State IT Procurement Process Flow

End User/Requestor

Start

Identifies Need

Consult with APO

Note: This flow chart demonstrates existing statewide procurement processes/requirements. Agencies may hold individual exemptions or self-prescribe more stringent controls. Additionally, agencies should ensure that IT purchases do not conflict with any statewide OIT initiatives.

Agency Procurement Officer

Reviews Request

Item in ALPS? — Yes / No

Enter Item in ALPS

Provide additional Information in ALPS

ALPS Entry Approved? — No / Yes

OIT Enterprise Services Provide the Requested Services/Product? — Yes: Obtain Quote from OIT → End

State Contract Available? — Yes: Consider MBE Set-aside, EDGE, Buy Ohio → Review STS, MMA, GDC, LDC, ASC, MAC, etc. → Consider Utilizing Ohio Marketplace if Applicable → Use Contract? — Yes / No

Over $500? — No: Consider MBE Set-aside, EDGE, Buy Ohio → Obtain 2 Verbal Quotes or Follow Agency Practice for Obtaining Quotes

Over $25,000? — No: Consider MBE Set-aside, EDGE, Buy Ohio → Obtain 3 Written Quotes or Follow Agency Practice for Obtaining Quotes

Vendor Spend Over $50,000? — No: Consider MBE Set-aside, EDGE, Buy Ohio → Agency Issued Solicitation Posted to Ohio Procurement Portal

Vendor on State or Federal Debarment List/ AOS Finding for Recovery LIst? — Yes: Select a Valid Vendor → Does Vendor have Affirmative Action Plan Filed with EOD? — No / Yes

Review for Compliance with Offshore Executive Order

Is Purchase Under $2,500? — Yes / No

Does Purchase Account Code Require OIT R&P? — No / Yes

Is the Purchase Under $25,000? — No: Submit Release & Permit to OIT or Consider Fast Track if Applicable → R&P Approved? — No: Provide Additional Information / Yes

Will Pcard be Utilized? — No: Is this a Telecom Service? — Yes: Use "Service Now" Application / No

Consider Utilizing Pcard if Monthly Card Limit has not been Met

Is Purchase Under $2,500? — Yes / No

(Option) Use Agency Blanket Release and Permit

Will Pcard be Utilized? — No / Yes

Is Purchase Under $2,500? — Yes: Consider Utilizing Pcard if Monthly Card Limit has not been Met

Over $500? — No / Yes

Is Purchase Account Code(s) Exempt from PO Requirement? — Yes / No

Complete Purchase Order

Order Product/ Service

Does Service Contractor have Less than 5 Employees? — Yes: Report Contract to PERS → End / No/NA → End

Obtain Prior Approvals

Consider MBE Set-aside, EDGE, Buy Ohio

Competitive Selection via Agency

Vendor on State or Federal Debarment List/ AOS Finding for Recovery LIst? — No: Review for Compliance with Offshore Executive Order → Does Vendor have Affirmative Action Plan Filed with EOD? — Yes / No

Select a valid vendor

Submits Release & Permit

Provide Additional Information

R&P Approved? — No / Yes

OIT

OIT to Issue Solicitation for Purchase? — No / Yes: Consider MBE Set-aside, EDGE, Buy Ohio → Competitive Selection via OIT

Submits Release & Permit

Provide Additional Information

R&P Approved? — No / Yes

Submits Controlling Board Request

Controlling Board

Item Approved? — No: End / Yes