

1-204. Procurement review policy.

(1) Purpose. Pursuant to Neb. Rev. Stat. §§ 81-1117, 81-1120.17, and 81-1120.20, certain state agency purchases of communications equipment and information management items require the approval of the Office of the CIO. This policy provides guidance to agencies for compliance with these statutory requirements.

(2) Information Needed for Procurement Reviews.

(a) Agency Information Technology Plan. The agency information technology plan, which is submitted in conjunction with the biennial budget request, provides the general context for procurement decisions. In some cases, a diagram and explanation of the technical architecture is necessary for determining the appropriate technology for the purpose. Technical architecture describes the hardware, software and network infrastructure needed to support the deployment of core, mission-critical applications. The specific documentation that is useful depends on the type of purchase.

(b) Documentation for Purchase Requisitions and Purchase Orders in NIS Using Document Types ON and 06. Agencies must attach sufficient information in NIS that allows the reviewer to determine what is being purchased, the purpose being served, total cost, and a contact for additional information. This information can be provided as either a text note or an attachment to the header in NIS. In addition, the following types of documents are helpful, if available: (1) bill of materiel from the vendor, or (2) quotation from the vendor.

(c) Documentation for Competitive Solicitations Request for Proposals (“RFP”), Requests for Information (“RFI”), and Invitations to Bid (“ITB”). Agencies must provide a draft copy of the solicitation—RFP, RFI, or ITB—to the Office of the CIO at least 30 days prior to its planned release.

(d) Documentation for Requests for Deviation from the Competitive Process. Agencies must document the reasons for not following the competitive process.

(3) Review Criteria. In making the decision to approve or deny the procurement request, the decision of the Office of the CIO shall be based upon, but not necessarily limited to: (a) compliance with NITC technical standards and enterprise architecture; (b) avoidance of unnecessary expenditures; (c) opportunities for collaboration or data sharing, if applicable; (d) appropriate technology for the task; and (e) needed skills or resources within the capability of the agency to provide or acquire.

(4) Review Timelines. The timelines for reviews to be complete are as follows:

(a) Routine purchases recorded in NIS (using document types ON and 06), such as computers, laptops, printers, and low cost items will be reviewed and acted upon within one workday;

(b) Procurement requests that are more complex will be reviewed and acted upon within three workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within ten workdays, excluding the time an agency requires to respond to requests for additional information; and

(c) Reviews of major solicitations (RFPs, RFIs, ITBs) will be reviewed and acted upon within seven workdays. The action may be a request for clarification or additional information. The goal is to resolve all issues and provide a final action within 12 workdays, excluding the time an agency requires to respond to requests for additional information.

(5) Pre-Approved Items for Purchase. The Office of the CIO will create, and update as needed, a list of pre-approved items for purchase by agencies. The list will identify communications equipment and information management items that by their nature pose little risk of violating the criteria established in subsection (3). The list will be posted as section 1-205 of these standards. Agencies have prior approval to purchase items on this list. (See section 1-205, <http://nitc.nebraska.gov/standards/1-205.pdf>)

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History: Adopted on March 4, 2008. Amended on November 30, 2009 and July 12, 2018.

URL: <http://nitc.nebraska.gov/standards/1-204.pdf>