

Applicability Table

This table outlines reference, guidance, and policy documents as applicable to current and potential work on technology projects for the City of New York.

Title	Description	Applicability	Required/ Recommended/ Background
Application Development Guidelines	The Application Development Guidelines provide information to developers, architects, and technical leads working at DoITT on NYC.gov and CityShare Portals. The Guidelines are strong recommendations that should be followed wherever possible.	Adherence to the Application Development Guidelines are highly recommended for all custom development projects on NYC.gov and CityShare portals. - Projects on NYC.gov - Projects on CityShare	Recommended
DataShare Overview	Vendors are expected to exchange as much data as possible via DataShare, the City's integration hub enabling system-to-system integration for both synchronous (real time) and asynchronous (near real time, batch) transactions.	The DataShare document provides information for all projects that involve the movement of NYC data. Use of DataShare is highly recommended for all application development projects. - Application development projects	Background
DoITT Hybrid Project Methodology - Guidelines	As described on the NYC Project website, DoITT follows a hybrid SDLC workflow that combines practices from both waterfall and agile methodologies, in which the phases overlap heavily and are highly iterative, based on continuous business owner feedback and priorities.	Use of the Hybrid Project Methodology is highly recommended for all application development projects. Alternative approaches will be considered as long as there is a clear mapping between the vendor's proposed methodology and DoITT's Hybrid Methodology. - Application development projects	Recommended
Geographic Information Systems (GIS) Guidelines	The GIS guidelines direct the use of City of New York geospatial data in order to help achieve the maximum utility and long-term return on the public's investment in the creation, maintenance, and distribution of geospatial data.	Adherence to the GIS Guidelines is highly recommended for all projects that require mapping, address validation, geographic reporting, or geographic analysis components, or which involve the creation, maintenance or distribution of New York City's geospatial data. - Projects that require mapping, address validation, geographic reporting, or geographic analysis - Projects that involve the creation, maintenance, or distribution of NYC geospatial data	Recommended
Linking Policy	Many official New York City websites are within the .gov top-level domain (TLD). The .gov TLD is operated by the federal General Services Administration (GSA), which has promulgated program guidelines to identify permissible and prohibited practices for linking from the .gov TLD. This policy establishes the protocol for linking to external websites from New York City websites within the .gov TLD or websites outside the .gov TLD that are hosted by DoITT.	The Linking Policy pertains to all projects that involve work on any City of New York website. Vendors must understand and comply with the protocol outlined in the Citywide Linking policy for all New York City websites hosted by DoITT and all websites that are in the .gov TLD. For City of New York websites that are neither in the .gov TLD nor hosted by DoITT, the protocols outlined in the policy are still highly recommended. - Projects involving NYC websites in the .gov TLD - Projects involving NYC websites hosted by DoITT	Required

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Performance Testing for Public-Facing Applications Policy	The policy on Performance Testing for Public-Facing Applications guides Citywide agencies in conducting testing of public-facing applications in order to ensure adequate performance. The primary purposes of application performance testing activities are to validate application stability and to collect relevant information to help stakeholders make informed decisions related to the overall quality of the application.	Adherence to the policy on Performance Testing is required for all projects deploying public-facing applications. Vendors are responsible for complying with the standards outlined in the policy. Vendors must leverage DoITT Quality Assurance (QA) services to test all public-facing applications. As defined in the policy, the vendor is required to propose a comprehensive test strategy and plan that includes performance testing and alignment with DoITT's QA requirements. - Projects deploying public-facing applications	Required
Standard Requirements	The Standard Requirements are DoITT's enterprise project requirements. These requirements have been established to improve the quality of application development projects by: <ul style="list-style-type: none"> • Reducing project cost through the use of well established, approved, working solutions • Improving cross team communication • Setting expectations for application features and functionality 	Adherence to the Standard Requirements is required for all application development projects. Unless otherwise stated, all standard requirements are mandatory. Although not all requirements are applicable to every project, any deviation from the requirements defined in this document must be approved by DoITT. - Application development projects	Required
User Experience Design Guidelines	The User Experience Design guidelines aim to strengthen and unify New York City's online brand identity and user experience with regards to functional usability as well as visual aesthetics. DoITT strongly encourages all agencies to use the structural, display, and interactive design patterns outlined in the Style Guide for the design of all online applications, agency websites, agency initiative sites or campaigns, and other pages linked to NYC.gov.	The User Experience Design guidelines apply to all projects involving City of New York websites, applications, and online pages. Vendors are responsible for following the NYC.gov Style Guide's branding guidelines, visual design and display patterns, and front-end coding standards for all browser-based interfaces. - Application development projects - Projects involving City of New York websites	Recommended
Local Law 11 of 2012: Publishing Open Data Legislation	Local Law 11 of 2012 declared that City of New York agencies and departments make their data available online using open standards.	Local Law 11 of 2012 applies to all projects initiated after the law was instituted. - All projects started after 3/7/12	Required
Open Data Policy and Technical Standards Manual	The Open Data Policy and Technical Standards Manual, whose publication was required by Local Law 11 of 2012, defines open data policies and technical standards and mandates that all new City projects comply with the legislation, policies, and standards.	The policies and standards defined in the Open Data Policy and Technical Standards Manual apply to all projects initiated after Local Law 11 of 2012 was instituted. - All projects started after 3/7/12	Required

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Information Technology Service Management Policies	DoITT service delivery processes and procedures follow the industry standards of Information Technology Infrastructure Library (ITIL) v3 and ISO20000. All projects and applications hosted by DoITT must adhere to these standards for service delivery procedures, including Incident/Problem Management, Change Management, Asset/Configuration Management, Service Request Management, Service Level Management, Automated Monitoring /Alerting, and Automated Provisioning.	The Information Technology Service Management policies are mandatory for all projects that seek DoITT hosting services. The policy is recommended best practices for all systems or applications within the City (non DoITT-hosted). - Projects using DoITT hosting services	Required
Reference Architecture	DoITT utilizes a three-tier architecture model for its hosted environments. The Reference Architecture diagram offers a high-level summary of this framework. This industry-standard model segments hosted application's components into three tiers: Web tier, Application tier and Internal tier. a. Web tier: This tier's components enable the user to securely and intuitively interact with application tier processes. Data input is accepted via a browser or http request and returns an HTML response. b. Application tier: This tier handles the business logic of the application and is allowed to interface with the database tier. c. Internal tier: In this tier, services are protected from direct access by the client components residing within a secure network. Interaction must occur through the application tier processes.	The Reference Architecture defines the architecture standard that applies to all projects that use DoITT hosting services. - Projects using DoITT hosting services	Required
Site B Infrastructure Overview	DoITT Site B was designed and built to provide business continuity and disaster recovery services for critical applications and systems hosted in DoITT data centers.	The Site B Overview provides high-level information on Site B services, as well as the requirements and process for requesting the services. - Projects seeking DoITT-hosted Site B services	Background
IT Security Policies	The IT Security Policies define the mandatory rules governing information technology and telecommunications activity for the City of New York.	The vendor is responsible for adhering to all Citywide Information Security Policies for all City of New York projects and assignments. - All projects	Required