

Planned Purchase Request

Project Title: Planned Purchases for FY20__		ITS Project # (IT Plan):		
Stimulus (ARRA) Funds? Yes__ No__				
Customer Contact Information				
Agency/Institution: Address:		Contact Person: Phone: Fax: Email Address:		
MAGIC Customer Number (only required from state agencies)		Division/Dept: Handmail: <input type="checkbox"/> Yes <input type="checkbox"/> No		
Project Summary				
Narrative Description of Project				
Cost Estimates				
<i>Fiscal Year</i>	<i>Initial Costs</i>	<i>Ongoing Costs</i>		
Total				
Discuss Funding (e.g. how much of needed funding is definite; total project budget; any matching or other non state funds; fund number)				
Anticipated Lifecycle of Products/System (i.e. estimate years effective use)				
Acquisition Details				
Items Requested:				
Name	Quantity	Description	EPL Name and Number	Building Location(s)
Describe any project utilization or connectivity to the State's infrastructure (voice/data/video networks; State Data Center; eGovernment portal, payment engine, hosting, co-location; security; VPN, firewalls):				
Progress to Date: What has been done related to this project and utilization?				
Vendors Contacted: For a Planned Procurement, you must attach the written quotes received from EPL vendors, accompanied by any substitutions letter(s) if applicable. Also attach a printout of the EPL page(s) containing the product(s) to be acquired and verify that vendor pricing is the same or less than EPL pricing. For acquisitions up to \$1,000,000.00, attach a minimum of two vendor quotes. Above \$1,000,000.00, attach a minimum of three vendor quotes.				
Selection and Justification: Indicate the selected vendor(s) from the quotation received. (1) If the quotes requested were brand-specific, please include documentation on how the manufacturer standard was established. See ITS Procurement Handbook, 0190-030 <i>Setting a Manufacturer Standard</i> for requirements. (2) If quote chosen was not the low cost, provide substantial justification for the selection.				
There is a charge for ITS procurement services associated with this request which will be billed to the requestor by ITS. By my signature I acknowledge that my agency/public university is responsible for these charges/costs.				
Name (Agency Head or Public University CIO)/Title		Signature	Date	