

IT CHECKLIST FOR PURCHASE ESTIMATE SUBMISSION

A fully completed and signed STD. 66

OCIO approval (e-mail and/or spreadsheet)

Mission Critical Approval Form

Internal IT Approval (Desktop Mobile Justification, etc.)

ITPP (\$100,000 and over and NEW project)

FSR, if applicable

Statement of Work (SOW)

Proprietary letter, if applicable

Vendor(s) Quote(s)

Small Business Market Research if \$5,000 up to \$250,000

Limit to Brand for GSPD-08-001 if applicable

Non-Competitive Bid (NCB) form GSPD-09-07 – if applicable

Property Survey Report – form Std. 152 for trade-in of State property – if applicable

Cost Worksheet for more than 10 line items – if applicable