

Information Technology Policy

IT Investment Reference Document

ITP Number RFD-BUS002B	Effective Date March 10, 2021
Category Information	Supersedes None
Contact RA-ITCentral@pa.gov	Scheduled Review May 2022

Procurement Type	Artifacts Required or Information needed for submission	Guidance	IT Investment Type
Acquisitions that involve new solicitation (RFP, ITQ/RFQ, IFB) or Sole Source Dollar Threshold: in the amount of \$250,000.00 or greater	<ul style="list-style-type: none"> Solicitation documentation VPAT, PDAA worksheet Software: Quote with defined deliverables, Software License Agreement Hardware: Statement of Work, Quote with defined deliverables Service: Statement of Work, Quote with defined deliverables Cloud Based Services (i.e. SaaS and IaaS) Cloud Use Case Review (CUC), Cloud Services Requirements (CSR) Questionnaire, Non-Commonwealth Hosting document 	<ul style="list-style-type: none"> Shopping carts are required for all IT Purchases. IT Cloud-based IT Services; IT Hardware (desktops/laptops, network telecommunication); Other IT Services; Software (already on an existing contract or there is an existing license agreement already approved by appropriate legal entities). 	<ul style="list-style-type: none"> Service Software Hardware
Purchases from an Existing Enterprise/Statewide contract Dollar Threshold: in the amount of \$250,000.00 or greater	<ul style="list-style-type: none"> Software: Software license agreement in place, and Quote with defined deliverables Hardware: Statement of Work, and Quote with defined deliverables Service: Statement of Work, and Quote with defined deliverables Cloud-based agreements: CUC, CSR Questionnaire, Non-Commonwealth Hosting document 	<ul style="list-style-type: none"> Shopping carts are required for all IT Purchases. 	<ul style="list-style-type: none"> Service Software Hardware
Non-Standard Procurements Regardless of dollar value	<ul style="list-style-type: none"> Current vendor quote with defined deliverables that references contract number Current vendor quote with defined deliverables that references software license agreement number VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> Shopping carts are required for all IT Purchases including purchase card (p-card). 	<ul style="list-style-type: none"> Service Software Hardware
Staffing or Consulting IT Services Dollar Threshold: in the amount of \$250,000.00 or greater	<ul style="list-style-type: none"> Statement of Work, and Quote with defined deliverables Summary of staff augs by classification and pay rates for each 	<ul style="list-style-type: none"> Shopping carts are required for all IT Purchases including purchase cards (p-card). 	<ul style="list-style-type: none"> Service

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<p>Contract Changes: Amendments or Change Orders resulting in subsequent investments</p> <p>Dollar Threshold: Amendment is \$250,000.00 or greater or greater than 20% of the contract value. This includes cumulative submissions associated with the same contract change when the combined dollar value results in the amount of \$250,000.00 or greater.</p>	<ul style="list-style-type: none"> • Original Contract • Original purchase order • Previous Amendments • Change Order or Contract Amendments • Vendor quotes with product or service deliverables 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card). 	<ul style="list-style-type: none"> • Service • Software • Hardware
SPECIAL PROCUREMENTS REGARDLESS OF DOLLAR VALUE			
<p>Special Investments</p> <p>✓ New Software</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • Current vendor quote with defined deliverables that references existing contract number • Current vendor quote with defined deliverables that references existing software license agreement number or Enterprise agreement number • End user license agreement or terms and conditions or installs, downloads or users of software • Statement of Work 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card) . • The product does not currently exist on a contract. • There is no existing license agreement that has been approved by appropriate legal entities. 	<ul style="list-style-type: none"> • Software

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<p>Special Investments</p> <p>✓ Facilities Hardening</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • Current vendor quote with defined deliverables 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card). • Specific to data center activities – UPS, cabling, IT wiring to outlets, fiber backbones, switches, generators, etc. • Documentation requirements apply if invested via a contract. • If purchasing via a new investment, follow the procurement instructions for appropriate methods. 	<ul style="list-style-type: none"> • Hardware
<p>Special Investments</p> <p>✓ Servers and Storage</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • Current vendor quote with defined deliverables 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card). • Specific to the purchase of any server or server storage device. 	<ul style="list-style-type: none"> • Hardware
<p>Special Investments</p> <p>✓ Digital Document Management (DDM) services</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • BIDM determination • Current vendor quote with defined deliverables that references existing contract number 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card). • DDM services include mail pickup/delivery, mail opening and sorting, scanning/imaging, remittance processing, data capture/purification, exporting of data/images and back-scanning/indexing of existing paper records. • Department of Revenue, Bureau of Imaging and Document Management (BIDM) receive the right of first refusal: <ul style="list-style-type: none"> ○ BIDM will perform an assessment of the agency’s requirements. ○ If they are capable of performing all of some of the work, they will issue cost and timeline information. ○ If they decline, UniqueSource should be contacted and refuse to provide the services 	<ul style="list-style-type: none"> • Hardware

		prior to procurement being issued.	
<p>Special Investments</p> <p>✓ Printing/Finishing/Mailing equipment and/or software solutions</p> <p>Regardless of dollar threshold</p>	<ul style="list-style-type: none"> • Statement of intended use for equipment • Price quote with defined deliverables • For lease, license, or contract <ul style="list-style-type: none"> ○ Copy of agreement ○ Invoice or other financial documents • If procuring via a contract, required documentation applies • If purchasing via a new investment, follow the procurement instructions for that method 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including purchase card (p-card). • Applies to all new production level purchases/leases and to maintenance only services; not to stand alone mail metering systems. • Printing equipment available through the Digital Production Equipment Contract and the Mailroom Equipment contract. • Equipment is only available to agency print shops. • Must contact DGS Bureau of Publications at least 4 months in advance to allow a detailed analysis of printing needs. 	<ul style="list-style-type: none"> • Hardware
<p>Special Investments</p> <p>✓ Pilots, Proof of Concepts or Product Demonstrations</p>	<ul style="list-style-type: none"> • Statement of work • Quote • DGS Chief Procurement Officer Approval • Agreement between Commonwealth and Provider 	<ul style="list-style-type: none"> • Details of the proposed pilot program and/or product demonstration • The cost to the agency to participate in the pilot program and/or product demonstration • Potential use/impact for the agency • Term of the pilot program and/or product demonstration 	<ul style="list-style-type: none"> • Service • Hardware • Software

This chart contains a history of this publication’s revisions:

Version	Date	Purpose of Revision
Original	05/10/2021	Base Document
Revision	05/18/2021	Added Staffing/Consulting Procurement Type