

To: Agency Chief Information Officers and IT Procurement Staff

From: Dan Orr, Administrator Enterprise IT Contracting and
Carolyn Chavanne, Administrator Strategy Investment and Management

Date: April 24, 2015

Re: Fiscal Year 2015 IT Release and Permit (R&P) cut off dates and Controlling Board Requests for
FY 2016 and FY 2017, IT Procurement Clarifications for FY 2016

The following guidance is provided for any procurement activity remaining for FY 2015 and prepare for FY 2016 & 2017 procurements. FY 2015 IT R&P requests processed through the R&P application should be submitted to the Department of Administrative Services, Office of Information Technology (OIT) by Friday June 5, 2015 in order to complete processing for end of fiscal year. This includes requests to increase FY 2015 IT Blankets. Requests received by June 5 will be given priority. DAS OIT will work to process FY 2015 IT R&P requests until the Office of Budget & Management's cutoff date for requisition processing Friday, June 19, 2015. Please plan your procurements accordingly.

Express Procurement Process:

Data indicates that express procurement processes for State Term Schedules are not often used. Additionally, new enterprise requirements for IT planning are replacing prior approval express processes. As a result the express procurement process option has been eliminated.

State Term Schedule Requests:

State Term Schedule use recommends three quotes. Agencies are requested to provide justification when this is not feasible.

Release and Permit for FY 16 and FY 17 will be opened on May 1, 2015 to support agencies capability to submit Controlling Board requests for May and June hearing dates. During the month of June, all FY 2016 and FY 2017 R&Ps with Controlling Board requests with June hearing dates will be given first priority and all FY 16 and FY 17 R&Ps with Controlling Board requests after June hearing dates will be given second priority. FY16 non-Controlling Board requests will be processed on an ongoing basis but as a lower priority than FY15 requests. FY 16 Requests requiring approval for continuation of services effective July 1, 2015 will be given the higher priority than other FY 16 requests.

Contract purchases planned for FY 16 must reference contracts in force at the time requisitions/purchase orders are processed. Please refer to the State Procurement web site for contract information:

<http://procure.ohio.gov/proc/index.asp>. If contracts expire on June 30, 2015, they cannot be used to encumber FY 16 funds starting July 1. If you have agency contracts that DAS holds on your behalf and these expire prior to July 1, 2015, if you haven't already, please contact your agency LOB Analyst via email or phone to discuss renewal processes as soon as possible.

FY 16 Blanket Release and Permits will be issued by May 15, 2015. Should you require increased blanket authorization during FY 16, you may request a modification to increase spending authority through the R&P system. Requests for increases must include a detailed spending plan justifying these increases and plans for including MBE spend. IT blankets are not authorized for use for any goods or services that require OIT Governance. This includes but is not limited to:

- A) Non-IT products or services
- B) IT Equipment from Standards Based Contracts (e.g. Desktops, Laptops, remote location Servers)
- C) Hosting or Cloud based solutions (IaaS, SaaS)
- D) Microsoft Licenses
- E) Enterprise Services that OIT provides (e.g. Storage, Virtual Servers, VoIP, etc.)

CAI Staff Augmentation Contract Renewal:

The CAI contract for staff augmentation will be extended for use in FY16 until the new Competitive Sealed Proposal for staff augmentation, which is in process, is released and awarded. Similar to last year agencies may request six (6) months of staff augmentation needs provided the agency includes a list detailing the planned resources, durations and costs it intends to procure.

Continued Focus on MBE:

The State is committed to making more State contracts and opportunities available to Ohio certified minority business enterprises (MBEs). Whenever possible, state agencies are encouraged to set-aside procurement opportunities.

More information about MBE or EDGE contracting/purchasing can be obtained at <http://das.ohio.gov/Divisions/EqualOpportunity.aspx>.

IT Application Lifecycle Plans (IT ALPS):

Each agency should ensure that their IT applications, projects and related resources are reflected in the agency IT plan as all R&P requests will be reviewed by OIT staff from planning to procurement. If the IT Projects and related resources are reviewed through the planning to procurement approach, the R&P request will be approved as an advanced procurement request. R&P Requests that have not followed this path will be reviewed on a case by case basis for adherence to the planning and procurement approach, criteria, guidelines, standards and IT optimization alignment.

Our goal is to assist agencies close and open fiscal year periods successfully. Questions, comments or concerns regarding year end processing of Release and Permits can be directed to Curtis Brooks at curtis.brooks@das.ohio.gov (614-752-9689), Eric Glenn at eric.glenn@das.ohio.gov (614-466-2634) or Sharon Walls at sharon.walls@das.ohio.gov (614-466-1779).