




Date: August 10, 2009

To: Department Accounting and Procurement staff

From: Christine Martin, Chief of Staff, Department of Technology 

Re: Information Technology Procurement Process – New Document Type

MEMORANDUM

In January 2009, the Mayor directed the City Chief Information Officer (CIO) to review all technology procurement requests in order to identify technology consolidation and standardization opportunities that will save the City funding and to implement the initiatives detailed in Executive Directive 08-01. That directive went out to all City departments and agencies.

To streamline the current review process, a new procurement document type has been created in FAMIS-Purchasing (ADPICS) for use by all departments and agencies when submitting all information technology requisitions beginning August 15, 2009. The CIO technology procurement review will now occur in advance of the purchasing review by the Office of Contracts Administration. The new document type is "RT" to be used in place of the "RQ" document type. Please code "RT" in the DOC TYPE field on screen PCHL2100 Requisition Header Screen. Only individuals authorized to submit requisitions will be able to create the RT type requisitions. This will direct the requisition to the City CIO for review and approval at the TIS02-300 level. Information technology requests submitted on other document types will be returned by the Office of Contracts Administration to your department for correct coding that can result in further delays.

All supporting documentation should be sent directly to "CIO Procurement Review" through interoffice mail to the Department of Technology, by fax at (415) 581-3908, or by email to cio.review@sfgov.org with the requisition number in the subject line. The City CIO, or designee, will review all requests on a regular basis to identify if any efficiencies and economies that could otherwise be achieved and to ensure that any established technology policies and standards have been met. The City CIO will make every effort to review procurement requests within ten business days. However, requests may be held longer in order to determine whether there are more economical vehicles to purchase the items.

Urgent requests or appeals should be emailed to cio.appeal@sfgov.org. Once the City CIO approves the requisition, the CIO will forward all supporting documentation to the Office of Contract Administration for their review.



In addition, if your request is for Professional Services through the Technology Store, you should submit the Local 21 webform at the same times as you submit your procurement for City CIO review. The Local 21 webform can be found at http://www.ifpte21.org/sfitchapter/psc_info_request.shtml.

The City CIO, through the Committee on Information Technology (COIT), will hold quarterly meetings to discuss this process. If you have concerns or feedback regarding this process, please coordinate through your departmental Chief Financial Officer.

If you have any questions, please contact me at (415) 581-4097 or send an email to cio.review@sfgov.org.