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

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| **ALL Purchase Requests must include the following:** |
| * Deadline/Timeline |
| * Desired Start Date |
| * Draft Cost Worksheet |
| * Administrative Requirements |
| * Prior Purchase Documents (if applicable) |
| * 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) |
| Not using CalPIA item | * [CalPIA approved exemption](https://www.calpia.ca.gov/products-services/customer-support/exemption-process/) |