

IT PE / FI\$Cal Requisition / STD. 213 Agreement - Preparation and Submission Checklist

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

Item	Description	✓
Email from the Department of Technology (CDT) confirming purchase is not a Reportable Project	<p>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</p> <p>List of Agency Assigned Dept. of Technology Contacts: http://www.cta.ca.gov/Contact_Us/staff_assignments.html</p> <p>List of existing Reportable Projects: http://www.cta.ca.gov/Government/IT_Policy/IT_Projects/index.html</p>	
Purchase Estimate (Std. 66) (FI\$Cal Future Release, Exempt and Deferred agencies)	<p>Completed and signed. NOTE: Final product will be a Purchase Order</p>	
OR		
FI\$Cal Requisition (FI\$Cal transacting agencies)	<p>Submit via FI\$Cal system. Refer to procedures at: http://www.documents.dgs.ca.gov/pd/pestatus/Create%20a%20Requisition%20to%20submit%20to%20DGS%20OTA%207.26.16.pdf</p> <p>NOTE: Final product will be a Purchase Order</p>	
OR		
Agreement (STD 213) & (STD 215)	<p>Four (4) originals (wet ink) signed STD. 213s, One (1) original (wet ink) signed STD. 215 and one (1) copy. NOTE: Final product will be a STD. 213 Agreement</p>	
Mission Critical Certification w/signatures	<p>Must be signed 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)</p>	
Pre-Procurement Reviews and Approvals	<p>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</p>	
Agency's Approvals with Signatures from Secretary and Agency's Director	<p>For existing proprietary software above agency's purchasing authority Refer to: SCM Vol. 3 section 5.5.0. *Add signature block(s) and have them both sign the Mission Critical.</p>	
Certification of Compliance with Policies Pursuant SAM Sections 4819.41 and 4832 (Revised 1-2016)	<p>IT Procurements valued at \$100,000 or more and are in support of a development effort. Refer to SAM 4832 Refer to SCM Vol. 3, Ch. 2, Section C, Topic 6 (2.C6.1) – When certification is not required http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev433/chap4800/4832.pdf</p>	

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Internal IT Approval	<p>IT Procurements under \$100,000</p> <p>Provide documentation as to how the acquisition was authorized. Acceptable forms of documentation are:</p> <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 <p>Refer to SCM Vol. 3, Ch. 2, Section B, Topic 7 (2.B7.0) and Topic 6 (2.C6.2)</p> <p>“Sample” DMC Form: http://www.documents.dgs.ca.gov/pd/pestatus/DMC.doc</p>	
<p>Feasibility Study Report (FSR) with approval signatures and FSR number</p> <p style="text-align: center;">OR</p> <p>Project Approval Life Cycle – Stage 1 Business Analysis (S1BA)</p>	<p>For IT Projects - Submit FSR, documentation of scope, costs, benefits, schedules and methodologies.</p> <p>Refer to SCM Volume 3, Ch. 2, Section C, Topic 3.1 (2.C3.1)</p> <p>Refer to CTA letters** TL 12-1, TL 12-17 & TL 13-03</p> <p>http://www.cio.ca.gov/Government/IT_Policy/TL.html</p> <p>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.</p>	
GC 19130 Justification (STD 215 or equivalent) and proof of submittal to DPA (personal services only)	<p>Refer to SCM Vol. 3, Ch. 2, Sec. B, Topic 4.3 (2.B4.3) Contracted Services</p> <p>http://www.documents.dgs.ca.gov/pd/delegations/pac041808.htm</p>	
Bargaining Unit Notification (personal services contracts only)	<p>Bargaining Unit Notification of proposed personal services contracts.</p> <p>GC 19132(b)(1), MM 14-01 or refer to STD. 215 (rev. 1-2014)</p> <p>http://www.documents.dgs.ca.gov/osp/sam/memos/MM14_01.pdf</p>	
Statewide Contract Exemption Form	<p>Submit justification for purchasing outside the IT statewide contract.</p> <p>Refer to SCM Vol. 3, Ch. 6, Section D, Topic 1.9 (6.D1.9)</p> <p>http://www.documents.dgs.ca.gov/pd/pestatus/CSSI_Exemption_Form.pdf</p>	
Statement of Work (SOW)	<p>Submit written description of work to be performed in MS Word format.</p> <p>Refer to SCM Vol. 3, Ch. 2, Section B, Topic 5.1 (2.B5.1)</p>	
Proprietary Letter or Sole Source letter	<p>If applicable. Current letter on company letterhead from the manufacturer / supplier, addressed to State Agency, dated and signed.</p>	
Price Quote	<p>Manufacturer / Supplier’s price quote.</p>	
Prior Purchase Order or Agreement	<p>Copy of prior PO or Agreement if request is for a renewal of services or like items.</p>	
Small Business (SB) or Disabled Veteran Business Enterprise (DVBE) Option Market Research	<p>If \$5,000 - \$249,999.99 (if applicable).</p> <p>Refer to Government Code (GC) Section 14838.5 (a) and (b)</p> <p>Refer to SCM Vol. 3, Ch. 4, Section B, Topic 7</p>	
Property Survey Report Form (Std.152)	<p>Trade in of state property if applicable.</p> <p>Refer to SCM Vol. 3, Ch. 10, Topic 7</p>	
Cost Worksheet	<p>If applicable. For more than 10 line items. Submit in MS Word or Excel format</p>	

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Telecommunication Goods and Services	Send all acquisitions for Telecommunication Goods and Services to the California Department of Technology (CDT), STPD, for processing per PCC 12120.	