

## SAM – INFORMATION TECHNOLOGY

### General Procurement Procedures Procurement of Goods and Services

#### ACQUISITION PLANNING (New 06/07)

5230.1

Elements of the Acquisition Planning stage include:

- Defining the program need
- Assessing operational needs
- Selecting the acquisition method
- Obtaining approvals

#### 1. Defining the Program Need

For all IT acquisitions, these steps shall be followed:

- Define the business need that solutions are to address.
- Determine whether the acquisition is justified.
- Verify that the goods and/or services to be acquired are IT.

Additional issues and requirements for defining the need are discussed in Chapter 1 of SCM Volume 3.

In planning a new IT system procurement the focus should be towards a “solution” approach so that the State may consider and select from a potential array of IT goods and/or services to meet the public policy and business needs of a State program, rather than specifying a particular product design.

#### 2. Assessing Operational Needs

In assessing operational needs, these steps shall be followed:

- Consider fiscal and budgetary issues.
- Assess the timeframe in which the acquisition must be completed and determine the schedule for delivery and/or implementation.
- Assess the impact on physical facilities.
- Consider the risks associated with the procurement and the goods and/or services to be acquired.
- Consider risk protection strategies that will both protect the State and encourage competition.
- Determine whether there are available sources of the goods and/or services to be acquired (including existing State sources and contracts), and whether there is competition in the marketplace.

Additional issues and requirements for defining the need are discussed in Chapter 1 of SCM Volume 3.

#### 3. Selecting the Acquisition Method

In selecting the acquisition method, these rules shall be followed:

- Use competitive means in all instances, unless the NCB process, emergency process, or an existing source is used in acquisitions of \$5,000 or more. Requirements are in Chapter 3 of SCM Volume 3.
- Assess whether the acquisition can be made through existing sources, such as Leveraged Procurement Agreements (See SAM 5291), community-based rehabilitation programs, interagency agreements, or State surplus. See Chapter 1 of SCM Volume 3 for additional information.

(Continued)

## **SAM – INFORMATION TECHNOLOGY**

### **General Procurement Procedures Procurement of Goods and Services**

(Continued)

#### **ACQUISITION PLANNING** (New 06/07)

**5230.1**

#### 4. Obtaining Approvals

For many IT acquisitions, it is necessary to obtain approvals before starting the procurement process. These approvals shall be obtained, as applicable, before releasing solicitation or purchase documents:

- Verify the authority to initiate the acquisition and to sign the resulting purchase document.
- Obtain and/or verify necessary approvals or delegated authority from the Department of Finance (DOF).
- If the acquisition involves telecommunications goods and/or services, verify necessary authority or approvals from the DGS Telecommunications Division (TD) or the Department of Technology Services (DTS), Statewide Telecommunications and Network Division (STND).
- If the acquisition is being conducted via the NCB process or requires DGS approval of an IT Procurement Plan (ITPP), verify there is an approved NCB request and/or ITPP prior to releasing solicitation or purchase documents.
- If the acquisition is being conducted using a Request for Proposals (RFP) solicitation document, prior to release the RFP must be reviewed by the DGS Office of Legal Services.

Further details on required approvals are contained in Chapter 1 of SCM Volume 3.