



**Maine State Government  
Dept. of Administrative & Financial Services  
Office of Information Technology (OIT)**

## Hosting-Customization Policy

### 1.0 Purpose

This policy identifies Office of Information Technology (OIT) hosting and customization options. The purpose of this policy is to notify OIT personnel involved with hosting and customization decisions about the policies which are relevant for their particular hosting and customization scenario.

### 2.0 Definitions

2.1 **COTS**- Commercial Off-The-Shelf application.

### 3.0 Applicability

This policy applies to the Executive Branch.

### 4.0 Responsibilities

4.1 Associate CIO, Applications: Analyzes the application landscape and judges the suitability of hosting option.

4.2 Associate CIO, Infrastructure: Presents OIT hosting capability and fit for any particular application.

### 5.0 Directives

The directives may best be explained by the following matrix of Hosting-Customization options:

<b>CUSTOMIZATION</b>	<b>COTS</b>	Application provisioning policies do not apply (see 5.3 below)	Only <a href="#">Application Deployment</a> <sup>1</sup> , <a href="#">Remote Hosting</a> <sup>2</sup> , and <a href="#">Security</a> <sup>3</sup> -related policies apply (see 5.4 and 5.5 below)
	<b>CUSTOM</b>	All policies apply (see 5.1 below)	Infrastructure provisioning policies do not apply (see 5.2 below)
		<b>OIT-HOSTING</b>	<b>HOSTING</b>
			<b>REMOTE-HOSTING (OIT HOUSING)</b>

<sup>1</sup> [https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/application-deployment-certification\\_0.pdf](https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/application-deployment-certification_0.pdf)

<sup>2</sup> <https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/remote-hosting-policy.pdf>

<sup>3</sup> <https://www.maine.gov/oit/sites/maine.gov.oit/files/inline-files/security-assessment-authorization-policy.pdf>

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- 5.1 Custom Applications (OIT-Hosting) – All State of Maine policies, toolset requirements, and standards apply.
- 5.2 Custom Applications (Remote-Hosting) – All Application policies apply. Infrastructure provisioning (how the infrastructure is equipped) policies do not apply.
- 5.3 COTS Applications (OIT-Hosting) – The specifics of the Application provisioning (how the application is built and distributed) do not apply but the general Application Deployment Certification requirements must be met (for example: Accessibility and Security Testing is required but the language the application is written in is not specified as long as it runs on the infrastructure hosted by OIT).
- 5.4 COTS Applications (Remote-Hosting) – Application Deployment Certification is required. Remote Hosting requirements must be met. The [Accessibility](#)<sup>4</sup> and Security-related policies must be enforced regardless of the application provider or hosting provider. This allows a variety of languages and platforms to be used.
- 5.5 OIT-Housing is a special instance of Remote Hosting, where equipment resides in an OIT data center; OIT provides the physical security, uninterrupted electricity, climate control, rack space, and Internet connectivity (including network segmentation). The OIT Housing Vendor provides *everything else*.
- 5.6 Interfaces and integration are the responsibility of OIT in partnership with the vendors.
- 5.7 OIT-insourcing of a Remote-Hosted application must be preceded by migration to OIT-compliant technology. This is intended solely for highly unusual events (such as hosting vendor bankruptcy, etc.) where Remote-Hosting is no longer feasible.

### **6.0 Document Information**

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Approved By: Chief Information Officer, OIT

Legal Citation: [Title 5, Chapter 163: Office of Information Technology](#)<sup>5</sup>.

Waiver Process: See the [Waiver Policy](#)<sup>6</sup>.

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<sup>4</sup> <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/digital-accessibility-policy.pdf>

<sup>5</sup> <http://legislature.maine.gov/statutes/5/title5ch163sec0.html>

<sup>6</sup> <https://www.maine.gov/oit/sites/maine.gov/oit/files/inline-files/waiver.pdf>