



Commonwealth of Massachusetts

Executive Office of Technology Services and Security (EOTSS)

Operations and Security Office

Guidance on Administrative Directive 2024-1: Oversight and Approval of IT Procurements

Administrative Directive 2024-1 governs the oversight and approval processes for IT procurements within state agencies to provide transparency, efficiency, and accountability in IT procurement activities.

Authority

Massachusetts General Laws M.G.L. Ch. 7d, §§ 2, 3(a), 3(b), 7

Applies to: all Executive Branch agencies and offices

Scope

Applicable to all IT procurements valued at \$500K or more, including:

- hardware
- software
- telecommunications equipment
- infrastructure
- services
- staff augmentation
- contracts

Implementation Responsibilities

SCIOs must ensure compliance within their agencies and designate responsible officers for oversight of procurement activities.

Annual Forecasting Requirements

All state agencies must provide annual forecasts of IT procurement needs, including budget estimates and descriptions of intended purchases.

Quarterly Reporting

Secretariat Chief Information Officers (SCIOs) are responsible for consolidating and submitting quarterly procurement forecasts over \$200K to EOTSS.

Reports are due: March 31, June 30, September 30, and December 31.

Consolidation of Approval Requirements

Consolidates previous procurement thresholds, maintaining the \$250K reporting requirement while adjusting the approval threshold to \$500K.

Report is due: May 31.

IT Procurement Approval Process

SCIO or delegate (CFO or Director of Procurement) submits ServiceNow request: [IT Procurement \\$500K+ | ServiceNow](#).

Requests are reviewed monthly, with Fast Track process for urgent needs (weekly).

Note on Multiple Procurements for One Project:

For more than one / a set of procurements to be made at the same time for the same project, that in aggregate totals \$500K or more, a request must be submitted.

Contact

EOTSS-IT-Procurement-Approvals@mass.gov