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Roy Cooper

*Governor*

James A. Weaver

*Secretary of Information Technology*

*State Chief Information Officer*

**Statewide IT Procurement Checklist for Agencies**

The following is a list of actions that State Agencies\* must complete BEFORE submitting an IT request to the Statewide IT Procurement Office. Please include a completed copy of this checklist when submitting your solicitation documents.

*\* Community Colleges do not need to obtain the EPMO Project, Hosting or Security (ESRMO) approvals identified in these checklists.*

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| **Checklist Items** |
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| **Step** |  | **Completed** |
| 1 | **STATEWIDE IT TERM CONTRACTS**Are the Goods and/or Services you are procuring available under an existing [Statewide Term Contract (STC)](https://it.nc.gov/resources/statewide-it-procurement/statewide-it-contracts%29)? If Yes, follow STC webpage instructions for ordering.If No, go to Step 2. |[ ]
| 2 | **DESIGNATED EMPO PROJECTS**Has your procurement has been designated an IT Project by the DIT Enterprise Project Management Office ([DIT EPMO](https://files.nc.gov/dit/documents/files/What-is-an-IT-Project.pdf)), under SB991?Has this been designated a Project? [ ]  No [ ]  YesIf Yes, please provide the following approvals and submit them with your solicitation:1. Written documentation from DIT EPMO that the Project has been approved and is entered in the Touchdown System, AND
2. Name of the Project in the Touchdown System, AND

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_1. Written documentation from DIT Enterprise Architecture (EA) that they have reviewed and approved your solicitation document.
2. Go to Step 3.

If No, go to Step 3. |[ ]
| 3 | **HOSTING**Per § 143B-1365, all State agencies shall use the State infrastructure to host their projects, services, data, and applications. Will your procurement be hosted on the State’s Infrastructure? [ ]  No [ ]  YesIf Yes, go to Step 4.If No, or if you don’t know who will host until bids are received, then you must complete and submit a Hosting [Exception Form B](https://it.nc.gov/exception-resources) to: DIT.Exceptions@nc.gov. Provide the Exception Number assigned with your procurement documentation to Statewide IT Procurement. Then go to Step 4. |[ ]
| 4 | **SECURITY**Per the DIT Enterprise Security and Risk Management Office (ESRMO) all procurement requests must be reviewed and approved by ESRMO before the Statewide IT Procurement Office can start processing. Has your request been reviewed and approved by ESRMO? [ ]  No [ ]  YesIf Yes, please provide the written approval from DIT ESRMO. Then go to Step 5.If No, please send your request to: ESRMO.Security.Reviews@nc.gov for review and approval. Then go to Step 5. |[ ]
| 5 | **SUMMARY OF INFORMATION AND DOCUMENTS TO BE PROVIDED TO THE STATEWIDE IT PROCUREMENT OFFICE*** Name and Short Description of the Procurement Request
* Agency Approved Solicitation/Amendment (See Bid Checklists below)
* Agency Documentation (internal approvals, quotes, etc.)
* Original Statewide IT Procurement file/tracking number, if applicable
* Agency Legal Approvals or Reviews
* If a Procurement Exception, provide a completed Form A
* If a Project, provide DIT EPMO and DIT EA written approvals
* If there is a Hosting Exception, provide the Exception number received from the DIT Exceptions mailbox
* Security Approvals (plus any applicable security documentation)

Does your procurement request package include all of the above?If Yes, please see the appropriate checklist below that corresponds to your bid document request.If No, please contact the appropriate DIT Division for your documentation. |[ ]

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| **Checklist for RFP and IFB Submissions** | Answer |
|  | Yes | No |
| 1 | Is your request being submitted at least 120 days prior to the current contract expiration date or the desired effective date for the new contract (e.g., fiscal year, end of the calendar year)? |[ ] [ ]
| 2 | Have you provided Statewide IT Procurement with the Agency’s Purchasing Department Point of Contact with your submission?If the Agency’s Purchasing Department is NOT the main point of contact, please provide a POC, such as a business owner, end-user, or Agency Sponsor. |[ ] [ ]
| 3 | Did you use the most current solicitation document version?Please see the Statewide IT Procurement solicitation templates at <https://it.nc.gov/it-procurement-forms-and-templates> ). |[ ] [ ]
| 4 | Is your request for a specific brand or a specific vendor?If Yes, then you must complete and submit a Procurement [Exception Form A](https://it.nc.gov/exception-resources) and submit it with your documentation. On Form A, you will include your limited or waiver of competition justification of why the vendor or brand is the only qualifying provider/service/product (please refer to 9 NCAC 6B.0901 or contact Statewide IT Procurement if you need more guidance regarding this rationale). If No, then go to Step 5. |[ ] [ ]
| 5 | Is your request for a contract over a total of three (3) years? This includes any renewal options.If Yes, then you must complete and submit a Procurement [Exception Form A](https://it.nc.gov/exception-resources) and submit it with your documentation. On Form A, you will include your justification of why your contract needs to be greater than three (3) years cumulatively. Then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.govIf No, then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.gov |[ ] [ ]

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| **Checklist for RFQ Submissions** | Answer |
|  | Yes | No |
| 1 | Did you use the most current solicitation document version?Please see the Statewide IT Procurement solicitation templates at <https://it.nc.gov/it-procurement-forms-and-templates> ). |[ ] [ ]
| 2 | Did you complete and submit a Procurement [Exception Form A](https://it.nc.gov/exception-resources) and submit it with your documentation? On Form A, you will include your limited or waiver of competition justification of why the vendor or brand is the only qualifying provider/service/product (please refer to 9 NCAC 6B.0901 or contact Statewide IT Procurement if you need more guidance regarding this rationale.) |[ ] [ ]
| 3 | Is your request for a contract over a total of three (3) years? This includes any renewal options.If Yes, then you must complete and submit a Procurement [Exception Form A](https://it.nc.gov/exception-resources) and submit it with your documentation. On Form A, you will include your justification of why your contract needs to be greater than three (3) years cumulatively. Then go to Step 4.If No, go to Step 4. |[ ] [ ]
| 4 | Does the vendor have an End User License Agreement(s) or Service Level Agreement(s) that may apply to your RFQ?If Yes, then you must provide the vendor’s most current version with your submittal. Then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.govIf No, then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.gov |[ ] [ ]

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| **Checklist for Contract Amendment Submissions** | Answer |
|  | Yes | No |
| 1 | Is the contract that you are amending still active (i.e. within its contract term)?If Yes, then go to Step 2.If No, please contact the Statewide IT Procurement Office to discuss your options. |[ ] [ ]
| 2 | Did you draft an amendment and include the following minimum information:* Reference to the original contract in the amendment
* Reference to any previous amendments and what they changed or added
* Include any changes or additions to the original contract, i.e. what the amendment is for
* Include signature blocks

If Yes, then go to Step 3.If No, then look over the original contract and include that information. Then go to Step 3. |[ ] [ ]
| 3 | Does your amendment increase the contract term over a total of three (3) years? This includes any renewal options.If Yes, then you must complete and submit a Procurement [Exception Form A](https://it.nc.gov/exception-resources) and submit it with your documentation. On Form A, you will include your justification of why your contract needs to be greater than three (3) years cumulatively. Then go to Step 4.If No, go to Step 4. |[ ] [ ]
| 4 | Does the vendor have an End User License Agreement(s) or Service Level Agreement(s) that may apply to your RFQ?If Yes, then you must provide the vendor’s most current version with your submittal. Then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.govIf No, then submit your request through eProcurement and your documentation to the requisition. You will need to add Statewide IT Procurement to the Approval Flow.If you are not using eProcurement, submit your request and documentation via email to Submit2.StatewideIT@its.nc.gov |[ ] [ ]