The following checklist has been prepared to assist you in the preparation and submittal of your existing or new IT Proprietary Software requests to the Procurement Division, One Time Acquisitions (OTA) unit. Attach all applicable items to your request.

This checklist and additional tools are available on the OTA website: [http://www.dgs.ca.gov/pd/Programs/ontime.aspx](http://www.dgs.ca.gov/pd/Programs/ontime.aspx)

Please note, not all items listed are applicable to each purchase request.

<table>
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<tr>
<th>Item</th>
<th>Description</th>
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<tbody>
<tr>
<td>Purchase Estimate (FI$Cal Future Release, Exempt and Deferred (FRED) agencies)</td>
<td>Submit completed and signed PE and attachments to <a href="mailto:IAU@dgs.ca.gov">IAU@dgs.ca.gov</a> or mail to: DGS/Procurement Division Intake &amp; Analysis Unit, Attn: One Time Acquisitions Unit 707 3rd Street, 2nd Floor West Sacramento, CA 95605  NOTE: Final product will be a Purchase Order (PO)</td>
</tr>
<tr>
<td>OR</td>
<td>Submit four (4) signed (wet ink) STD. 213s, one (1) signed (wet ink) STD. 215 and one (1) STD. 215 copy. Mail to: DGS/Procurement Division Intake &amp; Analysis Unit, Attn: One Time Acquisitions Unit 707 3rd Street, 2nd Floor West Sacramento, CA 95605  NOTE: Final product will be a STD. 213 Agreement</td>
</tr>
<tr>
<td>Standard Agreement (STD 213) &amp; Agreement Summary (STD 215)</td>
<td>Provide documentation as to how the acquisition was authorized. Acceptable forms of documentation are:  • Desktop and Mobile Computing Justification (DMCJ Form)  • Approved FSR Transmittal  • PIER approval letter, identifying how acquisition is excluded from SAM 4819.32  Refer to SCM Vol. 3, Ch. 2, Section C, Topic 6, (2.C6.2) and SCM-F, Ch. 2, Section E, Topic 5, 2.E5.2  For DMCJ Form: Refer to: SCM Vol. 3, Ch. 2, Section B, Topic 7 and SCM-F, Ch. 2, Section E, Topic 4</td>
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<tr>
<td>IT Procurements valued at $100,000 or more</td>
<td>In support of a development effort</td>
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</tbody>
</table>
| Certification of Compliance with Policies Pursuant SAM Sections 4819.41 and 4832 (if applicable) | Refer to: SAM 4832  
Refer to: SCM Vol. 3, Ch.2, Section C, Topic 6, (2.C6.1) or SCM-F, Ch.2, Section E, Topic 5 (2.E5.1) – When certification is not required                                                                                                                                                                                                                   |
| Proprietary Letter or Sole Source letter                             | Current letter on company letterhead from the manufacturer / supplier, addressed to State Agency, dated and signed  
Refer to: SCM Vol. 3, Ch.5, Topic 5, (5.5.0, 5.5.1) and SCM-F, Ch.6, Topic 4, (6.4.0, 6.4.1)                                                                                                                                                                                                                                                                               |
| Statement of Work (SOW)                                              | A written description of IT Goods/Services to be acquired, submitted in Microsoft Word format  
Refer to: SCM Vol. 3, Ch.2, Section B, Topic 5, (2.B5.1) and SCM-F, Ch.2, Section B, Topic 8, (2.B8.1)                                                                                                                                                                                                                                                         |
| Cost Worksheet                                                      | Itemized list of IT Goods/Services to be acquired. Include line item(s) for additional years and/or optional years. Submit in Microsoft Word or Excel format                                                                                                                                                                                       |
| Prior PO or Agreement (if applicable)                                | Copy of prior PO or Agreement if request is for a renewal of services or like items                                                                                                                                                                                                                                                                                                                                                                                         |
| Feasibility Study Report (FSR) (if applicable)                       | For IT Projects - Submit with approval signatures and FSR number, documentation of scope, costs, benefits, schedules and methodologies  
Refer to: SCM Volume 3, Ch. 2, Section C, (2.C3.1) and SCM-F, Ch.2, Section E, Topic 2, (2.E2.0)  
Refer to: California Department of Technology (CDT) letters, TL 12-1, TL 12-17 & TL 13-03  
http://www.cio.ca.gov/Government/IT_Policy/TL.html  
NOTE: After July 1, 2015 FSRs are no longer utilized. Refer to Department of Technology TL-14-07 dated 12 2014 – Project Approval Life Cycle, Stage 1 Business Analysis (S1BA) and Stage 2 Alternatives Analysis.  

**OR**

**Project Approval Lifecycle –**  
Stage 1 Business Analysis (S1BA)  
Stage 2 Alternatives Analysis  
Stage 3 Procurement Analysis  
Stage 4 Solution Analysis (if applicable)
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| GC 19130 Justification (STD. 215 or equivalent) and proof of submittal to Department of Personnel Administration (DPA) (personal services contracts only) | Refer to: SCM Vol. 3, Ch. 2, Section B, Topic 4, (2.B4.3) and SCM-F, Ch.2, Section B, Topic 3, (2.B3.3)  
Refer to: Broadcast Bulletin, dated April 18, 2008  
http://www.documents.dgs.ca.gov/pd/delegations/pac041808.htm |
| Bargaining Unit Notification (STD. 215 or equivalent) (personal services contracts only) | Bargaining Unit Notification of proposed personal services contracts  
Refer to: GC 19132(b)(1)  
Refer to: STD. 215 (rev. 1-2014)  
Refer to: MM 14-01  
| Price Quote | Manufacturer / Supplier’s current price quote |
| Non-Competitively Bid (NCB) Justification (if new and >250K) | Agency Secretary and Department Director or next ranking official approval signatures  
Refer to: SCM Vol. 3, Ch. 5 and SCM-F, Ch. 6 |
| Note: Contact Dispute Resolution Unit (DRU) at PDNCB@dgs.ca.gov regarding any and all questions |
| Approval of Agency Secretary and Department Director (or next ranking official) | For new and existing proprietary software above agency’s purchasing authority  
Refer to: SCM Vol. 3, Ch.5, Topic 5, (5.5.0 – 5.5.1), SCM-F, Ch. 6, Topic 4 (6.4.0 – 6.4.1) |
| Email from the California Department of Technology (CDT) confirming purchase is not a Reportable Project | To confirm that your request is not part of/or a reportable project, submit your request to the your agency’ Information Technology Project Oversight Division (ITPOD) contact  
List of Agency Assigned Contacts:  
http://www.cta.ca.gov/Contact_Us/staff_assignments.html  
Refer to: SAM 4819.37  
Refer to: BB P-10-13  
| Post-Implementation Evaluation Report (PIER) | A PIER is the final reporting requirement for a project. Once the PIER is approved, the project is officially complete and the system is considered a production system (application)  
Refer to: SCM Vol. 3, Ch.2, Section C, Topic 3, (2.C3.1) |
| Telecommunication Goods and Services | Send all acquisitions for Telecommunication Goods and Services to the California Department of Technology (CDT), Statewide Technology Procurement Division (STPD)  
Email: CIOtechnologyprocurements@state.ca.gov  
Refer to: PCC 12120 |