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| **SEND TO:** | OIT Procurement Coordinator  [oitprocurement@oit.nj.gov](mailto:oitprocurement@oit.nj.gov)  Phone: (609) 777-3773 | Program Management Office  300 River View Plaza, 1st Floor  PO Box 212, Trenton, NJ 08625-0212 |

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| **TODAY’S DATE** |  | **PHONE:** |
| **FROM** |  | |
| **AGENCY** |  | |
| **DIVISION** |  | |
| **ADDRESS** |  | |

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| ***Submit all related purchases as one package, whenever possible, and list all items below:*** | | | | | | |
| **Procurement #**  (PO, Waiver, Requisition #) | **Amount** | | | **Contract #** | **Vendor** | |
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| **Total Amount** | **$ 0.00** | | |  |  | |
| Is this a resubmission of a previous procurement request?  Yes  No  Provide previous procurement # and explain resubmission: | | | | | | |
| **Questions** | | **Who to Contact** | | | | **Phone / *FAX*** |
| Who may OIT contact for purchasing issues / questions? | |  | | | | Phone:  *FAX:* |
| Who may OIT contact for technical issues / questions? | |  | | | | Phone:  *FAX:* |
| **Funding Sources:**  Federal Match      %  Federal Grant      %  State      % | | | Dedicated Fund or State Grant  Fees  Other (Explain) | | | |
| **Funding Deadline Date:**  (If this box is checked you must provide an explanation as to why) | | | | | | |

**Note: All procurements of Records Management/Storage Systems/Services require approval with this package. If this is not included, your procurement package will be returned without approval.**

**See Circular Letter** [**10-02-OMB**](http://www.state.nj.us/infobank/circular/cir1002b.pdf) **for additional information.**

Every question on this form must be answered or request will be returned to sender

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| **PROCUREMENT INFORMATION** |
| 1. Select what is being purchased:  |  |  |  |  | | --- | --- | --- | --- | | ***HARDWARE (HW)*** | ***SOFTWARE (SW)*** | ***SERVICES*** | | | HW Maintenance Renewal | SW Maintenance Renewal | | Professional Services:  New  Extension | | | | HW Upgrade | SW Upgrade | | | HW Replacement | SW Replacement | | Training | | | | New Hardware | SW Services | | Other: | | | | HW Services | New/Additional Software License | | | | | |  | SaaS / Hosted |  | | | |  | Subscription:  New  Renewal | | | |  1. Describe in detail what is being purchased (spell out acronyms).      1. Describe the business need that is being addressed and include the consequences of not approving this request.      1. Describe any alternatives and/or options that were available instead of the item being purchased. (Include an explanation for not choosing them)      1. If this procurement supports State, Affinity Group, or Departmental goals of integration, consolidation, or standardization, check which one(s) and explain how:   State  Affinity Group  Department  Explain how:   1. Are there any Technical Information & Requirements (System Platform/App/Database):   No  Yes, identify: |

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| **DATA CENTER IMPACT** |
| *Some purchases may have an impact at an OIT or Agency Site Computer Room.* |
| **7a**. Does this purchase involve hardware / equipment that will be installed at an OIT site?  No  Yes, select the proposed OIT location(s) below.  HUB  River Road Data Center *(Building 15)*  OARS @ Hamilton - *OIT Availability and Recovery Site (OARS)*  **7b**. Does this purchase involve hardware/equipment that will be installed at an Agency Site?  No  Yes, identify the proposed location(s) (including central computer room, remote location, etc.): |
| **OTHER** |
| * 1. Executive Order #125 requires purchases using funds from the Federal Disaster Relief Appropriations Act, 2013, P.L.113-2 (Federal Hurricane Sandy Funds) to be in compliance with the directives found here <http://nj.gov/infobank/circular/eocc125.pdf>. Does this purchase use Hurricane Sandy funding?   No  Yes |

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| **ALIGN PROCUREMENT TO IT TACTICAL PLANS** |
| * 1. **Tactical Plan Tracking #:** |
| * 1. **Tactical Plan Project Name:** |
| * 1. **Select only one** of the four main categories (***a, b, c or d***) and any applicable sub categories that further explains how this procurement aligns to the tactical plan noted above.  1. **Maintenance –** Check maintenance type  |  |  | | --- | --- | | Renewal of maintenance licenses for hardware and/or software | Equipment for new staff | | Hardwareand/or software upgrades to maintain current operations (*not replacement*) | New office or office relocation | | IT Training necessary to maintain existing systems | Compliance with licensing agreements (license true-up) | | Other services (i.e., consulting) to maintain existing systems | Other, explain: |  1. **Refresh –** Check refresh alignment type   Replacement of equipment *(hardware/server)* that has reached end of life & no longer supported (***only hardware not software***)  Reached the Agency’s scheduled Refresh cycle – Equipment in the Refresh cycle includes: *computers, printers, servers, projectors, scanners, network and infrastructure equipment, telephony equipment, etc.* (***only hardware not software*)**  Provide a statement if any additional Refresh plans:   1. **Existing Project -** If purchase is for an existing project explain how it aligns to the existing Tactical Plan project noted in #10. 2. **New Project -** If purchase is for a new project, provide a revised **Tactical Planning Part 1** (*spreadsheet*) and **Project Status Worksheet** to [OIT.workrequest@oit.nj.gov](mailto:OIT.workrequest@oit.nj.gov) and answer questions under Project Information below. |
| **PROJECT INFORMATION** |
| * 1. Is this procurement being made in support of a **NEW** project?  Yes  No  1. If Yes, describe: 2. What is the estimated start date of this project? 3. Has this project been scheduled for or been through a **B**usiness **C**ase **R**eview meeting?   Yes, what is the date of the **BCR** meeting:  No, if no why not? |

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| **ALLOWABLE PROCUREMENT JUSTIFICATIONS CIRCULAR 16-05 OMB/DPP/OIT** |
| **Executive Order #42 implemented a Moratorium on Procurements of Information Technology (IT) hardware, software and related services and Circular** [**16-05-OMB/DPP/OIT**](http://www.state.nj.us/infobank/circular/cir1213.pdf)**, developed by OIT, DPP and OMB, provides allowable procurement justifications.**  **Completion of the following is required. Be as accurate and detailed as possible in describing the nature of the procurement. This information may be shared with OMB.** ALLOWABLE PROCUREMENT JUSTIFICATIONS:  * 1. Please check below which of the provisions of **Circular** [**16-05-OMB/DPP/OIT**](http://www.state.nj.us/infobank/circular/cir1213.pdf)apply and provide an explanation.  1. Use of dedicated or non-State funding   Identify the funding source:   1. Can this funding source be used to reduce State costs in some way? Yes  No  1. Discontinuance of ongoing project resulting in a loss of investment or increase in future cost  1. Federal Mandate or State Law or Court Order 2. Equipment, software or network failures affecting critical business functions 3. The hardware, software and/or services being sought is (are) mission critical 4. Request is for continuation maintenance on critical hardware or software 5. Other (explain): 6. Further clarifying information:   **NOTE:** Purchases utilizing exclusively federal funds must include a federal certification form as part of the review package. |
| **AGENCY AUTHORIZATION** |
| I certify that this purchase is compliant with the requirements set forth in this form and conforms to current State contract and purchasing rules and regulations.  Agency IT Director or Designee Print Name:  Agency IT Director or Designee Signature:  Date: |