Information Technology (IT) Proprietary Software Request Preparation and Submission Checklist
Purchase Estimate (PE) STD. 66 / FI$Cal Requisition / Standard Agreement STD. 213

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/onetime.aspx

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

Item	Description	✓
Purchase Estimate (FI$Cal Future Release, Exempt and Deferred (FRED) agencies) **OR**	Submit completed and signed PE and attachments to IAU@dgs.ca.gov or mail to: **DGS/Procurement Division** **Intake & Analysis Unit, Attn: One Time Acquisitions Unit** **707 3rd Street, 2nd Floor** **West Sacramento, CA 95605** NOTE: Final product will be a Purchase Order (PO)	
FI$Cal Requisition (FI$Cal transacting agencies) **OR**	Submit via FI$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 NOTE: Final product will be a PO	
Standard Agreement (STD 213) & Agreement Summary (STD 215)	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 & 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	
IT Procurements under $100,000 Internal IT Approval	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	

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IT Procurements valued at $100,000 or more Certification of Compliance with Policies Pursuant SAM Sections 4819.41 and 4832 (if applicable)	In support of a development effort Refer to: SAM 4832 http://www.documents.dgs.ca.gov/sam/SamPrint/new/sam_master/rev433/chap4800/4832.pdf 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) **OR**	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	
Project Approval Lifecycle – Stage 1 Business Analysis (S1BA) Stage 2 Alternatives Analysis Stage 3 Procurement Analysis Stage 4 Solution Analysis (if applicable)	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. http://www.cio.ca.gov/Government/IT_Policy/SIMM_19/SIMM19.html	

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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 http://www.documents.dgs.ca.gov/osp/sam/mmemos/MM14_01.pdf	
Price Quote	Manufacturer / Supplier's current price quote	
Non-Competitively Bid (NCB) Justification (if new and >250K) **Note: Contact Dispute Resolution Unit (DRU) at PDNCB@dgs.ca.gov regarding any and all questions**	Agency Secretary and Department Director or next ranking official approval signatures Refer to: SCM Vol. 3, Ch. 5 and SCM-F, Ch. 6	
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 **OR**	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 http://www.documents.dgs.ca.gov/pd/delegations/pac091113_P-10-13.pdf	
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	