

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

Prior PO, if applicable

Vendor(s) Quote(s)

Small Business Market Research if \$5,000 up to \$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 for trade-in of State property – if applicable

Cost Worksheet for more than 10 line items – if applicable