Service Management Manual

Enterprise Policies

Texas.gov Payment Processing Infrastructure Exemption Request **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Ancillary Document

Doc. No.: ANC-604-03

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# Texas.gov Payment Processing Infrastructure Exemption Request

Texas Government Code, Section 2054.113(b), states "a state agency may not duplicate an infrastructure component of TexasOnline unless the department approves the duplication.”

The identified components that may not be duplicated are (1) the payment gateway and (2) the eGrants system. Department of Information Resources (DIR), in its capacity as manager of the Texas.gov state internet portal, formally called TexasOnline, works with agencies to promote the use of the portal, and where applicable, to determine if an exemption is warranted.

To apply for exemption from the Texas.gov Payment Processing Infrastructure, submit a copy of each of the following to [STSexemptionrequest@dir.texas.gov](file:///C%3A%5CUsers%5Channah.mulla%5CDownloads%5CSTSexemptionrequest%40dir.texas.gov) with an internal address of:

 Dale Richardson

 Chief Operations Officer

 Department of Information Resources

 300 W. 15th Street, Suite 1300

Austin, TX 78701

1. A cover letter in the form of an executive summary,
2. This completed Agency Certification Form with required documentation attached, and
3. Financial details of the cost benefit analysis.

**Executive Summary**

Provide an executive summary that describes the proposal and the reasons that warrant an exemption from the Texas.gov payment processing infrastructure. This executive summary must be in the form of a cover letter signed by the agency head or designee.

**Agency Certification Form**

The affirmations and documentation required by the form assure that the proposed native mobile application:

* Is in the financial best interests of the State of Texas,
* Protects citizens’ sensitive personal information and any processed funds,
* Provides for use by people with a disability, and
* Integrates seamlessly with the CPA’s Uniform Statewide Accounting System (USAS).

**Agency Certification Form**

**General Information**

|  |  |
| --- | --- |
| **Agency:** |  |
| **Agency Contact Name:** |  |
| **Contact Phone:** |  |
| **Contact Email:** |  |

1. **Which infrastructure component will be duplicated?**
2. **Is the agency required to use a specific infrastructure**

**component to meet funding requirement?** **[ ]  Yes [ ]  No**

1. **Is the infrastructure component already deployed for a**

**different use?****[ ]  Yes** **[ ]  No**

**If yes, when was it deployed and for what purpose?**

1. **Is this a *temporary* exemption request from Texas.gov**

**infrastructure? [ ]  Yes [ ]  No**

**If yes, what is the proposed expiration date?**

**Financial Details**

In an attached spreadsheet, provide the financial details of the cost benefit analysis that documents, at a minimum, the following per fiscal year:

* Cost of developing and maintaining the native mobile application
* Potential savings to the agency
* Quantity and total dollar amount of expected transactions

**Standards and Compliance**

Initial in the left column below to affirm that the proposed infrastructure component:

|  |  |
| --- | --- |
|  | Meets or exceeds state security standards in Texas Administrative Code (TAC) Chapter 202. |
|  | Meets or exceeds state accessibility requirements in TAC Chapters 206 and 213. |
|  | Meets or exceeds state privacy standards as detailed in Chapter 521, Business and Commerce Code. |
|  | Approved by CPA for integration with USAS in accordance with APS-029. |

**Texas.gov Payment Processing Infrastructure Exemption Request Disposition**

|  |
| --- |
| **Texas.gov Exemption Disposition Summary** |
| **Disposition Type** | **Comment** | **State Value Assessment Summary** |
|  |  |  |

|  |
| --- |
| **DIR Chief Operating Officer** |
| **Signature** | **Printed Name** | **Date** |
|  | Dale Richardson |  |

# Document Control

## 3.1 Revision History

| Version | Date | Author | Titleand Company | Description |
| --- | --- | --- | --- | --- |
| 1.0 | 4/18/2022 |  | DIR | Transferred to template |
| 2.0 | 7/15/2022 |  | DIR | Formatting updates |
| 3.0 | 7/20/2022 |  | DIR | Formatting updates |
| 4.0 | 11/16/2022 | Hannah Mulla | DIR | Formatting updates |

## 3.2 SP Process Owner Approval

| Version | Name | Titleand Company | Date | Signature |
| --- | --- | --- | --- | --- |
| N/A |  |  |  |  |

## 3.3 QA Review and Approval

| Version | Name | Titleand Company | Date | Signature |
| --- | --- | --- | --- | --- |
| 1.0 | Cyndi Barcio | Process Analyst, Capgemini | 4/19/2022 | Approved |
| 2.0 | Cyndi Barcio | Process Analyst, Capgemini | 7/15/2022 | Approved |
| 3.0 | Cyndi Barcio | Process Analyst, Capgemini | 7/20/2022 | Approved |
| 4.0 | Cyndi Barcio | Process and Training Lead, Capgemini | 11/17/2022 | Approved |