

INFORMATION TECHNOLOGY - PROPRIETARY SOFTWARE

The following check list has been prepared to assist you in the preparation and submittal of your IT Proprietary Software requests to the Procurement Division, One Time Acquisition unit.

IT Proprietary Software Submission Checklist		✓
Purchase Estimate (Std. 66)	Completed and signed.	
Mission Critical Statement	Must be signed by Agency Secretary or Director or authorized designee and submitted with PE.	
Desktop Mobile Computing Justification form (DMC)	Internal agency IT approval.	
Proprietary Letter	Current letter on company letterhead from manufacturer/supplier	
ITAP Approval from the California Technology Agency.	Letter approving the purchase from the California Technology Agency	
Statement of Work (SOW)	Written description of work to be performed.	
Prior Purchase Order	Copy of prior purchase order if request is for a renewal.	
Information Technology Procurement Plan (ITPP)	Formal documentation describing the overall strategy necessary to accomplish and manage an IT acquisition. For new projects over \$100,000.00	
Price Quote	Manufacturer or Supplier price quote	
Feasibility Study Report (FSR)	If Applicable. Documentation of scope, costs, benefits, schedules and methodologies of IT projects.	