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| <b>STATE OF NEW JERSEY<br/>TECHNOLOGY CIRCULAR</b><br><br><i>CloudConnect</i> Enterprise<br>Collaboration<br>Standard | <b>NO:</b><br><b>16-03-S1-NJOIT</b> |                                      |
|   | <b>SUPERCEEDS:</b><br>N/A           | <b>EFFECTIVE DATE:</b><br>12-12-2016 |
|   | <b>VERSION:</b><br>1.0              | <b>LAST REVEIWED:</b><br>12-12-2016  |

## 1 SOLUTION

The Chief Technology Officer (CTO) establishes the New Jersey Office of Information Technology's (NJOIT) enterprise collaboration product, *CloudConnect*, (the Standard) as an Enterprise Technology Solution (ETS) for the Executive Branch of State Government.

This ETS is governed by the NJOIT Enterprise Technology Solution Policy.

## 2 PURPOSE

Inter- and intra-agency virtual collaboration is a common and mission-critical technology requirement for every agency of the Executive Branch. The Standard ensures enterprise adoption of a highly-available, cloud-based service for email, instant messaging, file sharing, and video conferencing. The convergence of multiple solutions to a single product will achieve cost savings, operational efficiencies, productivity enhancements, and cybersecurity risk reduction.

## 3 PARTIES

All Executive Branch departments and State agencies (Agencies) are directed to cooperate fully with the NJOIT and the CTO to implement the provisions of this Standard.

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## 4 CUSTOMER REQUIREMENTS

Within 45 days of the effective date of this Standard, each Agency shall coordinate with NJOIT to complete an evaluation of the suitability of the *CloudConnect* enterprise collaboration product for their operation (the Evaluation).

Agencies must adhere to the following requirements for:

### 4.1 Procurement

4.1.1 Agencies will be responsible for procurement of licensing and migration costs and must include procurement of the solution in their budget. Any procurements for email related licenses, services, hardware, or software other than *CloudConnect* may be denied.

4.1.2 eDiscovery capabilities must be purchased and enabled on the first day of cloud based email migrations.

### 4.2 Migration

4.2.1 NJOIT will be noted in all SOWs as a customer along with the Agency for all *CloudConnect* related migration services.

4.2.2 Agencies will begin the migration process within 60 days of license renewal and or purchase.

4.2.3 Agencies must have an identified email administrator prior to beginning any cloud based email migration effort.

4.2.4 Agencies will need to implement two-factor authentication for browser and remote access; one factor is acceptable as an interim (6 months) solution at the start of migration.

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## 4.3 Non-State Owned Devices

- 4.3.1 Agencies must comply with OIT Circular, [01-2012](#) “*Use of State Telephones/Wireless Devices and Personal Telephones/Wireless devices at or for State Work*” Section V.C. *State Business on Personal Devices*; and Statewide Circular Letter [15-04-OIT](#), “*Assignments and Use of Cellular Wireless Devices.*”
- 4.3.2 Any non-state-owned device used to access State data must be configured not to cache data content locally on the device.
- 4.3.3 Agencies are responsible for ensuring all employees sign the [OIT-0159](#) Portable Computing User Agreement

## 5 COMPLIANCE AND ENFORCEMENT

### 5.1 Compliance

- 5.1.1 The Standard shall be administered and monitored by the Deputy CTO for Policy.

### 5.2 Exceptions

- 5.2.1 On a case-by-case basis, and if circumstances warrant, the CTO may approve a “Deferment” of migration to the *CloudConnect* enterprise collaboration product.
- 5.2.2 Any exception to the Standard must be approved by the CTO in advance.
- 5.2.3 Requests for exceptions to the Standard shall be made to the CTO through the Agency Commissioner.
- 5.2.4 Agencies on “Deferment” shall obtain annual approval from the CTO to continue this status.

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## 5.3 Non-Compliance

5.3.1 Non-compliance is defined as any Agency that has not adopted the Standard within one year of the date of the completed Evaluation *and* has not received a Deferment from the CTO.

5.3.2 Non-compliance will be referred to the CTO for appropriate action.

## 6 TERM

Agencies shall implement the Enterprise Technology Solution within one year of the effective date of this Standard and if necessary, coordinate migrations from legacy solutions with the NJOIT.

This Standard will be re-evaluated every three years or sooner as circumstances warrant.

## 7 RELATED DOCUMENTS

- OIT Circular, [01-2012](#) *“Use of State Telephones/Wireless Devices and Personal Telephones/Wireless devices at or for State Work”*
- Statewide Circular Letter [15-04-OIT](#), *“Assignments and Use of Cellular Wireless Devices.”*
- [OIT-0159](#) Portable Computing User Agreement