



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		Other Important Deadline(s): (e.g. current contract/CP-1 expiration dates)
FY			Item Needed by:		
FY			Funds Expire:		
FY			Total Estimated Project Cost: (enter below)		Estimate the Anticipated Lifecycle or Years of Product/System's Effective Use:
FY					
FY					
Funding Source: Click Here to Select					
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/Institution President/CIO)

Signature

Date