The following documents are required before OTA can execute a purchase:

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| **ALL Purchase Requests must include the following:** |
| * Deadline/Timeline
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| * Desired Start Date
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| * Draft Cost Worksheet
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| * Administrative Requirements
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| * Prior Purchase Documents (if applicable)
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| * List of potential bidders/suppliers (if known)
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| **PURCHASE TYPE** | **IT SERVICES** | **IT GOODS/SERVICES** | **NON-IT GOODS** |
| **All Purchases** | * Exhibit A - Statement of Work
* Exhibit B – Budget Detail and Payment Provisions
* Other Department Specific Exhibits
* GC 19130 Justification (Last page of STD215)
* [SIMM 71B](https://cdt.ca.gov/policy/simm/)
* GenAI purchases - SIMM5305-F GenAI Risk Assessment CDT Approval Letter
 | * Statement of Work
* Speciﬁcations
* GC 19130 Justification (Last page of STD215) (if services included)
* [SIMM 71B](https://cdt.ca.gov/policy/simm/) (*IT ONLY*)
* GenAI purchases - SIMM5305-F GenAI Risk Assessment CDT Approval Letter (*IT ONLY*)
 | * Speciﬁcations
 |
| **Formal Competitive** | * STD816 DVBE Exemption (if applicable)
* Bid/Proposal Evaluation Panel Members (if applicable)
* Bidder Minimum Qualifications, Technical Requirements, Scoring Criteria (if applicable), etc.
 |
| **SB/DVBE Option** | * Identified vendor list (if applicable) (Either SB ***OR*** DVBE)
* Bidder Minimum Qualifications, Technical Requirements, Scoring Criteria (if applicable), etc.
 |
| **Interagency Agreement (IAA)** | * Completed *Unsigned* STD213/STD215 and applicable contract/purchase attachments (Exhibits, support documents)
 |
| **University Agreement** | * Complete *Unsigned* University Model Agreement Template (STD213 and all attachments). Complete *Unsigned* STD215.
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| **PROPRIETARY SOFTWARE (IT GOODS)** |
| New/Existing Proprietary Software up to $1M | * NCB Justification
* IT-PAC Approval (memorandum or Fi$Cal approval ﬂow)
* A signed letter, dated within the last 12 months, from the software publisher/manufacturer stating that the software and/or subsequent maintenance being acquired is not available through any other source
* Documentation to support reasonable pricing
 |
| New/Existing Proprietary Software$1M and over | * NCB Justification approved by DGS/NCB Unit
* IT-PAC Approval (memorandum or Fi$Cal approval ﬂow)
* A signed letter, dated within the last 12 months, from the software publisher/manufacturer stating that the software and/or subsequent maintenance being acquired is not available through any other source
* Documentation to support reasonable pricing
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| **NON-COMPETITIVE BID, LIMITED TO BRAND, SPECIAL CATEGORY REQUEST** |
| NCB  | * NCB Justification approved by DGS/NCB Unit
* [STD 821](https://www.dgs.ca.gov/PD/Forms)
* Administrative Compliance Forms/Documents, e.g., Civil Rights Certiﬁcation, Iran Contracting Act, Payee Data Record, etc.
 |
| LTB | * Approved GSPD-08-001 LTB or Trade Name Statement
 |
| SCR | * Special Category Request Approval via DGS/NCB Unit
* [STD 821](https://www.dgs.ca.gov/PD/Forms)
* Administrative Compliance Forms/Documents, e.g., Civil Rights Certiﬁcation, Iran Contracting Act, Payee Data Record, etc.
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| **OTHER IT GOODS PURCHASES** |
| Commercial Off the Shelf (COTS) software/Software as a Service (SaaS) | [SIMM 22B](https://cdt.ca.gov/policy/simm/) |
| Infrastructure as a Service (IaaS) and Platform as a Service (PaaS) | [SIMM 18C](https://cdt.ca.gov/policy/simm/) |

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| **LEVERAGED PROCUREMENT AGREEMENTS (LPA)** |
| All LPA Purchases | * Assessment Plan (if applicable)
* Assessment documents if applicable e.g., minimum qualifications, desirable qualifications, technical response, etc.
* If using CMAS or SLP, at least ﬁve potential suppliers, with contact information. Include SB/DVBE suppliers if possible.
* If using a Master Agreement and the User Instructions require multiple offers, at least ﬁve potential suppliers, with contact information. Include SB/DVBE if available.
 |
| LPA Personal Services | * GC 19130 Justiﬁcation – Last page of STD215, signed
 |
| Not using Mandatory LPA (Statewide Contract, Master Agreement) | * Justification Form [(FORM CMU 12-01)](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Request-Statewide-Contract-Exemption-for-State-Agencies?search=PIA%20exemption) [Contract administrator approval](https://www.dgs.ca.gov/PD/Services/Page-Content/Procurement-Division-Services-List-Folder/Request-Statewide-Contract-Exemption-for-State-Agencies?search=PIA%20exemption)
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| **OTHER NON-IT GOODS** |
| Vehicles | * OFAM approval – memorandum or Fi$Cal approval ﬂow
* FAP number
 |
| Printing Services | * [Approved Printing Services Exemption Request (PSER)](https://www.dgs.ca.gov/OSP/Resources/PSER-Inst-Page?search=pser)
 |
| Printing equipment over $50K | * [Approved Printing Equipment Acquisition Request (PEAR)](https://www.dgs.ca.gov/OSP/Resources/PEAR-Inst-Page?search=pser)
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| Not using CalPIA item | * [CalPIA approved exemption](https://www.calpia.ca.gov/products-services/customer-support/exemption-process/)
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