

STATE PURCHASING - DTS SOLICITATION AND CONTRACTS GUIDE

This Solicitation and Contracts Guide describes processes applicable to information technology solicitations and contracts exceeding \$50,000 in total costs.

To help determine if a solicitation or contract is an IT procurement that may require involvement by the Department of Technology Services (DTS), please refer to the tables on Pages 8 and 9. For IT procurements resulting in contracts or purchase orders totaling \$50,000 or less, DTS has a limited purchasing delegation (LPD148) permitting it to follow internal processes not included in this guide.

AGENCY CONTRACT PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing	
1.	Agency researches existing agency, DTS, and statewide contracts to determine if the IT procurement item is already available. If so, the existing contract <u>must</u> be used to procure the item.	X			
2.	If a solicitation is necessary, agency and DTS coordinate to determine the applicability of a DTS Exception . ¹	X	X		
3.	Agency submits a Business Case ² in ServiceNow. - Must cover the total expected contract cost - Must cover the entire expected contract duration - Must be approved in ServiceNow by agency and DTS	X			See: https://dts.utah.gov/product/purchase-hardware-software
4.	Agency sends RQM/RQS information ³ to the agency's DTS contract analyst.	X			Pending Agency/ RQM Info
5.	Agency contact completes the RFP/IFB Questionnaire in consultation with agency's DTS staff and sends the completed questionnaire to the DTS contract analyst.	X			
6.	DTS reviews the RFP/IFB Questionnaire .		X		Pending DTS/ Solicitation Approvals
7.	DTS Procurement enters the RQM/RQS information into FINET and sends the RFP/IFB Questionnaire to purchasingsolicitations@utah.gov		X		Pending DTS/RQM Creation
8.	Assigned purchasing agent receives the approved RQM/RQS and the completed RFP/IFB Questionnaire .			X	Pending DTS/ Schedule Kick Off
9.	Purchasing agent sends an introductory e-mail to the DTS contract analyst and agency contact, reviews the RFP/IFB Questionnaire , and transfers the questionnaire's contents into the RFP/IFB Template .			X	
10.	DTS contract analyst schedules a Kick-off Meeting with the purchasing agent and the <u>entire</u> evaluation committee, which must include at least one DTS employee.		X		

¹ The following process assumes that **no exception** has been granted. Refer to the DTS Exceptions Processes and table below for information applicable to full or partial exceptions. See Exhibit A for a sample DTS Exception Form.

² Business Cases must be submitted for **all** DTS procurements exceeding \$50,000 (except those involving fixed assets).

³ Refer to the Required RQM/RQS Information table below for items to be included in an agency's initial e-mail to DTS.

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		Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing	
11.	Kick-off Meeting is held and led by the purchasing agent. The RFP/IFB Template and next steps are discussed. Conflict of Interest Forms are signed by the evaluation committee and returned to the agent.	X	X	X	Pending Agency /Solicitation Post and Award
12.	Purchasing agent and evaluation committee finalize the Solicitation Packet , including the RFP/IFB Template , Cost Proposal Form , Interactive Score Sheet (for RFPs), and Attachment A: Standard Information Technology Terms and Conditions .	X		X	
13.	State Purchasing director reviews and approves the Solicitation Packet .			X	
14.	Purchasing agent posts the approved Solicitation Packet in SciQuest, e-mails notification to the DTS contract analyst and agency contact, and schedules a Preliminary Evaluation Meeting for after the closing date.			X	
15.	After closing date, purchasing agent holds the Preliminary Evaluation Meeting with the evaluation committee to discuss next steps and the laws, rules, and policies applicable to the evaluation process.	X		X	
16.	Purchasing agent sends SciQuest's Tabulation Packet (without cost) and the Justification Statement Template to the evaluation committee.			X	
17.	Evaluation committee independently scores the Proposals/Bids .	X			
18.	Purchasing agent scores the Cost Proposals and schedules a Final Evaluation Meeting with the evaluation committee after the evaluation period ends.			X	
19.	Purchasing agent holds the Final Evaluation Meeting with the evaluation committee to disclose costs, finalize scores, and discuss next steps.	X		X	
20.	Evaluation committee completes the Justification Statement Template and, if necessary, a Cost-Benefit Analysis , and sends the documents to the purchasing agent.	X			
21.	Purchasing agent reviews the documents and, if satisfactory, makes the award in SciQuest.			X	
22.	Purchasing agent gives the complete Solicitation File to a State Purchasing contract analyst and sends the Bid Response to DTS. The contract analyst drafts a memorandum and cover sheet and sends the Contract Packet to the DTS contract analyst and agency contact.			X	Fully Completed/ Solicitation Awarded

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AGENCY CONTRACT PROCESS (continued)		Responsibility			ServiceNow Status/ Substatus
		Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing	
23.	DTS contract analyst, in coordination with the agency, drafts the Contract and negotiates terms and conditions with the vendor, if necessary.	X	X		Pending DTS/ Contract Review <hr/> Pending Agency/ Contract Draft
24.	DTS contract analyst sends the final draft of the Contract to the agency and then the vendor for signatures.		X		Pending DTS/ Contract Finalization <hr/> Pending Vendor/ Signatures <hr/> Pending Agency/ Signatures
25.	The vendor – and agency – signed Contract is routed through DTS for signature.		X		Pending DTS/ Signatures
26.	Contract is sent to State Purchasing for processing.		X		Pending State Purchasing/ Signatures
27.	Purchasing technician routes the Contract through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing.			X	
28.	DTS contract analyst retrieves the fully executed Contract from State Finance. Copies are scanned and sent to the agency and vendor.		X		Fully Complete
29.	Agency enters purchase requests into ServiceNow using the applicable contract number. The agency is responsible for the day to day management of the contract including submitting purchase requests for all annual renewals.	X			See: https://dts.utah.gov/product/purchase-hardware-software
30.	DTS Procurement processes purchase requests and sends purchase orders to the vendor.		X		
31.	Agency approves invoices received from the vendor and sends them to DTS Accounts Payable for processing.	X			
32.	DTS Accounts Payable processes the invoices and submits payments to the vendor.		X		

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AGENCY CONTRACT AMENDMENT PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency/ Evaluation Committee	DTS Finance/ Admin	State Purchasing	
1.	If an agency has a previously granted DTS Exception and seeks to add or modify an IT component to an existing contract, the agency and DTS coordinate to determine if the scope of the Amendment falls within the exception.	X	X		
2.	If needed to cover an increase in funding or extension of the contract term, the agency submits a new Business Case , or an amendment to the existing Business Case, in ServiceNow. - Must cover the new contract cost - Must cover the new contract duration - Must be approved in ServiceNow by agency and DTS	X			See: https://dts.utah.gov/product/purchase -hardware- software
3.	Agency sends its request for an Amendment and (if applicable) a vendor quote to the agency's DTS contract analyst.	X			Pending DTS/ Contract Review
4.	DTS contract analyst reviews the amendment documents and, in coordination with the agency, drafts the Amendment .		X		Pending Agency/ Contract Draft
5.	DTS contract analyst sends the final draft of the Amendment to the agency and then the vendor for signatures.		X		Pending DTS/ Contract Finalization Pending Agency/ Signatures Pending Vendor/ Signatures
6.	The agency- and vendor-signed Amendment is routed through DTS for signature.		X		Pending DTS/ Signatures
7.	Amendment is sent to State Purchasing for processing.		X		Pending State Purchasing/ Signatures
8.	Purchasing technician routes the Amendment through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing.			X	
9.	DTS contract analyst retrieves the fully executed Amendment from State Finance. Copies are scanned and sent to the agency and vendor.		X		Fully Completed

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ACWESP CONTRACT PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency	DTS Finance/ Admin	State Purchasing	
1.	Agency researches existing agency, DTS, and statewide contracts to determine if the IT procurement item is already available. If so, the existing contract <u>must</u> be used to procure the item.	X			
2.	If a solicitation is necessary, agency and DTS coordinate to determine the applicability of a DTS Exception .	X	X		
3.	Agency submits a Business Case in ServiceNow. - Must cover the total expected contract cost - Must cover the entire expected contract duration - Must be approved in ServiceNow by agency and DTS	X			See: https://dts.utah.gov/product/purchase -hardware- software
4.	Agency sends completed ACWESP Request Form , vendor quote , RQM information , and (if applicable) vendor sole source memorandum⁴ to the agency's DTS contract analyst.	X			Pending DTS/ Solicitation Approvals
5.	DTS contract analyst reviews the ACWESP documents.		X		
6.	DTS Procurement enters the RQM/RQS information into FINET and sends the ACWESP to purchasingsolicitations@utah.gov		X		Pending DTS/RQM Creation
7.	Purchasing technician assigns a number to the ACWESP , sends the number to the DTS contract analyst, and assigns the ACWESP to a purchasing agent.			X	Pending SP/ Solicitation Approvals
8.	Purchasing agent reviews the ACWESP and performs research to confirm status as an ACWESP.			X	
9.	If necessary, the purchasing agent posts the ACWESP Request Form in SciQuest and e-mails notification to the DTS contract analyst and agency contact.			X	
10.	After the posting closes, the purchasing agent or State Purchasing director approves and signs the ACWESP Request Form .			X	
11.	Purchasing agent sends the signed ACWESP Request Form to the DTS contract analyst.			X	Fully Completed/ Solicitation Awarded
12.	DTS contract analyst, in coordination with the agency, drafts the Contract and negotiates terms and conditions with the vendor, if necessary.	X	X		Pending DTS/ Contract Review <hr/> Pending Agency/ Contract Draft

⁴ A sole source memorandum may be requested from the vendor to confirm that the procurement item is proprietary and/or that the vendor has not authorized the sale of the procurement item by any other source. The memorandum must be on official letterhead and signed by the vendor's authorized representative. **This document is merely supportive and should not, by itself, constitute the entire justification for the ACWESP request.**

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ACWESP CONTRACT PROCESS (continued)		Responsibility			ServiceNow Status/ Substatus
		Agency	DTS Finance/ Admin	State Purchasing	
13.	DTS contract analyst sends the final draft of the Contract to the agency and then the vendor for signatures.		X		Pending DTS/ Contract Finalization Pending Agency/ Signatures Pending Vendor/ Signatures
14.	The agency- and vendor-signed Contract is routed through DTS for signature.		X		Pending DTS/ Signatures
15.	Contract is sent to State Purchasing for processing.		X		Pending State Purchasing/ Signatures
16.	Purchasing technician routes the Contract through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing.			X	
17.	DTS contract analyst retrieves the fully executed Contract from State Finance. Copies are scanned and sent to the agency and vendor.		X		Fully Complete
18.	Agency enters purchase requests into ServiceNow using the applicable contract number.	X			See: https://dts.utah.gov/product/purchase-hardware-software
19.	DTS Procurement processes purchase requests and sends purchase orders to the vendor.		X		
20.	Agency approves invoices received from the vendor and sends them to DTS Accounts Payable for processing.	X			
21.	DTS Accounts Payable processes the invoices and submits payments to the vendor.		X		

REQUIRED RQM/RQS INFORMATION	
Item	Comments
Fiscal Year	Current fiscal year
Contract Amount	Total costs for entire term of proposed contract
ELCID (accounting code)	Please obtain from your agency's finance group
Commodity Code	Available from http://purchasing.utah.gov/commoditycodes.html
Object Code	Please obtain from your agency's finance group
Agency Contact	Your name, e-mail address, and phone number
Name of Approved Business Case	Business case must be approved in ServiceNow
Description of Procurement Item	Must be more descriptive than commodity code description

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DTS EXCEPTIONS TABLE	
Full	DTS Contracts need not be involved in the solicitation or contract process. See DTS Full Exception Process for more detail.
Partial	DTS Contracts need not be involved in the solicitation process. See DTS Partial Exception Process for more detail.
None	See Agency Contract Process .

DTS FULL EXCEPTION PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency	DTS Contracts	State Purchasing	
1.	Agency works with IT director to complete DTS Exception Form .	X			REQ Process
2.	DTS contract analyst reviews the form and determines if a full, partial, or no exception should be granted.		X		
3.	The exception is approved by an agency director and IT director	X			
4.	If a full or partial exception is granted, the form is routed through DTS for executive signatures.		X		
5.	Fully signed form is scanned and e-mailed to the agency.		X		
6.	Agency coordinates with State Purchasing to create and post the Solicitation Packet , including the State's standard terms and conditions for goods or services.	X		X	Not in ServiceNow
7.	After award, agency drafts the Contract and negotiates terms and conditions with the vendor, if necessary.	X			
8.	Agency sends the final draft of the Contract to the vendor for signature.	X			
9.	Agency signs the vendor-signed Contract .	X			
10.	Agency sends the Contract and DTS Exception Form to State Purchasing for processing.	X			
11.	State Purchasing agent and contract analyst review the Contract and DTS Exception Form to confirm that the scope of work falls within the granted exception. (When reviewing any IT contract, State Purchasing must check for a signed DTS Exception Form and/or DTS signature.)			X	
12.	State Purchasing technician routes the Contract through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing. A copy of the DTS Exception Form is filed with the Contract.			X	
13.	Agency retrieves the fully executed Contract from State Finance. Copies are scanned and sent to DTS and the vendor.	X			
14.	Agency processes purchase orders and payments directly to vendor.	X			
15.	When processing Amendments , State Purchasing must confirm that any added IT components remain within the granted exception; if not, the agency must complete another form.			X	

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DTS PARTIAL EXCEPTION PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency	DTS	State Purchasing	
1.	Agency works with IT director to complete DTS Exception Form .	X			REQ Process
2.	The form is signed by an agency director and IT director and sent to the agency's DTS contract analyst.	X			
3.	DTS contract analyst reviews the form and determines if a full, partial, or no exception should be granted.		X		
4.	If a full or partial exception is granted, the form is routed through DTS for executive signatures.		X		
5.	Fully signed form is scanned and e-mailed to the agency.		X		
6.	Agency coordinates with State Purchasing to initiate the solicitation process.	X		X	Pending Agency/ Contract Draft
7.	Agency coordinates with DTS to determine if a DTS employee must be included on the evaluation committee.	X	X		
8.	Agency coordinates with State Purchasing to create and post the Solicitation Packet , including Attachment B: Standard Information Technology Terms and Conditions .	X		X	
9.	After award, agency drafts the Contract and negotiates terms and conditions with the vendor, if necessary.	X			
10.	Agency sends the final draft of the Contract to the vendor for signature.	X			
11.	Agency signs the vendor-signed Contract .	X			
12.	Agency sends the vendor- and agency-signed Contract and fully signed DTS Exception Form to DTS contract analyst.	X			Pending DTS/ Contract Review <hr/> Pending DTS/ Contract Approvals <hr/> Pending DTS/ Contract Finalization
13.	The vendor- and agency-signed Contract is routed through DTS for signature and given back to the agency.		X		
14.	Contract and DTS Exception Form are sent to State Purchasing for processing.	X			
15.	State Purchasing agent and contract analyst review the Contract and DTS Exception Form to confirm that the scope of work falls within the granted exception <u>and</u> that DTS has signed the Contract. (When reviewing any IT contract, State Purchasing must check for a signed DTS Exception Form and/or DTS signature.)			X	

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DTS PARTIAL EXCEPTION PROCESS		Responsibility			ServiceNow Status/ Substatus
		Agency	DTS	State Purchasing	
16.	Purchasing technician routes the Contract through State Purchasing for signature, loads it into FINET, and sends it to State Finance for processing. A copy of the DTS Exception Form is filed with the Contract.			X	
17.	Agency retrieves the fully executed Contract from State Finance. Copies are scanned and sent to DTS and the vendor.	X			Fully Complete
18.	Agency processes purchase orders and payments directly to vendor.	X			
19.	When processing Amendments , the agency must repeat steps 10-18. State Purchasing must confirm that any added IT components remain within the granted exception; if not, the agency must complete another form.	X		X	

DTS-EXEMPT AGENCIES <i>U.C.A. § 63F-1-102(6)(b)</i>		
Legislative branch	Judicial branch	State Board of Education
Institutions of higher education	Board of Regents	Independent entities
State Auditor	State Treasurer	Attorney General

DTS PROCUREMENT AUTHORITY <i>U.C.A. § 63F-1-205</i>			
Telecommunications equipment	Software	Related services	Data acquisition
Information technology equipment, which means all computerized and auxiliary automated information handling, including:			
Systems design and analysis	Acquisition of data, storage, and conversion of data	Computer programming	Information storage and retrieval
Voice, radio, video, and data communications	Requisite systems controls	Simulation	Related interactions between people and machines

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DTS IN-HOUSE SERVICES

DTS offers its customer agencies a variety of in-house services provided at pre-approved rates. Below is a non-exhaustive list of these services. Before initiating an IT solicitation, agencies are encouraged to explore DTS-provided solutions that may meet their needs. Visit www.dts.utah.gov for current rates.

Network Services	Security Services	Desktop Services	Voice Services
Print Services	System Hosting	Storage	Data Center Space
Encryption	Website Hosting	Database Hosting	Database Consulting
Mainframe Services	Application Support	Project Management	GIS/mapping Services
Wiring Design	Security Assessments	Voice Mail	Hosted E-mail
Virtual Desktop	Data Processing	Software Licensing	Custom Deliverables

COMMON INFORMATION TECHNOLOGY TERMS

When determining if your solicitation or contract is for an IT procurement item, look for the following common IT terms.

System	Data	Computer	Programming
Information storage and retrieval	Voice, radio, video, and data communications	Machine	Desktop
Laptop	Server	Hosting	Telecom
Software	Hardware	Network	Virtual desktop
Database	Application	Technology	Information security
WAN/LAN	GIS/mapping	Audio conferencing	Digital
Encryption	Website	On-line subscription	Licensing
Maintenance	Consulting	Development	Scan
Internet	Ethernet	Electronic	SAN/storage