



Planned Purchase Request

Project Title:		Planned Purchase(s) for FY	
IT Plan's Project Name and Number: (only required from state agencies)			
Contact Information			
Agency/Institution:		Contact Person:	
Mailing Address:		Phone Number:	
		Email Address:	
MAGIC Customer #: (only required from state agencies)		Division/Dept:	
Project Summary			
Description of Project: (Include details of original acquisition if applicable)			
ITS Acquisition Approval (CP-1) should be effective through this date:			
Cost Estimates			
Fiscal Year	Initial Costs	Ongoing Costs	Time Constraints
FY			Item Needed by:
FY			Funds Expire:
FY			Total Estimated Project Cost: (enter below)
FY			
FY			Years
Funding Source:			
Discuss Funding: (e.g. fund number; how much of needed funding is definite; total project budget; any matching or other non-state funds)			
Acquisition Details			
Item or Part Number	Quantity	Description	EPL Name and Number
			Building Location(s)
Describe Platform and Infrastructure: Where does your agency plan to house or host the requested equipment or service? What resources currently available through ITS are needed (network connectivity, cloud computing/storage, colocation, business resiliency, etc.)? NOTE: For equipment or services outside of current ITS available contracts and resources, justification must be attached.			
Progress to Date: (Related to project - including any communication with ITS staff)			
Vendors Contacted			
For a Planned Procurement, you must:			
1) Attach the solicitation requesting the quotes from the vendors.			
2) Attach the written quotes received from EPL vendors, accompanied by any substitutions letter(s) if applicable.			
3) Attach a printout of the EPL page(s) containing the product(s) to be acquired.			
4) Verify that vendor pricing is the same or less than EPL pricing.			
NOTE: Acquisitions: Up to \$1,000,000.00, a minimum of two (2) vendor quotes must be attached. Above \$1,000,000.00, a minimum of three (3) vendor quotes must be attached and ITS Board approval is required.			
Selection and Justification			
Indicate the selected vendor(s) from the quotation received:			
1) If the quotes requested were brand-specific, please attach 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, substantial justification for the selection must be attached to this request.			
MAGIC Vendor Code(s) - Vendor must be in MAGIC before a CP-1 can be issued.			
Place Order To Vendor Code:	Vendor Name:	Remit To Vendor Code:	Vendor Name:
	Vendor Address:		Vendor Address:

By my signature, I acknowledge that ITS will conduct the procurement of the IT products or services indicated above with my agency's/institution's approval.

Name and Title (Agency Head/Public Institution CIO/Designee)

Signature

Date