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|  | | | | | | | | **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 |  |  | | | | | | |  | | | |  | | | | | | | |  | | | | Years | |
| **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)** | | |
|  | | | | |  | | |  | | | | | | | | |  | | | | | | |  | | |
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| **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 Setting a Manufacturer Standard* for requirements.   1. 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.

3771 Eastwood Drive

Jackson, Mississippi 39211

Phone 601-432-8000 Fax 601-713-6380

www.its.ms.gov

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Name and Title (Agency Head/Public Institution President/CIO) Signature Date