

Information Technology Policy

IT Investment Reference Document

Number
RFD-BUS002B

Effective Date
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Category
Business

Supersedes
All Prior Versions

Contact
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1. Procurements

Procurement Type	Artifacts Required or Information needed for submission ¹	Guidance	IT Investment Type
<p>Acquisitions that involve new solicitation (Request for proposal (RFP), Invitation to Qualify (ITQ), Request for Quote (RFQ), Information for Bid (IFB), Sole Source, or emergency procurements.</p> <p>The purchase of cloud-based Information Technology Services.</p> <p>IT Hardware (i.e., desktops/laptops, network, and telecommunication).</p> <p>Software in which the product currently exists on a contract or there is an existing license agreement already approved by appropriate legal entities.</p> <p>Any other IT service</p> <p>Dollar Threshold: in the amount of \$250,000.00 or greater</p>	<ul style="list-style-type: none"> • Solicitation documentation • Voluntary Product Accessibility Template (VPAT), Policy Driven Adoption for Accessibility (PDAA) worksheet • Software: Quote with defined deliverables and Licensor’s Agreement number, Software License Agreement • Hardware: Statement of Work, Quote with defined deliverables and Licensor’s Agreement number • Service: Statement of Work, Quote with defined deliverables and Licensor’s Agreement number • Cloud Based Services (i.e. software as a service (SaaS) and infrastructure as a service (IaaS)) Cloud Use Case Review (CUC), Cloud Services Requirements (CSR) Questionnaire, Non-Commonwealth Hosting document • Sole Source: Agencies may attach the Sole Source approval from Department of General Services (DGS). In the event a Sole Source justification approval has not been received at the time of the Technology Investment and Policy Review (TIPR) submission; the TIPR submission can occur without the approval as the DGS Sole Source approval process can take up to 90 days. The TIPR approval does not circumvent the requirement to obtain the DGS Sole Source approval prior to purchase. The Sole Source Justification Form is located at Source Justification Form. Instructions for completing the form are located on the DGS website. 	<ul style="list-style-type: none"> • For new solicitations, the TIPR approval shall be obtained prior to the solicitation being publicly advertised. • Shopping carts are required for all IT Purchases including purchase cards (p-card) • 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) • Renewals 	<ul style="list-style-type: none"> • Service • Software • Hardware

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<p>Renewals</p> <p>Dollar Threshold: in the amount of \$250,000.00 or greater</p>	<ul style="list-style-type: none"> • Solicitation documentation (if not previously submitted and approved) • VPAT, PDAA worksheet (if not previously submitted and approved) • Original Contract Number • Original Licensing Agreement (if applicable) • Original IT Investment Amount • Original approved cover letter • Software: Renewal Quote with defined deliverables and Licensor’s Agreement number, Software License Agreement • Hardware: Statement of Work, Renewal Quote with defined deliverables and Licensor’s Agreement number • Service: Statement of Work, Renewal Quote with defined deliverables and Licensor’s Agreement number • Cloud Based Services (i.e. SaaS and IaaS) CUC (if applicable in the event of changes in the Service Organization or Subservice Organization) 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including p-card. • 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) • Renewals 	<ul style="list-style-type: none"> • Service • Software • Hardware
<p>Maintenance/Support Agreements</p> <p>Dollar Threshold: in the amount of \$250,000.00 or greater</p>	<ul style="list-style-type: none"> • Original Contract • Original Licensing Agreement • Software: Statement of Work and Quote with defined deliverables, Terms and Conditions • Hardware: Statement of Work and Quote with defined deliverables, Terms and Conditions • Services: Statement of Work and Quote with defined deliverables, Terms and Conditions 	<p>Shopping carts are required for all IT Purchases including p-card.</p>	<ul style="list-style-type: none"> • Service • Software • Hardware
<p>Purchases from an existing contract</p> <p>Dollar Threshold: in the amount of \$250,000.00 or greater</p>	<ul style="list-style-type: none"> • Software: Software license agreement in place, and Quote with defined deliverables and Licensor’s Agreement number • Hardware: Statement of Work, and Quote with defined deliverables and Licensor’s Agreement number • Service: Statement of Work, and Quote with defined deliverables and Licensor’s Agreement number • Cloud-based agreements: CUC, CSR Questionnaire, Non-Commonwealth Hosting document • VPAT, PDAA Worksheet (Attach if available) 	<p>Shopping carts are required for all IT Purchases including p-card.</p>	<ul style="list-style-type: none"> • Service • Software • Hardware
<p>Staffing or Consulting IT Services</p> <p>Dollar Threshold: in the amount of \$250,000.00 or greater</p>	<ul style="list-style-type: none"> • Statement of Work, and Quote with defined deliverables and Licensor’s Agreement number • Summary of staff augment by classification and pay rates for each • Requisition requests with classification and pay rate (approval by Delivery Center Chief Information Officer (DC CIO) and DGS) 	<p>Shopping carts are required for all IT Purchases including p-card.</p>	<p>Service</p>

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<p>Contract Changes: Amendments or Change Orders</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 	<p>Shopping carts are required for all IT Purchases including p-card.</p>	<ul style="list-style-type: none"> • Service • Software • Hardware

2. Procurements Regardless of Dollar Value

Procurement Type	Artifacts Required or Information needed for submission ⁱ	Guidance	IT Investment Type
<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 • VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including 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. 	<p>Software</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 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. 	<p>Hardware</p>

Procurement Type	Artifacts Required or Information needed for submission ⁱ	Guidance	IT Investment Type
<p>Servers and Storage</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • Current vendor quote with defined deliverables • VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including p-card. • Specific to the purchase of any server or server storage device. 	<p>Hardware</p>
<p>Digital Document Management (DDM) services</p> <p>Regardless of dollar value</p>	<ul style="list-style-type: none"> • Department of Revenue, Bureau of Imaging and Document Management (BIDM) determination • Current vendor quote with defined deliverables that references existing contract number • VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including 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. • 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 prior to procurement being issued. ○ 	<p>Hardware</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 forequipment • 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 • VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> • Shopping carts are required for all IT Purchases including 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. 	<p>Hardware</p>

Procurement Type	Artifacts Required or Information needed for submission ⁱ	Guidance	IT Investment Type
Pilots, Proof of Concepts or Product Demonstrations	<ul style="list-style-type: none"> Statement of work Quote DGS Chief Procurement Officer Approval Agreement between Commonwealth and Provider VPAT, PDAA Worksheet Cloud-based Pilots or Proof of Concept: CUC, CSR Questionnaire, Non-Commonwealth Hosting document 	<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
Non-Standard Procurements Regardless of dollar value	<ul style="list-style-type: none"> Current vendor quote with defined deliverables and Licensor’s Agreement number and software license agreement number VPAT, PDAA Worksheet 	<ul style="list-style-type: none"> Shopping carts are required for all IT Purchases including p- card. 	<ul style="list-style-type: none"> Service Software Hardware

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
Revision	03/18/2022	<ul style="list-style-type: none"> Added Renewal guidance Added Maintenance/Support agreement guidance Moved Non-Standard procurements under Special Procurements regardless of dollar value Added VPAT, PDAA worksheet to required artifacts
Revision	08/19/2022	<ul style="list-style-type: none"> Added guidance for sole source procurements Renamed “special procurements regardless of dollar amount” to “procurements regardless of dollar amount”

ⁱ Software License Agreement Number along with the Contract Number is to be incorporated in the Quote and Purchase Order (if applicable) All Quotes must be valid (i.e., not exceeding the expiration date). All License Agreements must be valid (i.e., not exceeding the expiration date). If hosted by the vendor, the license shall include the Non-Commonwealth Hosted Applications/Services.