

## Technology Marketplace Requirements Checklist

### Commodity Purchases under \$10,000

- Competitive quotes are **NOT** required, but are encouraged. Please submit your requisition supported by at least one Technology Marketplace product or maintenance quote, to DT CIO for review. Attach the quote to the requisition header in PeopleSoft.
- After DT CIO review, OCA will review and issue a Purchase Order based on the requisition.

### Commodity Purchases between \$10,000 and \$110,000

- Please submit your requisition supported by at least three (3) Technology Marketplace product or maintenance quotes, to DT CIO for review. Create your requisition based on the lowest quote received, and attach all quotes received to the requisition header in PeopleSoft. If you cannot secure 3 quotes, please attach evidence to the requisition header that you have asked 3 vendors to provide quotes.
- After DT CIO review, OCA will review and issue a Purchase Order based on the requisition.

### Commodity Purchases over \$110,000

- Please submit your requisition supported by at least one Technology Marketplace product or maintenance quote or Manufacturers product/maintenance quote, to DT CIO for review.
- After DT CIO review, OCA will bid your requirements amongst the appropriate Tier suppliers within PeopleSoft.

### Professional Services Requests under \$10,000

- Local 21 review is required. Use the link below to access the Local 21 submission form.  
<http://www.ifpte21.org/content/information-request-personal-services>
- Competitive quotes are **NOT** required, but are encouraged. Please submit your requisition supported by at least one Technology Marketplace quote, to DT CIO for review. Attach the quote to the requisition header in PeopleSoft, along with a detailed Statement of Work and evidence of project submission to Local 21.
- OCA will convert the requisition to a Purchase Order if all supporting documents are in order.

### Professional Services Requests between \$10,000 and \$110,000

- Local 21 review is required. Use the link below to access the Local 21 submission form.  
<http://www.ifpte21.org/content/information-request-personal-services>
- Please submit your requisition supported by at least three (3) Technology Marketplace quotes, to DT CIO for review. Create your requisition based on the lowest or best value quote received, and attach all quotes received to the requisition header in PeopleSoft. Additional items to be attached to the header include the Statement of Work or RFP sent to vendors, a bid evaluation summary, and evidence of project submission to Local 21. If you cannot secure 3 quotes, please attach evidence to the requisition header that you have at least asked 3 Marketplace vendors to provide quotes.
- OCA will convert the requisition to a Purchase Order if all supporting documents are in order.

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- Please submit your requisition supported by at least three (3) Technology Marketplace quotes, to DT CIO for review. Create your requisition based on the lowest or best value quote received, and attach all quotes received to the requisition header in PeopleSoft. Additional items to be attached to the header include:
  - the Statement of Work or RFP sent to vendors,
  - a bid evaluation summary,
  - evidence of project submission to Local 21,
  - HRC Forms 2A and 2B approved by CMD (For CMD approval please submit Forms 2A and 2B to: [Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org) )

If you cannot secure 3 quotes, please attach evidence to the requisition header that you have asked 3 Marketplace vendors to provide quotes.

- OCA will convert the requisition to a Purchase Order if all supporting documents are in order.

### Services Requests Outside of the Technology Marketplace

- Expedited PSC approval from DHR will be required for services below \$100K in value
- PSC approval from the Civil Service Commission will be required for services greater than \$100K in value
- Insurance is required. Please provide the vendor's certificate of liability insurance with the additional insured endorsements to the general liability and the automobile liability insurance.
- Please provide the vendor's detailed Statement of Work for this request.
- Services procurements valued at and above the Minimum Competitive Amount of \$110,000 are considered formal and require CMD review and approval.

### Sole Source Transactions over \$10,000

- Please submit a hardcopy OCA sole source waiver with a signed departmental justification memo and a copy of the pricing proposal attached.

**\*NOTE: OCA reserves the option to conduct additional solicitations, were deemed necessary, to ensure validity of departmental solicitations.**

## Technology Marketplace Requirements Checklist

**OCA is requesting that all IT purchases be coded using one of the nine codes documented below. These codes should be entered into the Category Code data field for all requisition line items.**

### Codes for purchases related to desk top and laptop computers

| Category   | NIGP Code    |          |
|--|--------------|----------|
| COMPUTER HARDWARE AND PERIPHERALS FOR MICROCOMPUTERS<br><i>Covers items such as PCs, cables, hard drives, motherboards, mice, joysticks, printers, keyboards, monitors and scanners.</i> | <b>20400</b> | Product  |
| COMPUTER ACCESSORIES AND SUPPLIES<br><i>Covers items such as batteries, cleaners, dust covers, compact disks and projection devices.</i>   | <b>20700</b> | Product  |
| COMPUTER SOFTWARE FOR MICROCOMPUTERS (PREPROGRAMMED)<br><i>Covers application software licenses for desktop computers, including for email.</i>  | <b>20800</b> | Product  |
| EQUIPMENT MAINTENANCE AND REPAIR SERVICES FOR COMPUTERS<br><i>Covers repair and maintenance services for computers, audio visual equipment, office and telephone equipment.</i>          | <b>93900</b> | Services |

### Codes for purchases related to telecommunications and media

| Category  | NIGP Code    |          |
|---|--------------|----------|
| RADIO COMMUNICATION, TELEPHONE, AND TELECOM QUIPMENT<br><i>Covers items such as AM/FM transmitters, amplifiers, antennas, batteries, encoders and decoders, fiber optic cable, phone systems, phone cards, switchboards and telemetry equipment.</i>            | <b>72500</b> | Product  |
| COMMUNICATIONS AND MEDIA RELATED SERVICES<br><i>Covers items related to internet connectivity, electronic information and mailing services, media clippings, phone and cellular services, design services for the web, and citizen warning system services.</i> | <b>91500</b> | Services |

### Codes for major SAAS applications, enterprise wide purchases, servers & mainframes

| Category   | NIGP Code    |          |
|--|--------------|----------|
| COMPUTER HARDWARE AND PERIPHERALS FOR MINI AND MAIN FRAME COMPUTERS<br><i>Covers items such as terminals, chips, control units, drives, network components, power supplies and mainframe printers.</i>   | <b>20600</b> | Product  |
| COMPUTER SOFTWARE FOR MINI AND MAINFRAME COMPUTERS<br><i>Covers all types of application software licenses for mainframe and server computers, including for email. Covers SAAS applications.</i>  | <b>20900</b> | Product  |
| DATA PROCESSING, COMPUTER, PROGRAMMING, SOFTWARE SERVICE<br><i>Covers a range of items, including: assessment and profiling services of software, data entry services, data recovery services, data conversion services, image processing and conversion services, software maintenance and support, software updating services, storage services, and system implementation services.</i> | <b>92000</b> | Services |