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**Statewide IT Procurement Checklist for Agencies**

**The following is a list of items that must be completed before submitting an IT procurement to the Statewide IT Procurement Office. Please include a copy of this checklist when submitting your solicitation documents to the Statewide IT Procurement Office. *Note: This a preliminary list and should not be considered all inclusive. Contracting Officers reserve the right to request additional information based upon the documentation submitted.***

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| **Minimum Requirements for All Procurements** | Answer |
|  | Yes | No |
| 1 | **Are the goods or services available under a current statewide term contract?** |[ ] [ ]
| 2 | **Will the procurement require a sourcing, security, or hosting exception (see** [**https://it.nc.gov/exception-resources**](https://it.nc.gov/exception-resources)**)** |[ ] [ ]
| 3 | **If the procurement qualifies as a project per G.S. 143B-1340, IS THE PROJECT AT THE DECISION POINT IN THE EPMO TOUCHDOWN SYSTEM where the procurement can be posted?** |[ ] [ ]
|  | **If you answered “Yes” to questions 1 or 2, or “No” to question 3, please consult your purchasing office or DIT Procurement before submitting procurement to DIT.** |

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| **RFPs and IFBs** | Answer |
|  | Yes | No |
| 1 | Is the solicitation document being submitted at least 120 days prior to current contract expiration date or the desired effective date for new contract (e.g., fiscal year, end of calendar year)? |[ ] [ ]
| 2 | Is there a clear business owner for this solicitation within your agency? If so, please identify the person in the box to the right. Click or tap here to enter text. |[ ] [ ]
| 3 | Have the stakeholders for this solicitation been identified and is there consensus among stakeholders regarding the goals and objectives of the procurement? |[ ] [ ]
| 4 | Have you provided Statewide IT Procurement with the point of contact for this solicitation and identified whether this contact is an end user or purchasing department representative? |[ ] [ ]
| 5 | Is the solicitation document on the latest Statewide IT Procurement solicitation form (compare the date in the lower right corner to the date on the corresponding document on the Statewide IT Procurement Office website at <https://it.nc.gov/it-procurement-forms-and-templates> )? |[ ] [ ]
| 6 | Has the solicitation been approved according to your agency’s policies and procedures (if your agency does not have policies and procedures, please contact Statewide IT Procurement)? |[ ] [ ]
| 7 | Does the solicitation contain a concise and understandable statement of the agency’s intent? |[ ] [ ]
| 8 | Does the solicitation provide background information on the scope and precisely what your agency is seeking to buy? |[ ] [ ]
| 9 | Does the request include the estimated cost(s) / approximate figure/range that is needed? |[ ] [ ]
| 10 | Does the solicitation indicate if it will be a one-step or two-step evaluation process (please see 9 NCAC 06B.0302, Methods of Source Selection)? |[ ] [ ]
| 11 | Have you developed an evaluation methodology that conforms to the one-step or two-step process indicated in the solicitation? |[ ] [ ]
| 12 | Does the solicitation describe how Implementation, Training, and Project Management are expected to be conducted? |[ ] [ ]
| 13 | Does the solicitation clearly identify the Technical Specifications (includes features mandated by State legislation; regulatory attributes adhering to governance, i.e., HIPAA or FERPA; statewide policies and procedures, i.e., Statewide Security; and certain defined technical specifications by the procuring Agency)? |[ ] [ ]
| 14 | Per statute General Statute 143B-1350(h), are the Technical Specifications written without use of “shall”, “must”, “required” or other similar language *(avoid use of “shall,” “must” and “will”; instead, when possible, utilize “describe” or “explain” statements)*? |[ ] [ ]
| 15 | Is the solicitation for one or more of the following (select all that apply) (see G.S. 143B-1320 for the definition of Information Technology)? |[ ] [ ]
|  | Hardware and / or Software |[ ]
|  | Maintenance and Support services (new or renewing a contract) |[ ]
|  | Telecommunications (defined in GS 143B-1320) |[ ]
|  | Services |[ ]
|  | Data Analysis |[ ]
|  | Requirements Gathering |[ ]
|  | Data Services (e.g. hosting, See SL 2016-94, s. 7.9) |[ ]
|  | Data / System Integration |[ ]
|  | Software as a Service (SAAS) |[ ]
|  | Platform as a Service (PAAS) |[ ]
|  | Infrastructure as a Service (IAAS) |[ ]
|  | Other Cloud based services |[ ]
|  | Application development, Work for Hire (copyright issues for review) |[ ]
|  | Personal Service Contract (See GS 143B-1362) |[ ]
| 16 | If this solicitation is for a project, does the name of the solicitation match exactly the project name as entered in the EPMO Touchdown System? |[ ] [ ]
| **RFQs** | Yes | No |
| 17 | Do you have documented justification (Exception Form for State Agencies or Justification Letter for all other entities) of why the vendor is the only qualifying provider and not just a preferred vendor that factually supports the rationale in NCAC 06B .0901, for limited or waiver of competition (please contact Statewide IT Procurement if you need more guidance regarding this rationale)? |[ ] [ ]
| 18 | Does the Justification Letter or Sourcing Exception address how the selected waiver of competition condition applies? |[ ] [ ]
| 19 | Is the price quote aligned to the RFQ pricing table? |[ ] [ ]
| 20 | Has the Vendor’s Terms and Conditions or license agreement been reviewed? |[ ] [ ]
| 21 | Have any conflicting issues been discussed with all stakeholders and resolved? |[ ] [ ]

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| **Contract Amendments** | Yes | No |
| 22 | Do you have documented market research and background information (e.g., prior contracts and contract amendments) to provide sufficient understanding and rationale for the amendment?  |[ ] [ ]
| 23 | Have you referenced the original contract in the amendment? |[ ] [ ]
| 24 | Have the Contract Acceptance Criteria/Proposed Service Level Agreement (SLA) specifications been identified? |[ ] [ ]
| **Waivers of Competition and Limited Competition *(NOTE: Time and Cost are not valid conditions for waiving competition)*** | Yes | No |
| 25 | Do you have documented justification (Exception Form for State Agencies or Justification Letter for all other entities) of why the vendor is the only qualifying provider and not just a preferred vendor that factually supports the rationale in NCAC 06B .0901, for limited or waiver of competition (please contact Statewide IT Procurement if you need more guidance regarding this rationale)? |[ ] [ ]
| 26 | Does the Justification Letter address how the selected waiver of competition condition applies? |[ ] [ ]
| 27 | In cases where the vendor is a reseller, is there a letter from the manufacturer justifying why the vendor is the only qualified vendor and not just a preferred vendor? Please provide substantial facts regarding why. If that manufacturer’s product/service is awarded, please include whether the Vendor is authorized to provide the product/service sought by the State. |[ ] [ ]
| 28 | Do provisions included in the waiver, exception, and solicitation documents agree (e.g., all documents should contain the same information)? |[ ] [ ]