



Procurement User Group Announcement

REMINDER TECHPLAN SUBMISSION DEADLINE: **THURSDAY, OCTOBER 1, 2026**

Mississippi law requires state agencies, boards, and commissions to submit long-range information technology plans to ITS for review and approval.

A Complete Technology Picture Matters

Agencies should strive for a complete and accurate representation of their technology environment by entering both:

- Active and ongoing technology projects
- Planned technology projects and activities for FY2027-FY2031

Plans should reflect the technology work the agency is currently undertaking or anticipates undertaking during the planning period -- not simply projects carried forward from the prior planning cycle.

How TechPlan Information is Used

The information submitted through TechPlan will be reviewed and used to support statewide technology planning, coordination, and optimization. Complete and timely agency information enables ITS to:

- Identify statewide technology needs and investments
- Evaluate technology, modernization and cybersecurity priorities
- Assess potential infrastructure impacts
- Identify procurement and shared-service opportunities
- Support statewide technology budgeting and resource decisions
- Develop a more accurate picture of technology investments across Mississippi state government

Before You Submit

Your agency's timely, complete, and accurate submission is essential to effective statewide technology planning and informed decision-making, while helping build an accurate statewide view of technology needs, priorities, and investments.

- Please review your agency's plan to ensure that all relevant active, ongoing, and planned technology projects and activities for FY2027-FY2031 are represented and current.
- When submitting project entries, please provide enough detail to give a clear understanding of the project. The project description should help communicate what the agency is doing, why the project is needed, the value it is expected to provide, and where the project currently stands
- The total amount for the projects entered in TechPlan should match or come close to matching the total entered in the agency's technology budget information section.
- When completing all required MBR Budget Request Information fields, verify the information against your agency's submitted and approved State Agency's Budget Request MBR Forms.

Technology Budget Information

The information for this section can be found in your agency's Legislative Budget Office Budget Request on Form MBR-1. [Budget Request Form Link](#)

I. A. PERSONAL SERVICE 1. Salaries, Wages & Fringe Benefits (Base) a. Additional Compensation b. Proposed Vacancy Rate c. Per Diem Total Salaries Wages & Fringe Benefits 2. Travel a. Travel & Subsistence (In-State) b. Travel & Subsistence (Out-of-State) c. Travel & Subsistence (Out-of-Country) Total Travel B. CONTRACTUAL SERVICES (Schedule B) 1. Tuition, Rewards & Awards a. Communication, Transportation & Utilities b. Public Information c. Rents d. Repairs & Services e. Fees, Professional & Other Services f. Other Contractual Services g. Data Processing h. Other Total Contractual Services	D. CAPITAL OUTLAY 1. Total Other Equipment (Schedule D-1) 2. Equipment (Schedule D-2) a. b. Road Machinery... c. Office Machines, Furniture... d. IS Equipment (Data Processing & Telecommunications) e. Equipment - Lease Purchase f. Other Equipment Total Equipment (Schedule D-2)
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INFORMATION TECHNOLOGY PLANNING METHODOLOGY FOR STATE AGENCIES

TechPlan: <https://techplan.its.ms.gov/Pages/Login.aspx>
Questions, System Access or Training: planning@its.ms.gov
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Find Information on Technology Plans in the ITS Procurement Handbook *(new revised)*

Rule 3.3 Technology Plans.

As a part of ITS' enterprise information technology planning obligations, agencies must submit and maintain current information technology plans in the format and on the schedule prescribed by ITS. This assists with ITS providing appropriate guidance on procurement of information technology by the State. *ITS approval for acquisitions of information technology will not be provided unless the specific acquisition is appropriately captured in the Agency's current technology plan. Due to the importance the Board places on technology planning, agencies without an ITS approved technology plan are not eligible for delegated procurement or contracting authority for information technology 10 under these rules.* (p. 10)