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| **Section 1 - General Information** |
| Agency/State Entity Name: |   | Submission Date: | Click here to enter a date. |
| Contact First Name: |   | Contact Last Name: |   |
| Contact Email: | Click here to enter text. | Contact Phone: |   |
| Description of Acquisition: |   |

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| **Section 2 – Procurement Authority (select one option below)** |
|[ ]  1. This acquisition is subject to the Department of Technology’s Procurement Authority because it is related to a new or active reportable IT project (meets one or more of the criteria listed in SAM Section 4819.37) and either exceeds the Agency/state entity’s assigned DGS/PD Delegated Purchasing Authority dollar threshold OR the acquisition is exempt from DGS oversight.

Provide the Department of Technology Project Number: Click here to enter text. |
|[ ]  1. This acquisition is subject to the Department of General Services’ Procurement Authority because it is NOT related to a new or active reportable IT project (does NOT meet one or more of the criteria listed in SAM Section 4819.37) and exceeds the Agency/state entity’s assigned DGS/PD Delegated Purchasing Authority dollar threshold.
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|[ ]  1. This acquisition is subject to the Agency/state entity’s Procurement Authority because it is within the Agency/state entity’s assigned DGS/PD Delegated Purchasing Authority dollar threshold OR the acquisition is not related to a reportable IT project and exempt from DGS oversight.
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| **Section 3 – Certification** |
| **Yes** | **No** |  |
|[ ] [ ]  The signatory confirms that the acquisition described herein is in compliance with the criteria and procedures for IT prescribed in SAM Section 4819.41.  |
|[ ] [ ]  The signatory confirms that the acquisition described herein meets the requirements of Government Code 11135 applying Section 508 of the Rehabilitation Act of 1973 as amended or qualifies for one or more exceptions. |
|[ ] [ ]  The signatory confirms that the procurement authority for this acquisition is accurately noted in Section 2 of this form. |
|[ ] [ ]  The signatory confirms that the acquisition described herein is excluded from the Department of Technology’s IT Project Submittal and Approval Authority because it is excluded under SAM 4819.32. |
|  Chief Information Officer (CIO) (Print Name) CIO Signature/Designee Date |
|  [[1]](#footnote-1)Agency Information Officer (AIO) (Print Name) AIO Signature/Designee Date |

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| **DGS/PD or CDT Use Only** |
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| Agreement # |   | LTB/NCB/SCR Justification # |  |
| Inter-Agency Agreement # |   | Purchase Estimate # |  |

1. AIO approval is only required for Agency-affiliated state entities with an IT acquisition thats cost exceeds the Agency/state entity’s Department of Technology Delegated Cost Threshold or $1 million, whichever is lower. [↑](#footnote-ref-1)