



STATE OF NEW JERSEY TECHNOLOGY CIRCULAR CloudConnect Enterprise Collaboration Standard	POLICY NO: 16-03-S1-NJOIT	
	SUPERSEDES: N/A	EFFECTIVE DATE: 12-12-2016
	VERSION: 2.0	LAST REVIEWED: 03-18-2025

1 PURPOSE

Inter- and intra-agency virtual collaboration is a common and mission-critical technology requirement for every agency of the Executive Branch. The Standard ensures enterprise adoption of a highly available, cloud-based service for email, instant messaging, file sharing, and video conferencing. The convergence of multiple solutions to a single product will achieve cost savings, operational efficiencies, productivity enhancements, and cybersecurity risk reduction.

2 SCOPE

The Chief Technology Officer (CTO) established the New Jersey Office of Information Technology's (NJOIT) enterprise collaboration product, CloudConnect, (the Standard) as an Enterprise Technology Solution (ETS) for the Executive Branch of State Government.

This ETS is governed by the NJOIT Enterprise Technology Solution Policy.

3 AUTHORITY

All Executive Branch departments and State Agencies are directed to cooperate fully with the NJOIT and the CTO to implement the provisions of this Standard.

4 REQUIREMENTS

Within 45 days of the effective date of this Standard, each Agency shall coordinate with NJOIT to complete an evaluation of the suitability of the CloudConnect enterprise collaboration product for their operation (the Evaluation).

Agencies must adhere to the following requirements:

4.1 Procurement

- 4.1.1 Agencies will be responsible for procurement of licensing and migration costs and must include procurement of the solution in their budget. Any procurements for email related licenses, services, hardware, or software other than CloudConnect may be denied.
- 4.1.2 eDiscovery capabilities must be purchased and enabled on the first day of cloud based email migrations.

4.2 Migration

- 4.2.1 NJOIT will be noted in all SOWs as a customer along with the Agency for all CloudConnect related migration services.
- 4.2.2 Agencies will begin the migration process within 60 days of license renewal and or purchase.
- 4.2.3 Agencies must have an identified email administrator prior to beginning any cloud based email migration effort.
- 4.2.4 Agencies will need to implement two-factor authentication for browser and remote access; one factor is acceptable as an interim (6 months) solution at the start of migration.

4.3 Non-State Owned Devices

- 4.3.1 Agencies must comply with OIT Circular, [01-2012-NJOIT](#) "Use of State Telephones/Wireless Devices and Personal Telephones/Wireless devices at or for State Work" Section V,C. State Business on Personal Devices; and Statewide Circular Letter [15-04-OMB/OIT](#). "Assignments and Use of Cellular Wireless Devices."
- 4.3.2 Any non-state-owned device used to access State data must be configured not to cache data content locally on the device.
- 4.3.3 Agencies are responsible for ensuring all employees sign the [OIT-0159](#) Portable Computing User Agreement

5 COMPLIANCE AND ENFORCEMENT

5.1 Compliance

5.1.1 The Standard shall be administered and monitored by the Deputy CTO for Policy.

5.2 Exceptions

5.2.1 On a case-by-case basis, and if circumstances warrant, the CTO may approve a "Deferment" of migration to the CloudConnect enterprise collaboration product.

5.2.2 Any exception to the Standard must be approved by the CTO in advance.

5.2.3 Requests for exceptions to the Standard shall be made to the CTO through the Agency Commissioner.

5.2.4 Agencies on "Deferment" shall obtain annual approval from the CTO to continue this status.

5.3 Non-compliance

5.3.1 Non-compliance is defined as any Agency that has not adopted the Standard within one year of the date of the completed Evaluation and has not received a Deferment from the CTO.

5.3.2 Non-compliance will be referred to the CTO for appropriate action.

6 TERM

Agencies shall implement the Enterprise Technology Solution within one year of the effective date of this Standard and if necessary, coordinate migrations from legacy solutions with the NJOIT.

7 RELATED DOCUMENTS

- NJOIT Circular, [01-2012-NJOIT](#) "Use of State Telephone/Wireless Devices and Personal Telephones/Wireless devices at or for State Work".
- Statewide Circular Letter [15-04-OMB/OIT](#) "Assignments and Use of Cellular Wireless Devices".
- [OIT-0159](#) "Portable Computing User Agreement".

8 ADMINISTRATION

This Policy is administered and monitored by the CTO at 300 Riverview Plaza, Trenton, NJ 08625.

The Policy must be reviewed annually; however, the CTO reserves the right to change or amend the Policy at any time.

Signature on File

Christopher J. Rein, Chief Technology Officer

03/18/2025

Date

9 DOCUMENT HISTORY

Version	Published Date	CTO	Sections Modified	Description of Modifications
1.0	12/12/2016		New	Original Published Date
2.0	03/18/2025	C. Rein	Section 7	Annual Review, Updated Links and Format