



TECHNOLOGY INVESTMENT PROCUREMENT REQUEST

The purpose of this document is to assist Procurement in processing Information Technology (IT) approved by the Investment Review Board for Technology Investments exceeding \$25,000.00.

This form to be attached to the IRB online submittal portal.

General Project Information: Complete the fields below with the required information

| | |
|----------------------|----------------|
| Department/Division: | |
| Title of Project: | |
| Sponsoring Official: | Email Address: |

Contract Term: Complete the table below with the required information

| | |
|-----------------------|----------------------------|
| Estimated Start Date: | Estimated Completion Date: |
| Initial Term Length: | |
| Number of Renewals: | Length of Each Renewal: |

Contract Cost: Enter the estimated cost of the initial term and of each renewal term

| | |
|--|--|
| Estimated Value on Initial Term: | Estimated Total Budget: |
| Estimated Value of Each Renewal: | Funding Source: <input type="checkbox"/> State <input type="checkbox"/> Federal <input type="checkbox"/> Other |
| Type of Service Required: <input type="checkbox"/> COTS <input type="checkbox"/> New Development <input type="checkbox"/> Services Only <input type="checkbox"/> Other | |

Procurement Methodology: Select the method of procurement to be used for this purchase.

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|---|--------------------------|
| Informal Request for Proposal (IRFP) (Under \$100,000.00) | <input type="checkbox"/> |
| Request for Quotations (RFQ) (Under \$100,000.00) | <input type="checkbox"/> |
| Request for Proposal (RFP) (Over \$100,000.00) | <input type="checkbox"/> |
| Invitation to Bid (ITB) (Over \$100,000.00) | <input type="checkbox"/> |
| Direct Award off Existing Contract (Quote Required by IRB) | <input type="checkbox"/> |
| If Direct Award, Enter Vendor Name and Contract Number: | |
| Alternate Procurement (Single Source) (Quote Required by IRB) | <input type="checkbox"/> |
| Alternate Procurement (Limited Competition) | <input type="checkbox"/> |
| Alternate Procurement (Innovative) | <input type="checkbox"/> |
| Alternate Procurement (Unanticipated Amendment) (Quote Required by IRB) | <input type="checkbox"/> |
| If Single Source or Unanticipated Amendment, Enter Vendor Name: | |

Scope of Work: Enter the scope of work to be performed under the intended contract. This should include sufficient detail to allow the IRB to understand the proposed solution, consider duplication of services, and review potential security issues.

Deliverables: Enter the deliverables the state expects to receive under the intended contract. This should describe what the state will receive and how it addresses the Business Problem or Need.