



MEMORANDUM

TO: DTaaS Customers

FROM: OITS

DATE: January 2nd, 2020

RE: DTaaS Options for Special Circumstances

The Desktop as a Service (DTaaS) contract was signed on June 1, 2017 and went live on November 22, 2017. As of today, all Cabinet agencies have ordered devices utilizing the portal.

Recently, a question was posed as to how agencies can order devices through the program that have funding requirements, including single payment or device ownership.

There currently is not a way to purchase a device and maintain ownership utilizing the DTaaS program. When utilizing DTaaS, ownership of the computer remains with the vendor, Insight. When funding restrictions require agencies to maintain ownership of a device, agencies will need to email OITS Desktop as a Service (DTaaS) personnel at OITSVendorMgmt@ks.gov and provide the specific business use case (see attached form). Once the below information has been received and reviewed, you will be contacted with instructions on how to proceed.

Business use case to include:

- Copy of the Grant listing purchasing guidelines
- Reason: statute number, law, etc. listing purchasing guidelines
- Limitation of funding source justification, if applicable
- Agency impact and fiscal notation

If ownership is not required, but there is a need to pay a portion of or the entire amount upon receiving the device, contact OITS Desktop as a Service (DTaaS) personnel at OITSVendorMgmt@ks.gov. The agency will procure the device through the DTaaS program as normal. OITS fiscal staff will work with agency fiscal staff to make the prepayment arrangement.

We ask that when future grants are written and as Kansas statutes are updated that agencies consider adding language to allow for procurement of services instead of purchasing IT devices. Our intent is to provide agencies with the best option for adequate/up-to-date IT devices for your staff.

Thank you for your continued support of this initiative.

If you have any questions regarding DTaaS, please contact the OITS Desktop as a Service (DTaaS) personnel at OITSVendorMgmt@ks.gov.