



**Department of General Services
Procurement Division**

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Broadcast Date: March 7, 2014

Bulletin #: P-03-14

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

**RE: Outline of Steps for Development of the State's Terms and Conditions for
Cloud Information Technology Contracts**

The purpose of this Broadcast Bulletin is to outline the steps in the development of the State's Terms and Conditions for Cloud Information Technology Contracts.

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| March 5 | Publish a Broadcast Bulletin with the State's draft Terms and Conditions for Cloud Information Contracts. Invite State procurement officials (only) to comment on the draft and participate in a forum at DGS. |
| March 14 | Comments from State procurement officials due. |
| March 20 | Forum held in the DGS Boardroom from 8:30 AM to 12:00 PM where State procurement officials discuss the draft Terms and Conditions; including all received comments. |
| April 2 | Publish a Broadcast Bulletin with revised draft of Terms and Conditions. Invite supplier community to comment on the draft and to participate in a forum at DGS. |
| April 14 | Comments from supplier community due. |
| April 18 | Forum held in the DGS auditorium from 8:30 AM to 4:00 PM where the supplier community discusses the draft Terms and Conditions; including all received comments. |
| April 30 | Publish the State's Terms and Conditions for Cloud Information Technology Contracts or, if needed, schedule additional meetings. |

For questions regarding this notification, please contact:

The Office of Policies, Procedures and Legislation
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