

**INFORMATION TECHNOLOGY (IT) PURCHASE ESTIMATE (PE)
PREPARATION & SUBMISSION CHECKLIST**

The following check list has been prepared to assist you in the preparation and submittal of your IT Purchase Estimate (PE) (Std. 66) requests to the Procurement Division, One Time Acquisition unit.

Information Technology (IT) Purchase Estimate (PE) Preparation & Submission Checklist		✓
Purchase Estimate (Std. 66) *	Completed and signed.	
Mission Critical Approval w/signatures*	Must be signed (wet signature) by Agency Secretary or Director or authorized designee and submitted with PE.	
Internal IT Approval*	Desktop Mobile Computing Justification Form (DMC) or E-mail document showing internal IT approvals.	
CA Technology Agency Pre-Approval* (formerly OCIO).	IT Policy Letter (ITPL) #11-03, >\$1,000,000.	
Statement of Work* (SOW)	Written description of work to be performed.	
Prior Purchase Order	Copy of prior purchase order if request is for a renewal.	
Information Technology Procurement Plan* (ITPP)	For new projects over \$100,000.00. (Does not apply to renewal projects). Refer to SCM #3 – 2.C4.2.	
Price Quote	Manufacturer or Supplier price quote.	
Proprietary Letter or Sole Source letter	If Applicable - Current letter on company letterhead from manufacturer/supplier.	
Feasibility Study Report (FSR)	If Applicable - Documentation of scope, costs, benefits, schedules and methodologies of IT projects.	
Prior PO	If Applicable.	
Small Business Market Research	If \$5,000 - \$250,000.	
Limit to Brand form GSPD-08-001	If Applicable.	
Non-Competitively Bid (NCB) Form (# GSPD-09-007)	If Applicable.	
Property Survey Report Form (Std.152)	If Applicable.	
Cost Worksheet for more than 10 line items	If Applicable.	

***Required Item**