



**Department of General Services
Procurement Division**

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Broadcast Date: March 7, 2014

Bulletin #: P-03-14

**TO: Purchasing Authority Contacts (PACs)
Procurement and Contracting Officers (PCOs)**

**RE: Outline of Steps for Development of the State's Terms and Conditions for
Cloud Information Technology Contracts**

The purpose of this Broadcast Bulletin is to outline the steps in the development of the State's Terms and Conditions for Cloud Information Technology Contracts.

- March 5 Publish a Broadcast Bulletin with the State's draft Terms and Conditions for Cloud Information Contracts. Invite State procurement officials (only) to comment on the draft and participate in a forum at DGS.
- March 14 Comments from State procurement officials due.
- March 20 Forum held in the DGS Boardroom from 8:30 AM to 12:00 PM where State procurement officials discuss the draft Terms and Conditions; including all received comments.
- April 2 Publish a Broadcast Bulletin with revised draft of Terms and Conditions. Invite supplier community to comment on the draft and to participate in a forum at DGS.
- April 14 Comments from supplier community due.
- April 18 Forum held in the DGS auditorium from 8:30 AM to 4:00 PM where the supplier community discusses the draft Terms and Conditions; including all received comments.
- April 30 Publish the State's Terms and Conditions for Cloud Information Technology Contracts or, if needed, schedule additional meetings.

For questions regarding this notification, please contact:

The Office of Policies, Procedures and Legislation

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