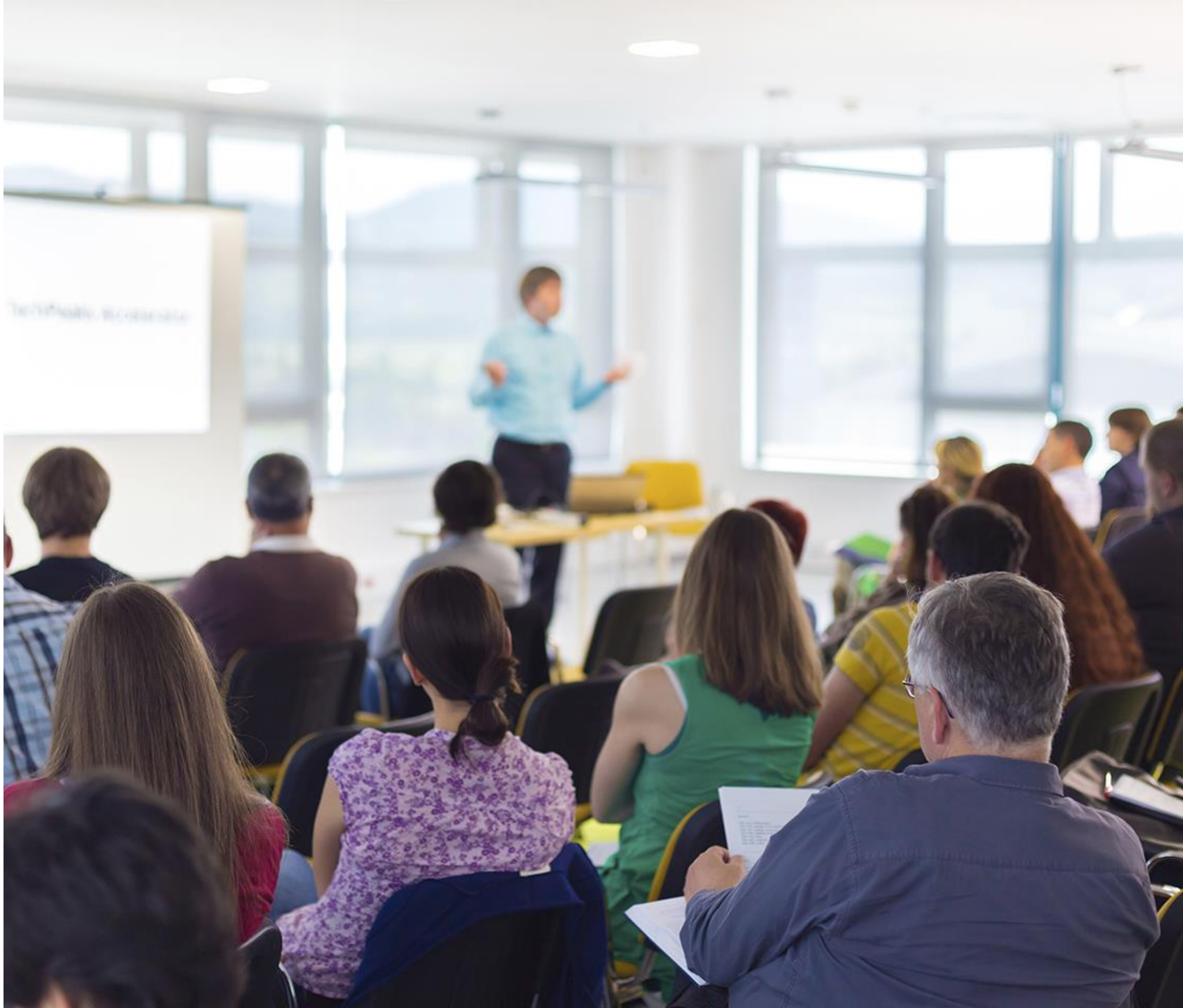
NC Department of Information Technology

AB104: Submitting an IT Procurement Intake Form



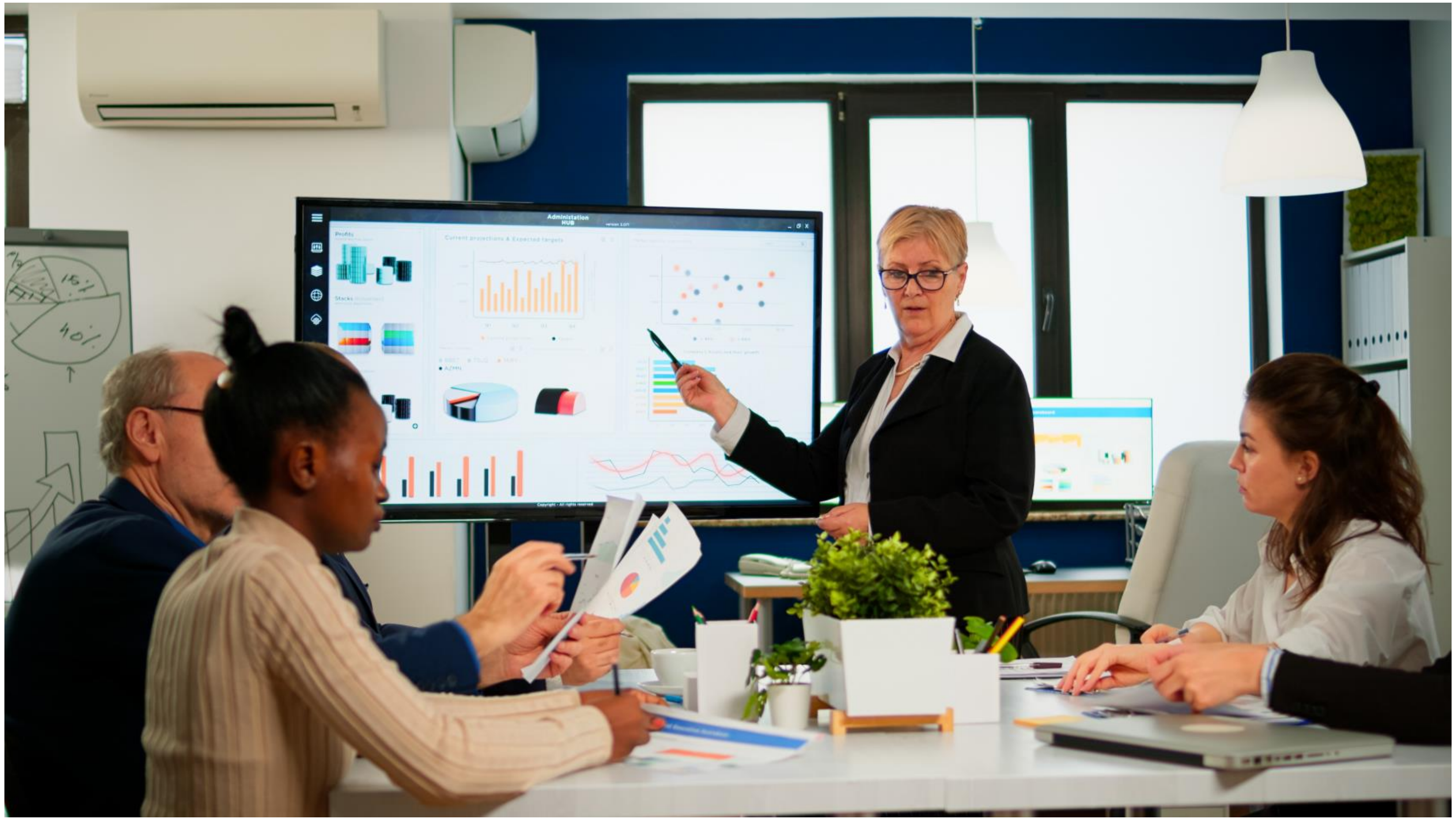
Revised August 2023

NCDIT NORTH CAROLINA DEPARTMENT OF INFORMATION TECHNOLOGY

Content

This document provides Agency Business users with guidance on why and how to complete an IT Procurement Intake Form at the start of the streamlined IT procurement process.

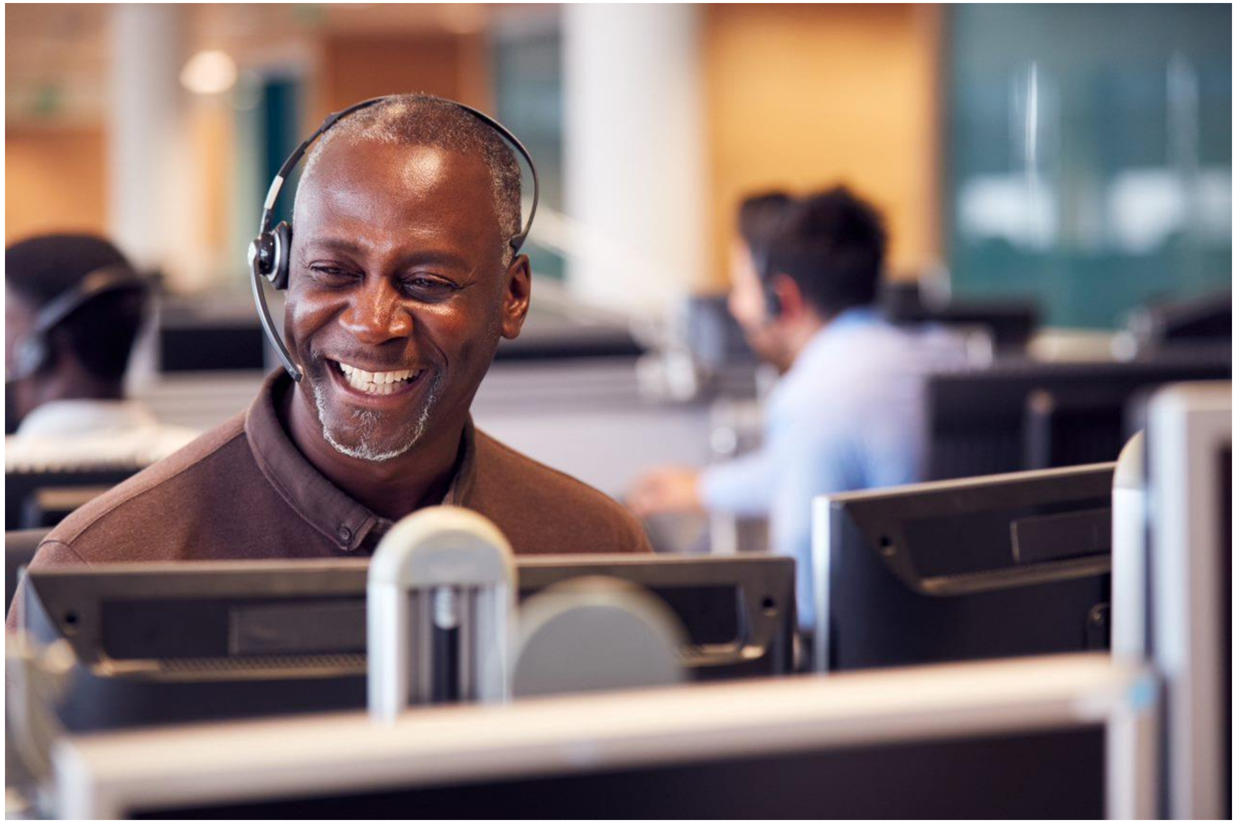
- Purpose of IT Procurement Intake Form and how it is used
- Tips for completing (e.g., how to capture IT business need)
- Support Resources



Learning Objectives

After reviewing this document, you should be able to do the following:

- Understand the purpose of the IT Procurement Intake Form
- Know how to obtain, complete, and submit an IT Procurement Intake Form
- Know where to go to get more information and support



Purpose of the IT Procurement Intake Form and How it is Used

The IT Procurement Intake Form allows the Agency Business user to communicate high-level information about their IT business need, when a solution is needed by, and confirm alignment with NCDIT EPMO on if an IT business need is deemed to be an IT Project.

- The IT Procurement Intake Form is a two-page MS Word form that can be downloaded from the NC eProcurement Sourcing Tool's Library by Agency Procurement or downloaded from the Statewide IT Procurement Office website and provided to an Agency Business user
- The Agency Business user completes the IT Procurement Intake Form to document details about the IT business need
- This includes providing a link to the completed electronic Privacy Threshold Analysis (PTA) form
  - The PTA, which is required by NCDIT ESRMO, has the State Agency identify WHAT data will be housed in ANY State IT System (e.g., PHI, PII, FTI)
  - See AB103: Completing a Privacy Threshold Analysis training course for more information
- Agency Procurement submits the completed IT Procurement Intake Form to NCDIT using the NC eProcurement Sourcing Tool to start the IT procurement process
- NCDIT Reviewers, including the Enterprise Project Management Office (EPMO), review the submitted IT Procurement Intake Form and provide their approval decision
  - The EPMO is specifically looking to see if the stated IT business need qualifies as an IT Project
  - For all IT Projects, the EPMO checks the IT Project Management System (Touchdown) to make sure the IT Project has completed the Business Case Decision Point before any procurement activity can begin
  - See AB102: Determining an IT Project for more information on criteria used to determine if an IT business need is deemed an IT Project

Overview of the Streamlined IT Procurement Process

Agency Business users are responsible for providing Agency Procurement with a completed IT Procurement Intake Form during the first step of the streamlined IT procurement process to articulate the IT business need and other information that will be used to develop the best sourcing approach.

NCDIT IT Procurement Process (enabled in NC eProcurement Sourcing Tool)

- 01 - Identify and Validate Business Need
- 02 - Conduct Planning Meeting
- 03 - Develop Sourcing Event
- 04 - Review and Approve Sourcing Event
- 05 - Conduct Sourcing Event
- 06 - Evaluate Vendor Responses
- 07 - Conduct NCDIT Review
- 08 - Conduct Vendor Negotiations
- 09 - Review and Approve Award Recommendation
- 10 - Execute Contract

Overview of the IT Procurement Intake Form: Table 1

Table 1 of the Form contains two sections for Agency Business user to complete: a top section for summary information about the IT business need and a bottom section for more detailed information.

Summary Section

- Agency identifying information
- Requestor / Business Owner identifying information
- Title of IT need
- Need by date
- Approved / estimated base contract value
- Prior contract references
- List of Federal Partners involved

IT Procurement Intake Form

The purpose of this Form is to help Agency Business collect and present initial information about an IT business need. This information will help Agency Procurement and NCDIT collaboratively determine the appropriate approach, resources, and timing needed to deliver the best-value solution to meet the Agency's business needs. **Agency Business should complete Table 1 of this Form** and either attach it to a Purchase Requisition in NC eProcurement Buyer or provide it directly to Agency Procurement. See bottom of this Form for instructions.

Table 1: IT Procurement Intake Form (to be completed by Agency Business)

Summary of IT Procurement Request			
Agency Name	Tap to enter Agency Name.		
Division Name	Tap to enter Division Name.		
Requestor Name	Tap to enter Requestor Name.	Requestor Email Address	Tap to enter Requestor Email Address.
Agency Business Owner Name	Tap to enter Business Owner Name.	Agency Business Owner Email Address	Tap to enter Business Owner email address.
Title of IT Need	Tap to enter a concise title that can be used to identify this unique IT business need and any resulting solicitation and contract.		
Need By Date	Tap to enter the date that the Agency Business needs to have the contract awarded by.		
Approved Budget / Estimated Base Contract Value	Tap to enter either the acquisition cost of the contract, less extension years, or the Initial Project Cost, less O&M, as estimated in Touchdown.		
Prior Related Contract References	Tap to enter past awarded contract numbers that are related to this procurement.		
List of Federal Partners Involved in Procurement Process (if any)	Tap to list any Federal partners that may be involved in reviewing proposed solicitation documents and/or award recommendations.		
Details of IT Procurement Request			
Problem Statement	Tap to enter description of the current state of the problem to be solved. Consider the following: What do we do have in place or do now? Current technology? How does it work? Who is utilizing it? How has the requirement evolved; relationship to other projects; why work is needed (what is the problem we are trying to solve for). Summarize information which is essential for understanding the work and ensure technical information is understandable to potential readers of different disciplines.		
List of Key Features Needed	Tap to enter the required and desired features known at this time. What are the required functions, products, or services? What are the desired functions, products, or services?		
Description of Market Research Conducted to Date	Tap to describe the market research that has been conducted to date. This could include sources of market information used to conduct the market research, list who is buying similar products/services (e.g., other Divisions in Agency, other State Agencies, other Federal, state, or local governments), what vendors or service providers can meet your Agency's business needs, to what extent can small and Historically Underutilized Business (HUB) entities satisfy the business needs?		
If completed at this point, provide link to Completed Privacy Threshold Analysis NOTE: Go to this link to complete and submit a Privacy Threshold Analysis	Tap to enter link to completed Privacy Threshold Analysis (if available).		
Is this procurement associated with an IT Project that has been entered into Touchdown?	☐ Yes ☐ No	☐ I do not know (To be discussed between Agency PMO & DIT EPMO)	
If an IT Project, enter the Touchdown IT Project Name	Tap to enter the IT Project name exactly as it appears in Touchdown.		
If an IT Project, identify the Project Manager	Tap to enter PM Name	Project Manager Email Address	Tap to enter PM Email Address
Additional Comments	Tap to provide any additional input for this procurement.		

Detailed Section

- Problem statement
- List of key features needed
- Description of market research conducted to date
- Link to completed Privacy Threshold Analysis
- Agency's indication if IT business need is considered an IT Project that will be managed using the NCDIT IT Project Management Process
- IT Project Name in Touchdown (if applicable)
- IT Project Manager info (if applicable)
- Space for any additional comments

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Overview of the IT Procurement Intake Form: Table 2

Table 2 of the Form is for Agency Procurement to complete after the optional Planning Meeting is conducted during Step 02 or Agency Procurement and the Statewide IT Procurement Office have collaborated on the best sourcing approach and timeline.

Solicitation Development Inputs

- Applicable UNSPSC codes
- Appropriate NCDIT Solicitation Template (e.g., RFP, SOW, IFB, RFQ)
- Indication if agency-specific terms and conditions may be applicable
- Indication if Agency Legal and / or Statewide DOJ Legal resources will be involved in review process
- Potential strategies to increase HUB engagement in solicitation process

IT Procurement Intake Form

Table 2: Procurement Planning Meeting Output Summary (to be completed by Agency Procurement after discussion with Statewide IT Procurement Office or after the Planning Meeting (if conducted).

Solicitation Development Inputs	
Commodity Code(s) (go to https://www.unspsc.org/search-code to search for applicable codes)	Tap to enter applicable UNSPSCs.
Selected NCDIT Solicitation Template and Terms and Conditions to Use	Tap to indicate the appropriate NCDIT Statewide IT Procurement Office template that should be used when creating the solicitation.
Applicable Agency-specific Terms and Conditions to Use	Tap to indicate if there are any applicable Agency-specific Terms and Conditions that need to be included in the solicitation.
Legal Support Approach (e.g., Agency Legal, Statewide DOJ Legal)	Tap to document approach to provide Legal support for the solicitation.
Historically Underutilized Business (HUB) Vendor Engagement Strategy	Tap to enter the discussed strategy to help increase the engagement of HUB vendors in the procurement process for this solicitation. This could include conducting a Bidders' Conference that includes opportunity for HUB vendors to introduce themselves to non-HUB vendor participants to support potential teaming arrangements.
Comments	Tap to document any other material discussion items from Planning Meeting.

Sourcing Project Planned Schedule		
Step	**Task Name**	**Target Completion Date**
Step 01	Submit IT Procurement Intake Form to NCDIT Reviewers for Approval	Tap to enter target completion date for this milestone.
Step 02	Schedule and Conduct Procurement Planning Meeting (optional)	Tap to enter target completion date for this milestone.
Step 03	Submit Draft Solicitation Document for Agency Approval	Tap to enter target completion date for this milestone.
Step 04	Gain NCDIT Approval of Solicitation Document and Sourcing Event	Tap to enter target completion date for this milestone.
	Conduct Federal Review of Solicitation Document (if applicable)	Tap to enter target completion date for this milestone.
Step 05	Open Vendor Responses to Sourcing Event after Response Submission Deadline	Tap to enter target completion date for this milestone.
Step 06	Evaluate Vendor Responses	Tap to enter target completion date for this milestone.
Step 07	Submit Draft Award Recommendation and Leading Vendor Proposal(s) to NCDIT for Review	Tap to enter target completion date for this milestone.
Step 08	Receive Vendor Final BAFO Response (optional)	Tap to enter target completion date for this milestone.
Step 09	Gain NCDIT Approval of Final Award Recommendation	Tap to enter target completion date for this milestone.
	Conduct Federal Review of Award Recommendation (if applicable)	Tap to enter target completion date for this milestone.
Step 10	Execute Contract	Tap to enter target completion date for this milestone.
Comments		Tap to enter any comments related to Planned Schedule.

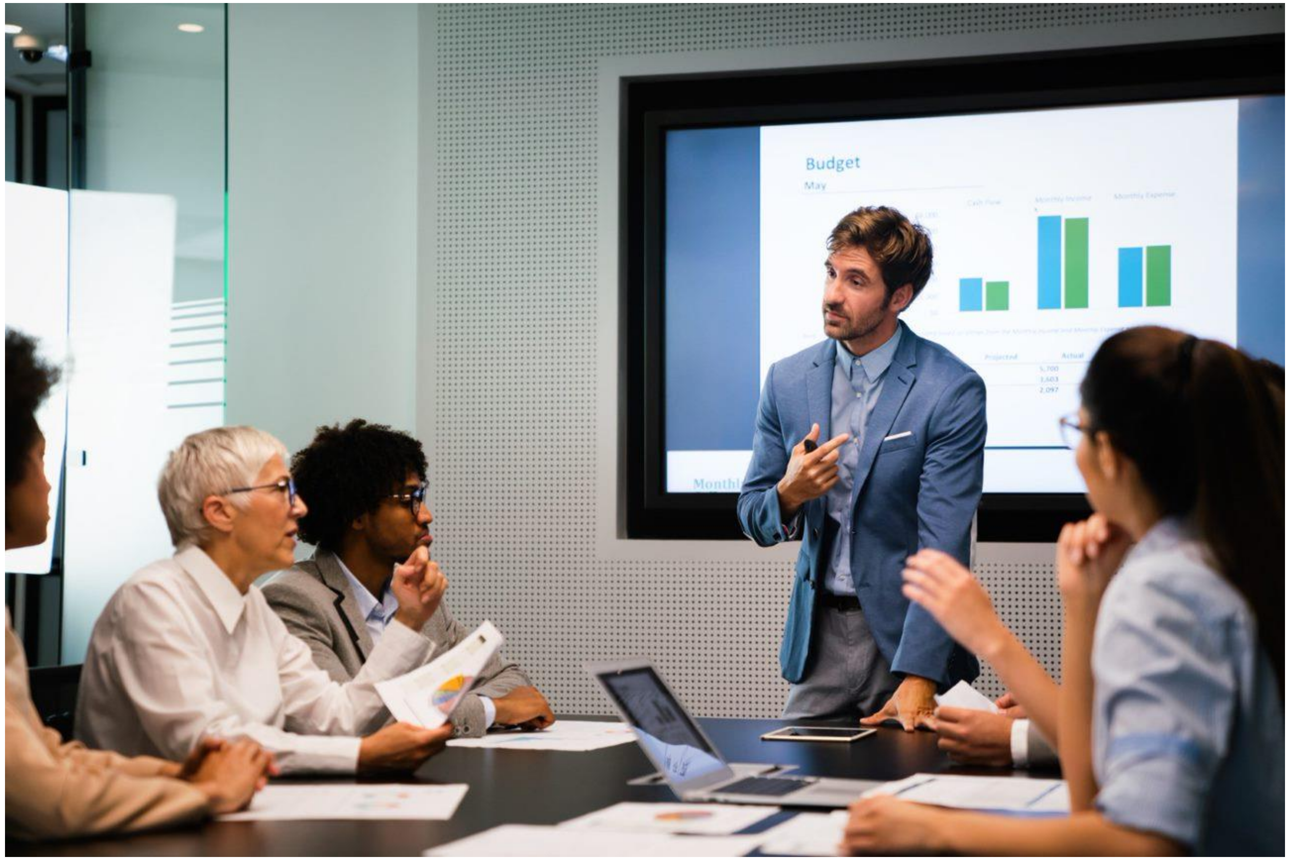
Sourcing Project Planned Schedule

- Capture the target completion dates of applicable steps needed for the specific Sourcing Project
- Inclusion of Federal Partner reviews if applicable, which can take 60 days or more to complete for each round

Tips for Completing the IT Procurement Intake Form

Applying these tips can help completing IT Procurement Intake Form faster and more likely to be done correctly the first time.

- The IT Procurement Intake Form is available in the NC eProcurement Sourcing Tool Library or on the Statewide IT Procurement Office website. Agency Procurement can provide this form to their Agency Business stakeholders to help collect the information needed to begin developing the Sourcing Event and solicitation document(s).
- When providing the requested information in the IT Procurement Intake Form, Agency Business (Product Owner) should be as detailed as possible. This includes describing the current IT problem / opportunity that needs to be addressed, the key desired or needed features, any market research conducted to date, and known timing or budget constraints (e.g., funding will expire on a specific date, Federal Partner review is required of Sourcing Event, solicitation document(s), and award recommendation).
- This information will help Agency Procurement and possibly NCDIT to collaboratively develop the best approach to meet the business need within the constraints of the Agency Business environment (where possible).
- Agency Procurement should complete Table 2 to help capture the agreed upon target completion date for each applicable step in the IT procurement process.



Support Resources

There are multiple options to help better understand the IT Procurement Intake Form.

- IT Procurement Process Playbook / Training Guide
- If you have any questions or issues accessing or using the NC eProcurement system, please contact the NCEP Help Desk at 888-211-7440, option 3, send an email to ephelpdesk@its.nc.gov, or go to the NCDIT Support Website