



Maine State Government
Dept. of Administrative & Financial Services
Office of Information Technology (OIT)

COTS-Cloud-First Policy

I. Statement

The Office of Information Technology (OIT) is committed to maximizing the value of *Information Assets* across the Enterprise. This includes leveraging existing *Information Assets*, where possible, to meet the business needs of multiple units/agencies. It also includes strategically utilizing Commercial Off-The-Shelf (COTS) software and the Commercial Public Cloud for new *Information Assets* or the replacement of existing *Information Assets*.

II. Purpose

This policy identifies the decision sequence that exists when a new/replacement *Information Asset* is being considered. This policy also identifies the applicable hosting decision, which is determined based on who creates and/or maintains the *Information Asset*.

III. Applicability

This policy applies to all Executive Branch *Information Assets*.

IV. Responsibilities

- A. In partnership, the Application Directors, Technical Business Consultants, and Agencies shall work together in meeting the requirements of this policy.
- B. The Associate CIO, Applications, shall assist in meeting the requirements of this policy for *Information Assets* under their management.
- C. The Chief Technology Officer (CTO) shall assist in meeting the requirements of this policy for *Information Assets* under their management.

V. Directives

- A. Whenever there is a need for a new/replacement *Information Asset*, the New *Information Asset* Decision Sequence must be used.

New *Information Asset* Decision Sequence:

1. Leverage current *Information Asset* for reuse
2. Commercial Off the Shelf (COTS) *Information Asset* (highly-configurable)
3. Custom developed *Information Asset* (OIT-Created)

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Leveraging existing *Information Assets* is the first option, but is not always possible, because customers have distinct business requirements. When new *Information Assets* are required (leveraging not practical), OIT has adopted a COTS-First strategy. It is critical to select a COTS product that can be configured to meet business requirements, so that COTS product customization is not required.

Only if COTS is not feasible, then in-house custom development may be considered. There must be compelling technical and/or business reasons to choose custom development.

Once the acquisition decision is made, the applicable hosting decision is made. This could be either Remote Hosting (Public Cloud, *OIT Housing*) or *OIT Hosting*, depending on who creates/maintains the *Information Asset*.

B. The [*Hosting-Customization Policy*](#)¹ identifies the applicable policies for each *Information Asset* hosting and *Information Asset* customization scenario.

C. The [*Hosting and Housing Policy*](#)² identifies the differentiation between and applicability of *OIT Hosting* and *OIT Housing*.

D. The hosting decision for each new/replacement *Information Asset* is made by using the appropriate hosting decision sequence identified below. The decision sequence is different for Other Party Created/Maintained (COTS) vs. OIT Created/Maintained (Custom) *Information Assets*.

D.1 Other-Party Created and/or Maintained *Information Assets* (COTS) Hosting Decision Sequence:

1. Public Cloud (see Directive E for order of preference)
2. *OIT Housing*

For other-party created and/or maintained applications (COTS), OIT has adopted a commercial public Cloud-First approach. *OIT Hosting* is not available for any new other-party created or maintained *Information Assets*. This includes replacements to existing *Information Assets*. While the very best platform option for other-party *Information Assets* is the commercial, public cloud, if for any reason this is not feasible, then *OIT Housing* may be considered.

D.2 OIT Created and/or Maintained *Information Assets* Hosting Decision Sequence:

1. *OIT Hosting*
2. Public Cloud (See Directive E for order of preference)

For OIT created and/or maintained applications, on-premise *OIT Hosting* is the first option. This keeps everything in-house. If for any reason *OIT Hosting* is not feasible, then Public

¹ <http://www.maine.gov/oit/policies/HostingCustomizationPolicy.htm>

² <http://www.maine.gov/oit/policies/HostingHousingPolicy.htm>

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Cloud options may be considered.

E. For Public-Cloud hosting, the order of preference is as follows:

1. Public Cloud *Software as a Service (SaaS)*
2. Public Cloud *Platform as a Service (PaaS)*
3. Public Cloud *Infrastructure as a Service (IaaS)*

Public-Cloud *Software as a Service (SaaS)* is the preferred selection. If that is not feasible, then Public-Cloud *Platform as a Service (PaaS)* may be utilized. If neither *SaaS* nor *PaaS* is viable, then Public-Cloud *Infrastructure as a Service (IaaS)* may be considered.

VI. Definitions

A. Application Director: Senior Manager within OIT responsible for delivery of application services to the Agencies.

B. Information Assets: Business applications, system software, development tools, utilities, etc. While the primary focus of this policy is on applications, there are some instances (e.g. load balancer) where non-applications are involved.

C. Infrastructure as a Service (IaaS): Computing infrastructure, such as Processor, Storage, Operating System, etc. consumed from the Public Cloud

D. OIT Hosting: Full service horizontal platforms (Oracle database, the Microsoft SQL database, Oracle Fusion Java Middleware, Microsoft Internet Information Services (IIS), Microsoft SharePoint, VMWare ESxi, etc.). It includes all the components of OIT Housing as well.

E. OIT Housing: equipment that resides in an OIT data center, where OIT provides only the physical security, uninterrupted electricity, climate control, rack space, and Internet connectivity. The vendor provides everything else.

F. Platform as a Service (PaaS): Development and/or Deployment framework consumed from the Public Cloud.

G. Software as a Service (SaaS): End-user *Information Asset* consumed from the Public Cloud.

H. Technology Business Consultant (TBC): Agency information technology customer liaison.

VII. References

VIII. Document Information

This policy is a direct successor to the *IT Product Acquisition (COTS) Policy*. It also replaces the *Hosting Location Policy*.

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Legal Citation: 5 M.R.S.A. Chapter 163 Section 1973 paragraphs (1)B and (1)D, which read in part, “The Chief Information Officer shall:” “Set policies and standards for the implementation and use of information and telecommunications technologies...” and “Identify and implement information technology best business practices and project management.”

Waiver Process: See the [Waiver Policy](#)³.

³ <http://maine.gov/oit/policies/waiver.htm>