

NEW CONTRACT REQUEST FORM

For use by State departments requesting the development of a new commodity/service contract.

This form consists of four (4) pages including the Requested Line Item Worksheet (Form CMU 09-04a). All information must be provided and all questions must be answered. Responses should be thorough or this request may be returned for more information. Attach additional sheets or supporting documentation as necessary.

PART I: Requestor Information			
Department:			
Division/Section:			
Requestor Name:			
Telephone Number:		Facsimile Number:	
Email Address:			
Procurement Role:	<input type="checkbox"/> Procurement & Contracting Officer (PCO) <input type="checkbox"/> Procurement Staff <input type="checkbox"/> Purchasing Authority Contact (PAC) <input type="checkbox"/> Department End User <input type="checkbox"/> Other; please explain		
PART II: Commodity/Service Information			
Brief Description of Commodity/Service: (e.g., Ballistic Body Armor and police equipment accessories)			
Projected Annual Usage (\$ value):		Preferred Term (in years):	
NARRATIVE QUESTIONS:			
1. Describe the reason for requesting a contract for this commodity/service.			

2. Describe any restrictions or constraints to purchasing this commodity/service. (e.g., limited to brand, sole source, time constraints etc.)
3. List all known suppliers that can provide this commodity/service. (Include names, addresses, and contact information; Attach additional sheets as necessary)
4. Are there any limitations that prevent the requested commodity/service from being a mandatory contract? (If yes, identify limitations including regulations, department restrictions, etc.)
5. Provide name and contact information (telephone and email address) of a department Subject Matter Expert (SME) for additional questions and follow-up.
6. Describe any other significant factors that may affect this project.

PART III: Documentation

Provide the following documents as part of the request documentation:

- Completed **New Contract Request Form (CMU 09-04)** with all applicable information
- Completed **Requested Line Item Worksheet (CMU 09-04a)** in MS Excel format and hard copy identifying all desired line items with the following information as applicable:
 - Line Item Descriptions
 - Unit of Measure (e.g., Case, Box, Each)
 - Quantity in Unit of Measure (e.g., 20 each/per box), if applicable
 - Manufacturer Part Number
 - Supplier Stock Keeping Unit (SKU) Number
 - Historical Usage for last 12 months (including Quantity, Unit Prices and Extended Prices), if available
 - Projected Usage (including Quantity, Unit Prices and Extended Prices)
- Any department service level requirements, technical specifications or reference brands/models information
- Copies of historical transactions (i.e. previous purchase documents)

PART IV: Required Approvals

This form requires approval by the highest ranking Department executive officer or designee, prior to submitting to DGS-PD. The typed name and signature must match. The highest ranking officer may designate one person to sign on his/her behalf subject to DGS-PD approval.

Name/Title (typed):			
Signature:		Date:	

PART V: DGS-PD Review (For DGS Procurement Division Use Only)

Analyst Name:		Date Received:	
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Comments/Notes:

SUBMITTAL INSTRUCTIONS:

Return the completed request documents via email, facsimile or U.S. Mail to:

DGS - Procurement Division
Intake and Analysis Unit
Attn: IAU Supervisor
707 3rd Street, 2nd Floor, MS 201
West Sacramento, CA 95605
Facsimile: (916) 375-4613
Email: IAU@dgs.ca.gov

QUESTIONS:

Questions regarding request process or the required forms should be directed to the Intake and Analysis Unit personnel at IAU@dgs.ca.gov.