



IT Procurement

IT Team:

Mike Baczewski-CCT-Contract Analyst
Elizabeth Basso-Contract Specialist
Aimee Cunningham-Contract Specialist
Jean Del Greco-Contract Specialist
Tony Deluca-Contract Specialist
Joe Giliberto-Contract Team Leader
Bryan Jorge-CCT-Contract Analyst
Melissa Marzano-Purchasing Assistant
Dan Melesko-Contract Specialist
Kris Wohlgemuth-Contract Specialist

1. LEAN

2. PSU Process

3. RFP Reference Guide

4. Contract Administration

LEAN

- Streamline the Information Technology (IT) procurement process
- Addition of categories of IT items to the Core-CT Catalog
- Core-CT Catalog no longer requires DAS BEST review and approval
 - Agencies should use the value of a requisition when creating their Core-10
- P-Cards should be utilized for purchases less than \$1,000
 - Agency P-Card Coordinators should be advised to update their Agency P-Card Procedures to reflect these changes

PSU Process

- Product Schedule Update
- Processed when:
 - Product or service is not listed in current Product Schedule
- Only in scope items can be added if the contract language allows
- CIO-BEST must approve all PSU Updates

PSU Process

- Vendor is responsible for maintaining product schedule-must notify DAS
- Majority of master agreements require (90) day notice to update pricing
- All IT MA's and PSU's listed
 - On State Contracting Portal-can be searched by:
 - Contract number, keyword, or vendor name
- If product is not listed on product schedule:
 - As is within the same scope as master agreement
 - Request Contractor must submit a signed PSU

PSU Process

- Vendor's quote attached to PSU Req.
- After review and approval of PSU
 - Signed Acceptance letter-email to vendor
- PSU posted to Master Agreement on State Contracting Portal

RFP-Reference Guide

- Purpose
- Building the RFP
- Evaluation Process
- Negotiations
- Contract

Contract Administration

- Relationship between DAS & the Agencies

Questions?

