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KITO Director

# Kansas IT Project Management Reporting Requirements

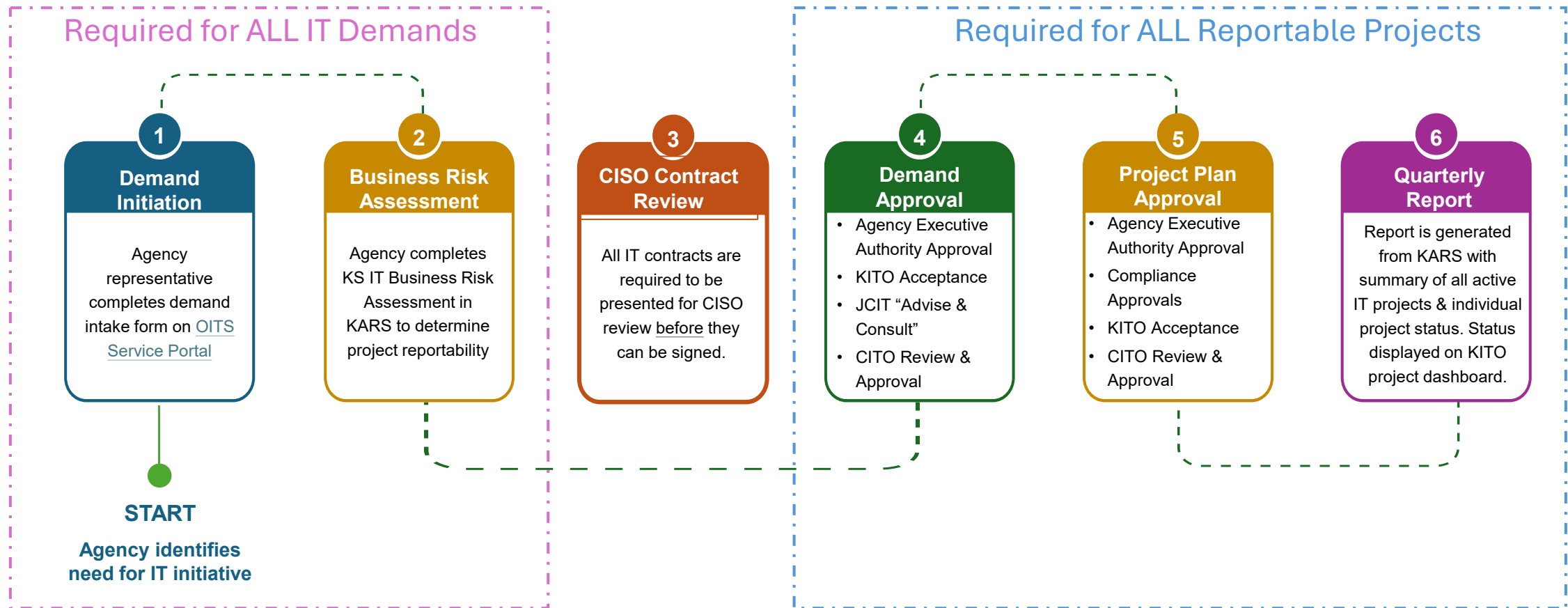
- K.S.A. 75-7209 requires any agency proposing an IT project to submit the project documentation to the branch CITO for approval prior to procurement.
  - Includes review of bid specifications
  - Business Risk Assessment
- ITEC Policy 2400-P – IT Project Plan Approval and Project Status Reporting
- 2024 House Substitute for SB291
  - Added the requirement for the review of ALL IT contracts by the branch Chief Information Security Officer (CISO) before signature.

# KITO Approval and Reporting System (KARS)

- Online system used to submit project plan information for evaluation by KITO and approval by the branch CITO
- Business Risk Assessment is completed in KARS
- A system sign-on is required. Request forms are located on the [KARS Help Center](#)
- KARS is accessed through the [OITS Service Portal](#)

# KITO Approval & Reporting Process

## Overall Process Flow



# Demands, Projects, and CITO Approvals

- For reportable IT projects, two separate branch CITO approvals must take place:
  1. Prior to procurement
  2. Prior to execution
- A project plan submitted for initial branch CITO approval prior to procurement is termed a demand and includes high-level, estimated information about the proposed initiative.
- Subsequently, while being prepared for the second branch CITO approval prior to execution (and thereafter), it is designated as a project and includes more detailed, finalized information.

# Required Demand Information

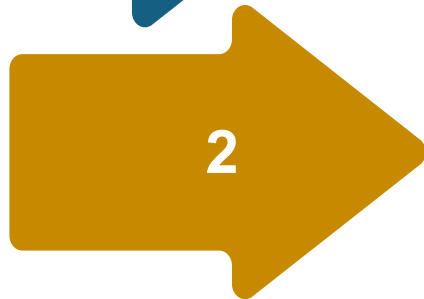
- Estimated start and end dates
- Business case information
  - Business program background and context
  - Statement of intent and business objectives
  - Business need
  - In-scope and out-of-scope
- Stakeholders
  - Sponsor / Business Owner
  - Finance Director / CFO
  - PMO Director
  - Executive Authority (Agency Head)
  - IT Director / CIO
- Estimated cost information
- Funding sources
- Specifications for bids or proposals

# Kansas IT Business Risk Assessment Process Overview



## **Phase 1: Business Risk Screening**

Initial, high-level – Quantitative – Objective – Straightforward – Brief  
– identifies low risk IT activities that do not require additional risk assessment.



## **Phase 2: Business Risk Evaluation**

Detailed risk questions regarding 5 primary risk categories:  
Strategic, Operational, Financial, Security & Compliance,  
Reputational



## **KITO Reportability**

Based on Business Risk Evaluation score, KARS determines reportability of the proposed IT demand

# \$10 Million and Up IT Projects

- Projects that cost \$10 million or more also *REQUIRE*:
  - Feasibility Study Report
  - Independent Verification and Validation Contractor (ITEC-2510-P)

# House Substitute for SB 291

- Requires the Chief Information Security Officer of each of the three branches to:
  - “Review all IT contracts entered into by a person or entity within the branch to make efforts to reduce the risk of security vulnerabilities within the supply chain or product and ensure they contain standard security language”

# Digital Accessibility

- Technologies designed and developed so that everyone, especially including people with disabilities, can use them
  - People can perceive, understand, navigate, and interact with the technology
  - Technologies are compatible with assistive technology
  - Providing accessibility means reducing barriers to use

# Examples

- Text alternatives for images
- Keyboard compatibility
- Video captions
- Colors with good contrast
- Clear headings/landmarks for navigation

# Legal Requirements: State Policy

- ITEC Policy 1210
  - Technical requirements for information and communication technology (ICT) to ensure accessibility and usability by individuals with disabilities
  - Adopts Federal Section 508 ICT Accessibility Standards
  - Based on Web Content Accessibility Guidelines (WCAG)
    - WCAG is an international industry standard for making web content accessible to people with disabilities, developed by the World Wide Web Consortium.
    - Applied to non-web ICT as well

# Legal Requirements: Federal Law (1)

- New Federal ADA Title II Rule
  - “Nondiscrimination on the Basis of Disability; Accessibility of Web Information and Services of State and Local Government Entities”
  - New rule on the accessibility of web content and mobile apps provided by state and local governments
  - Updates the regulations for Title II of the Americans with Disabilities Act (ADA)
    - The ADA is a federal civil rights law that prohibits discrimination against people with disabilities in everyday activities.
    - Title II is the section that covers requirements for state and local governments.

# Legal Requirements: Federal Law (2)

- New Federal ADA Title II Rule (continued)
  - This new rule was announced April 8, 2024, and published in the Federal Register April 24, 2024.
  - The compliance date for large public entities (50,000 or more people) is April 24, 2026. For small entities (0 to 49,999 people), it is April 26, 2027.
  - Also sets WCAG as the technical standard

# Quick Poll

- Who is responsible for ensuring accessibility of ICT?
  - Compliance officers
  - Content creators
  - Software developers
  - Procurement officers
  - Quality assurance testers
  - All of the above

# Procurement's Role

- Procuring accessible products and services is key to ensuring the State's ICT is accessible.
- Procurement plays its usual role of including, evaluating, and enforcing requirements.
- Just need to recognize that accessibility requirements are project requirements

# What You Can Do

- Make sure accessibility requirements are included in RFP specifications, contract language, etc.
  - Can cite ITEC Policy 1210, ADA Title II
- Require and evaluate VPATs/ACRs
  - The Voluntary Product Accessibility Template® (VPAT®) is the standard reporting format for identifying the accessibility of ICT products and services.
  - Lists the individual criteria of the standards (i.e., WCAG), with space to indicate the level of support and explanatory remarks for each one.
  - A completed VPAT is called an Accessibility Conformance Report (ACR).
  - Vendors often already have these available for their products, or can complete them upon request.

# Taking It Further

- Other options for evaluating accessibility include:
  - Requiring demonstration of accessibility compliance features
  - Including questions in an RFP to determine the maturity of vendors' accessibility policies and practices
  - Requiring third-party accessibility audits

# Include Accessibility in Vendor Evaluation (1)

- Evaluate accessibility when evaluating vendors/options
  - Before selecting one, signing a contract, etc. Don't wait until after!

# Include Accessibility in Vendor Evaluation (2)

- Not only is this the way to fulfill obligations and achieve the required outcome of ensuring that the technology you're procuring is accessible, but in cases where no fully accessible option is available, you'll need to be able to document that your selection "best meets the standards consistent with ... business needs". This of course requires understanding not only the chosen solution's accessibility disposition, but also that of the other options for comparison.

# Recap

- Digital accessibility ensures that everyone, especially including people with disabilities, can use the technologies we provide.
- It's the law.
- Procuring accessible products and services is key.
- Accessibility requirements are project requirements.
- Evaluate accessibility as part of bid evaluation, before selection.
- Select only accessible products.

# KITO Contacts

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