

NITC 1-204: IT Procurement Review Policy:

By statute, state agency purchases of communications equipment and information management items require the approval of the Office of the Chief Information Officer (OCIO). NITC 1-204 provides guidance to agencies for compliance with these statutory requirements.

<http://www.nitc.nebraska.gov/standards/1-204.html>

Effective July 9, 2015, requests for technology equipment and services routing through Enterprise One will be required to provide documentation to support each request as stated in the NITC standard. The minimum level of documentation required should include a quote from the vendor and a description of the product or service being requested. In the description please provide as much detail as needed to explain the purpose for the request. Key points to include are where the equipment or software will be installed, who will support the equipment and a contact person who can provide additional detail.

If the purchase is a competitive solicitation for bid, a draft copy of the Request for Proposal (RFP), Request for Information (RFI) or Invitation to Bid (ITB) must be provided. If the purchase is a Sole Source Request/Request for Deviation from the Competitive Process, documentation of the reasons for not following the competitive process must be attached.

Requests that do not provide the minimum level of documentation will be returned to the agency.

Requests that do meet the minimum level of documentation may also be scheduled for a conference call with the IT Review team. The IT Review team meets each Tuesday from 3:00- 4:00. If your request is scheduled for a conference call you will receive a meeting notice by the end of the day the prior Friday.

Items that are part of the preapproved list for NITC 1-204 will be reviewed and approved without additional information. However all purchases should have a quote from the vendor and a general description of the items requested.