



## GTO Procedure

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GTO-2026-001	0.A	Duplicate Spend Review and Enterprise Transition Planning	4/22/2026	1 of 5

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### 1.0 PURPOSE

This procedure establishes how the Governor's Technology Office (GTO) reviews Technology Investment Evaluation (TIE) submissions and related agency requests when the requested product or service overlaps with an existing or planned GTO enterprise offering, but the agency is not positioned to transition on the current renewal cycle. The procedure is designed to support continuity of service, identify avoidable duplicate spend, and create a repeatable path for earlier coordination and future enterprise onboarding.

### 2.0 SCOPE

This procedure applies to GTO staff involved in TIE review, enterprise service planning, procurement coordination, and agency engagement. It applies when an agency seeks approval to renew, continue, or acquire a technology service that is materially similar to a GTO enterprise capability or service direction, including situations where the agency did not notify GTO early enough to allow a responsible transition before its renewal deadline.

### 3.0 REFERENCES & RELATED POLICIES

NRS Chapter 242 - information services governance and the authority of the Governor's Technology Office.

State Administrative Manual (SAM) Chapter 1600 - information technology projects and approvals.

State Administrative Manual (SAM) procurement and contract requirements, including purchasing coordination for technology acquisitions.

Applicable State Purchasing requirements, contract terms, and budget controls.

GTO enterprise service catalog, service roadmaps, and internal intake / TIE review practices.

GTO internal policy development and governance framework, until superseded by updated GTO naming and document controls.

## 4.0 DEFINITIONS & ROLES

**Duplicate spend:** Agency spending that overlaps with an existing or planned enterprise capability in a way that may create unnecessary parallel investment, fragmented support, or avoidable long-term cost.

**Enterprise capability:** A GTO-supported service, platform, or roadmap item intended for multi-agency use, shared governance, or consolidated support.

**Onboarding runway:** The lead time needed to plan, resource, test, communicate, and implement a transition without creating operational risk. As a default expectation under this procedure, agencies should reengage GTO at least six months before renewal.

**Continuity of service:** The uninterrupted availability of the agency's required service, including the avoidance of rushed cutovers that could disrupt operations, security, or support.

**Interim approval:** A time-bound approval for the current cycle when the immediate agency need must be supported but a responsible transition into enterprise services cannot be completed before the renewal deadline.

**Exemption:** A formal exception, once adopted through separate policy or procedure, that documents why a service may remain outside enterprise alignment for a defined period or under defined conditions.

**Agency submitter / program owner:** Provides business need, renewal timing, product scope, continuity risks, and any prior discussion with GTO.

**TIE reviewer:** Screens for overlap with enterprise capabilities, gathers core facts, and documents the review outcome.

**Enterprise service owner:** Confirms capability overlap, onboarding prerequisites, timing, and capacity constraints.

**Division leadership / designee:** Validates the operational recommendation and confirms whether a transition can be responsibly supported in the current cycle.

**CIO or delegated approver:** Approves the TIE decision, including any interim approval and any agency-facing exception language used before the formal exemption process is active.

## 5.0 PROCEDURE

All contracts, leases, and agreements entered into by the GTO will be transacted in accordance with SAM chapter 300 (NRS 333, 242, Purchasing Division's CCM Manual and Office of the Attorney General Model Contract Form and prepared using the formats provided on the Purchasing Division's website (<http://purchasing.state.nv.us>)

- 5.1 Intake and preliminary review:** Upon receipt of a TIE or related request, GTO shall capture the service name, agency, renewal or decision deadline, business need, known incumbent environment, and any stated interest in enterprise onboarding. The reviewer shall confirm whether GTO currently offers, supports, or is actively planning a similar enterprise capability.
- 5.2 Duplicate spend screening:** If the requested service materially overlaps with a GTO enterprise capability or clearly aligns to an established enterprise service direction, the reviewer shall identify the submission as a potential duplicate-spend case. The duplicate-spend finding should be documented even when the current-cycle request is later approved.



**5.3 Transition feasibility assessment:** The reviewer, in coordination with the applicable service owner or leadership, shall assess whether a responsible transition can be completed before the agency's renewal deadline. At a minimum, the assessment should consider staffing, licensing, funding alignment, procurement dependencies, technical complexity, data migration, implementation sequencing, security requirements, support readiness, communications, and cutover risk.

**5.4 Decision matrix**

Condition	Runway	GTO capacity	Required response
Transition can occur now	Sufficient	Available	Develop a transition and onboarding plan, define milestones, and coordinate the enterprise move before renewal.
Agency must renew now but overlap exists	Insufficient	Insufficient or constrained	Approve the TIE for the current cycle to protect continuity of service, flag the request as duplicate spend, and require agency reengagement at least six months before the next renewal.
Capability does not fit enterprise service model	Any	Any	Document the rationale, issue the appropriate TIE response, and route to the formal exemption process once that process is adopted.

**5.5 Agency notice for the next cycle**

When a TIE is approved under the second decision path above, the agency response shall direct the agency to reconnect with GTO at least six months before the next renewal or other major decision point. The intent is to create enough runway to evaluate enterprise alignment, assign resources, and develop a transition path that does not interrupt service.

**5.6 Communication requirements**

Agency-facing communication shall be plain, respectful, and explicit on five points: (1) the current-cycle decision; (2) the duplicate-spend finding, when applicable; (3) the reason GTO cannot responsibly complete onboarding before the current deadline; (4) the request for earlier engagement before the next renewal; and (5) the fact that a formal exemption process is being developed and will be shared when finalized.

**5.7 Documentation and records**

The reviewer shall record the final decision in the TIE file or companion tracker, including the agency, service, renewal date, overlap finding, transition feasibility summary, decision authority, date of communication, and the expected month for next-cycle reengagement. Records shall be maintained according to applicable retention and public records requirements.

## 6.0 REQUIRED REVIEW CHECKLIST

Reviewer question	Notes / result
Has the service been compared to current or planned GTO enterprise capabilities?	
Is the request a duplicate-spend case from an enterprise perspective?	
What is the agency's renewal or decision deadline?	
Did the agency give GTO enough runway to plan and execute onboarding?	
Does GTO have the staffing, implementation capacity, and risk tolerance to support a safe transition now?	
Has the agency been directed to reconnect at least six months before the next renewal?	
Has the duplicate-spend finding and decision rationale been recorded?	

## 7.0 EFFECTIVE DATE AND REVIEW CYCLE

This procedure becomes effective upon approval by the CIO or delegated authority. It should be reviewed at least annually, or earlier if the TIE process, enterprise service portfolio, procurement requirements, or the formal exemption process are materially updated.

8.0 APPROVED BY

TITLE	SIGNATURE	DATE
GTO State CIO		4/22/2026

9.0 DOCUMENT HISTORY

REVISION	DATE	CHANGE
A	06/27/2024	Initial Publication

