is not included in the total cost	<p>IT Projects presented to the IT Governance Team:</p> <ul style="list-style-type: none">• All projects that reach or exceed a cost of \$1 million will need to be approved by the IT Governance Team• Submissions required 30 days prior to IT Governance Team meeting date



Technology Investment Justification Form

- Please use the link below to submit a Technology Investment Justification (TIJ) request:

[OST – Technology Investment Justification Request](#)

- Please reach out to ost.crm@arkansas.gov with any questions regarding the process or the form, or if you need to check the status of a TIJ request.