

IT PE & Contract 213- Preparation and Submission Checklist

The following checklist has been prepared to assist you in the preparation and submittal of your IT PE (Std. 66) requests, and Contracts (STD 213) to the Procurement Division (PD), One Time Acquisitions (OTA) unit. Please note, not all items listed are applicable to each purchase.

Item	Description	✓
Email from the Department of Technology (CDT) confirming purchase is not a Reportable Project	If your request is related to a "Reportable Project", please submit your request to the California Department of Technology (CDT) (SAM 4819.37). Refer to BB P-10-13: http://www.documents.dgs.ca.gov/pd/delegations/pac091113_P-10-13.pdf List of Agency Assigned Dept. of Technology Contacts: http://www.cta.ca.gov/Contact_Us/staff_assignments.html List of existing Reportable Projects: http://www.cta.ca.gov/Government/IT_Policy/IT_Projects/index.html	
Purchase Estimate (Std. 66)	Completed and signed.	
Agreement (STD 213) & (STD 215)	Four (4) originals (wet ink) signed STD. 213s, One (1) original (wet ink) signed STD. 215 and one (1) copy.	
Mission Critical Certification w/signatures	Must be signed (wet signature) by Agency Secretary or Director or authorized designee and submitted with PE. Refer to SCM Vol. 3, Ch. 2, Section B, Topic 4 (2.B4.14)	
Pre-Procurement Reviews and Approvals	Certain classes of purchases that may require review and approval before a department can proceed with a purchasing activity. Refer to SCM Vol. 3, Ch. 2, Section C	
Agency's Approvals with Signatures from Secretary and Agency's Director	For existing proprietary software above agency's purchasing authority Refer to: SCM Vol. 3 section 5.5.0.	
Certification of Compliance with Policies-Certification Requirements Form (Revised 9-2014)	IT Procurements valued at \$100,000 or more. Refer to SAM 4832 and SCM Vol. 3, Ch. 2, Section C, Topic 6 (2.C6.0) http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev427sept14/chap4800/4832.pdf	
Internal IT Approval	IT Procurements under \$100,000 Provide documentation as to how the acquisition was authorized. Acceptable forms of documentation are: <ul style="list-style-type: none"> • Desktop and Mobile Computing Policy (DMCP Form) • Approved FSR Transmittal • PIER approval letter, Identifying how acquisition is excluded from SAM 4819.32 Refer to SCM Vol. 3, Ch. 2, Section B, Topic 7 (2.B7.0) and Topic 6 (2.C6.2) "Sample" DMC Form: http://www.documents.dgs.ca.gov/pd/pestatus/DMC.doc	
Feasibility Study Report (FSR) with approval signatures and FSR number Project Approval Life Cycle – Stage 1 Business Analysis	For IT Projects - Submit FSR, documentation of scope, costs, benefits, schedules and methodologies. Refer to SCM Volume 3, Ch. 2, Section C, Topic 3.1 (2.C3.1) Refer to CTA letters** TL 12-1, TL 12-17 & TL 13-03 http://www.cio.ca.gov/Government/IT_Policy/TL.html NOTE: After July 1, 2015 FSRs are no longer utilized. Refer Department of Technology TL-14-07 dated 12 2014 – Project Approval Life Cycle, Stage 1 Business Analysis (S1BA) and Stage 2 Alternatives Analysis.	

IT PE & Contract 213- Preparation and Submission Checklist

The following checklist has been prepared to assist you in the preparation and submittal of your IT PE (Std. 66) requests, and Contracts (STD 213) to the Procurement Division (PD), One Time Acquisitions (OTA) unit. Please note, not all items listed are applicable to each purchase.

Item	Description	✓
GC 19130(b) Justification (STD 215 or equivalent) and proof of submittal to DPA (personal services only)	Refer to SCM Vol. 3, Ch. 2, Sec. B, Topic 4.3 (2.B4.3) Contracted Services http://www.documents.dgs.ca.gov/pd/delegations/pac041808.htm	
Bargaining Unit Notification (personal services contracts only)	Bargaining Unit Notification of proposed personal services contracts. GC 19130, 19132 and 11045, MM 14-01 http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM14_01.pdf	
Statewide Contract Exemption Form	Submit justification for purchasing outside the IT statewide contract. Refer to SCM Vol. 3, Ch. 6, Section D, Topic 1.9 (6.D1.9) http://www.documents.dgs.ca.gov/pd/pestatus/CSSI_Exemption_Form.pdf	
Statement of Work (SOW)	Submit written description of work to be performed in MS Word format . Refer to SCM Vol. 3, Ch. 2, Section B, Topic 5.1 (2.B5.1)	
Proprietary Letter or Sole Source letter	If applicable. Current letter on company letterhead from the manufacturer / supplier, addressed to State Agency, dated and signed.	
Price Quote	Manufacturer / Supplier's price quote.	
Prior Purchase Order or Agreement	Copy of prior PO or Agreement if request is for a renewal of services or like items.	
Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) Option Market Research	If \$5,000 - \$249,999.99 (if applicable). Refer to Government Code (GC) Section 14838.5 (a) and (b) Refer to SCM Vol. 3, Ch. 4, Section B, Topic 7	
Property Survey Report Form (Std.152)	Trade in of state property if applicable. Refer to SCM Vol. 3, Ch. 10, Topic 7	
Cost Worksheet	If applicable. For more than 10 line items.	
Telecommunication Goods and Services	Send all acquisitions for Telecommunication Goods and Services to the California Dept. of Technology for processing per PCC 12120.	