



161 CSR 1

TITLE 161  
LEGISLATIVE RULES  
DEPARTMENT OF ADMINISTRATION

INFORMATION SERVICES AND COMMUNICATIONS DIVISION

SERIES 1

PLAN OF OPERATION

§161-1-1. General.

1.1 Scope--This Legislative Rule establishes the plan of operation for the Information Services and Communications Division of the Department of Administration for data processing, telecommunication, and central mailing office services. These rules supplement West Virginia Code §5A-7-1 et seq., and must be read in conjunction with this article.

1.2 Authority--West Virginia Code §5A-7-2.

1.3 Filing Date--

1.4 Effective Date--

§161-1-2. Applicability.

This Legislative Rule applies to each spending unit of the executive branch of state government utilizing the services of the Purchasing Division of the Department of Administration or any other entity utilizing the services of the Information Services and Communications Division.

§161-1-3. Definitions.

As used in this rule, all terms shall have the same meaning as provided in West Virginia Code §5A-7-1, and as follows:

(a) "Cost center" means expenses related to a specific

resource.

(b) "Dedicated charges" means expenses for a resource that is solely for the benefit of a single user.

(c) "Director" means the Director of the Information Services and Communications Division of the Department of Administration.

(d) "ISC" means the Information Services and Communications Division of the Department of Administration.

(e) "Purchasing Division" means the Purchasing Division of the Department of Administration.

(f) "Resource" means a service or commodity provided by ISC.

(g) "Revenue center" means a specific type of resource that generates revenue.

(h) "Secretary" means the Secretary of the Department of Administration.

(i) "User" means a spending unit of the executive branch of state government utilizing the services of the Purchasing Division or any other entity utilizing the services of ISC.

#### **§161-1-4. Rate Schedules and Invoicing.**

##### **4.1 Rate Schedules.**

ISC's rate schedules are developed at the beginning of each fiscal year and reviewed quarterly for the first three quarters. Each revenue center charges for goods or services to enable that revenue center to be self-sufficient. Actual costs are accumulated for each revenue center and compared against the revenues received for the corresponding period. Differences between costs and revenues will be evaluated to determine if an adjustment of the rate is required and/or if debits or credits are required to remedy large variances between billing and operating expenses by an individual revenue center. Comparisons are made for each revenue center for the current fiscal year or quarter using the cumulative history of all revenues and expenses and the changes expected in future revenues, expenses and usage that would effect the rate structure. If rate revisions are required during any fiscal year, these revisions shall be announced to users prior to implementation.

##### **4.2 Rates for Services.**

(a) Each user shall be invoiced for services rendered, with charges to be fixed in a schedule or schedules prepared by

the Director and approved by the Governor. A schedule of federal reimbursable rates and a Federal Cost Allocation Plan complying with the U. S. Office of Management and Budget Circular Number A-87 shall be submitted annually, to assist users receiving federal funds in determining the portion of the ISC bill that is reimbursable using federal funds. Nevertheless, the ISC billing rate is the rate all ISC users will pay for services.

(b) User billings are based upon standard rates for services provided by ISC. Standard rates are calculated using the known and anticipated fiscal year resource costs divided by the projected resource usage expressed in terms of billable units, and will, as nearly as may be practical reflect the actual costs incurred in the performance of services rendered to user. If actual costs or actual usage vary greatly from the projections upon which the rates are based, a cost center will recover more or less than is necessary for it to be self-sufficient. Adjustments are made to increase or decrease future rates to compensate for this variance.

#### 4.3 Rates for Dedicated Charges.

Costs for dedicated charges shall be invoiced on the basis of the actual cash expenditures made by ISC for the benefit of the user and a service charge. As these charges are frequently unknown until the service has been performed and the invoice is received from the vendor, the charges shall be determined upon receipt of the invoice from the vendor providing the goods or services.

#### 4.4 Invoicing.

Users will be invoiced on a monthly basis for ISC services. Invoices will show each chargeable service performed for the user during the previous month and will be mailed on or about the fifteenth day of each month. An exception to this schedule is when a user's monthly ISC charges are less than \$5.00. Invoices in this category will be held and sent only three times a year: approximately November 15, March 15, and July 15.

#### \$161-1-5. Requisition Review.

##### 5.1 General.

ISC shall review and approve prior to submission of the requests to the Purchasing Division all automation hardware, software, consulting and associated maintenance requests of users estimated to cost in excess of \$10,000. Requests estimated to cost \$10,000 or less shall be submitted to ISC for

informational purposes. Review shall include the appropriate documents required by the Purchasing Division and information describing the need for the request and any alternative solutions considered. Exceptions to this review process may be granted by the Secretary.

#### 5.2 Procedures.

ISC review shall focus upon the cost of the request and its suitability within the overall environment of the user and the State in relation to integration and communication with existing systems. ISC shall make recommendations regarding the appropriate purchasing method to be utilized. Approval of ISC shall be attached to requests estimated to cost in excess of \$10,000 when submitted to the Purchasing Division.

The total purchase price is intended to include all items associated with the procurement effort and circumvention of the dollar limitation by splitting invoices among different payment dates or procurement documents may result in revocation of this privilege.

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help we can get)

FILED  
1992 FEB -7 PM 3:04  
OFFICE OF WEST VIRGINIA  
SECRETARY OF STATE

TO: Diana Stout  
AGENCY: Department of Administration  
FROM: JUDY COOPER, DIRECTOR, ADMINISTRATIVE LAW DIVISION  
DATE: January 13, 1992

THE ATTACHED RULE RECENTLY FILED BY YOUR AGENCY HAS BEEN ENTERED INTO OUR COMPUTER SYSTEM. PLEASE REVIEW, PROOF AND RETURN IT WITH ANY CORRECTIONS. IF THERE ARE NO CORRECTIONS, PLEASE SIGN THIS MEMO AND RETURN IT TO THIS OFFICE. YOU WILL BE SENT A FINAL VERSION OF THE RULE FOR YOUR RECORDS.

PLEASE RETURN EITHER THE CORRECTED RULE OR THIS FORM WITHIN TEN (10) WORKING DAYS OF THE DATE YOU RECEIVED THIS REQUEST. CALL IF YOU HAVE ANY QUESTIONS.

SERIES: 1 TITLE: Plan of Operation

\* THE ATTACHED RULE HAS BEEN REVIEWED AND IS CORRECT.

SIGNED: Diana Stout  
TITLE OF PERSON SIGNING: GENERAL COUNSEL  
DATE: 1-27-92

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\* THE ATTACHED RULE HAS BEEN REVIEWED AND NEEDS CORRECTING. THE CORRECTIONS HAVE BEEN MARKED.

SIGNED: \_\_\_\_\_  
TITLE OF PERSON SIGNING: \_\_\_\_\_  
DATE: \_\_\_\_\_