



# IT PROCUREMENT

Brenda Berlin,  
Deputy State Chief Information Officer & Chief Financial Officer

Joint Technology Committee (JTC)  
April 17, 2015



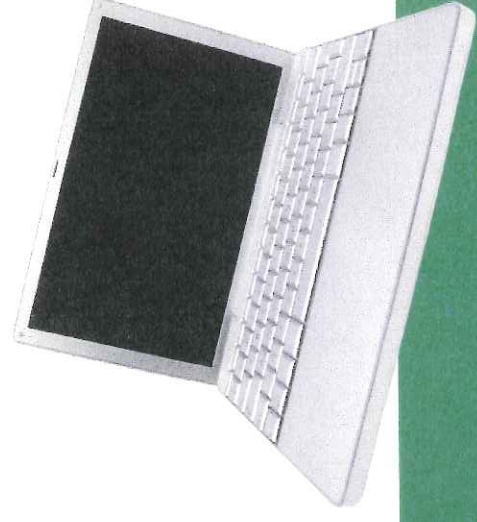
**COLORADO**  
Governor's Office of  
Information Technology



## IT Procurement Authority:

Specifically related to consolidation efforts for the acquisition of IT goods and services, C.R.S. 24-37.5-105(3)(i) requires OIT to “Initiate or approve all procurements of information technology resources for state agencies and enter into any agreement or contract in connection with such a procurement on behalf of state agencies.”

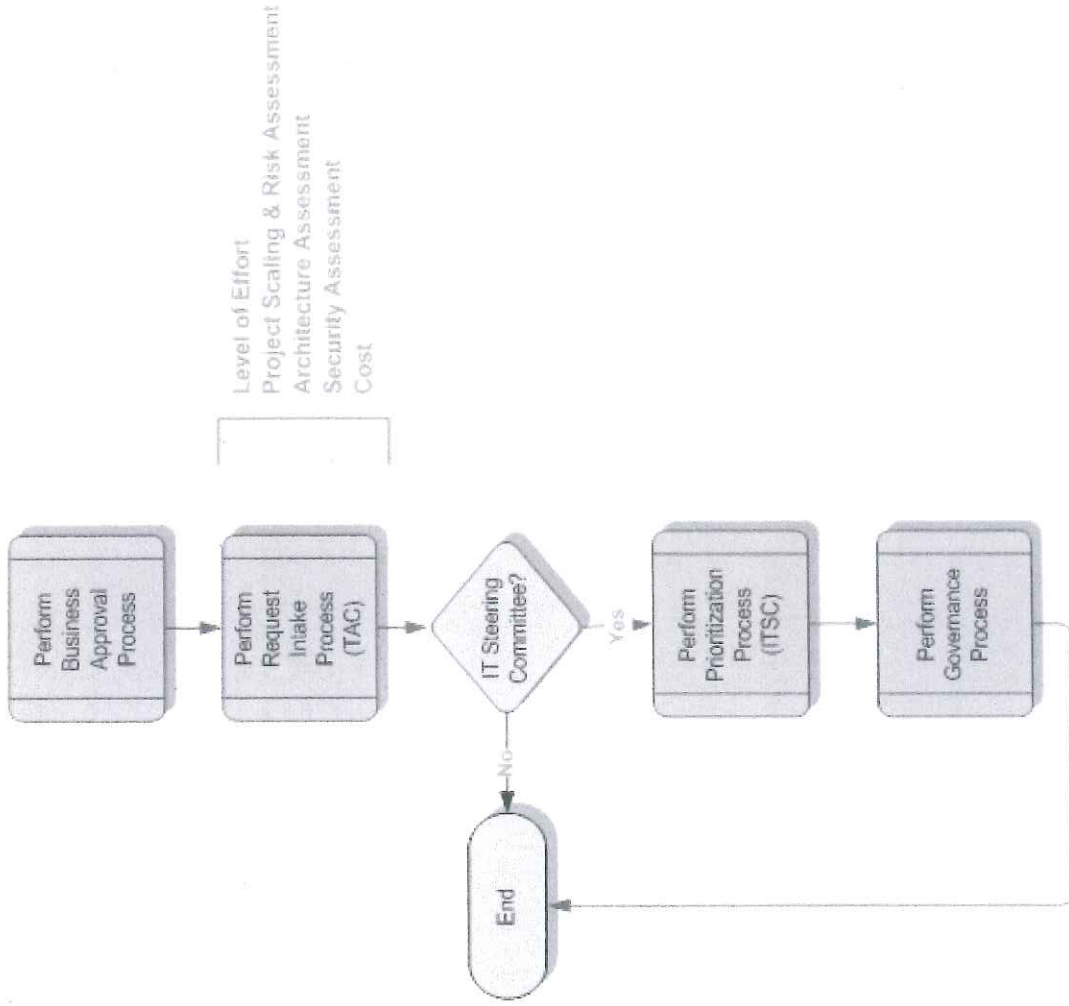
OIT follows the State Procurement Code for procurements.



# Project Alignment & Governance



- Project Ideas from the business are vetted through **OIT's Project Intake process**. This is managed by the IT Portfolio Management (ITPM) team and in collaboration with the IT Directors.



- The project will be designated to the **oversight** of either an **Executive Governance Committee (EGC)** or **Local Governance Committee (LGC)** based on various risk factors.
- At any point a project may be stopped based on business request or technological factors.



# Governance Function

Enterprise Governance Standards

Enterprise Governance Function

Local Governance Function

# Executive Governance Committees

## Definitions & Oversight



The Executive Governance Committees (EGCs) are comprised of OIT executives and agency customers that own areas of risk, have a stake in project delivery and govern project management best practices.

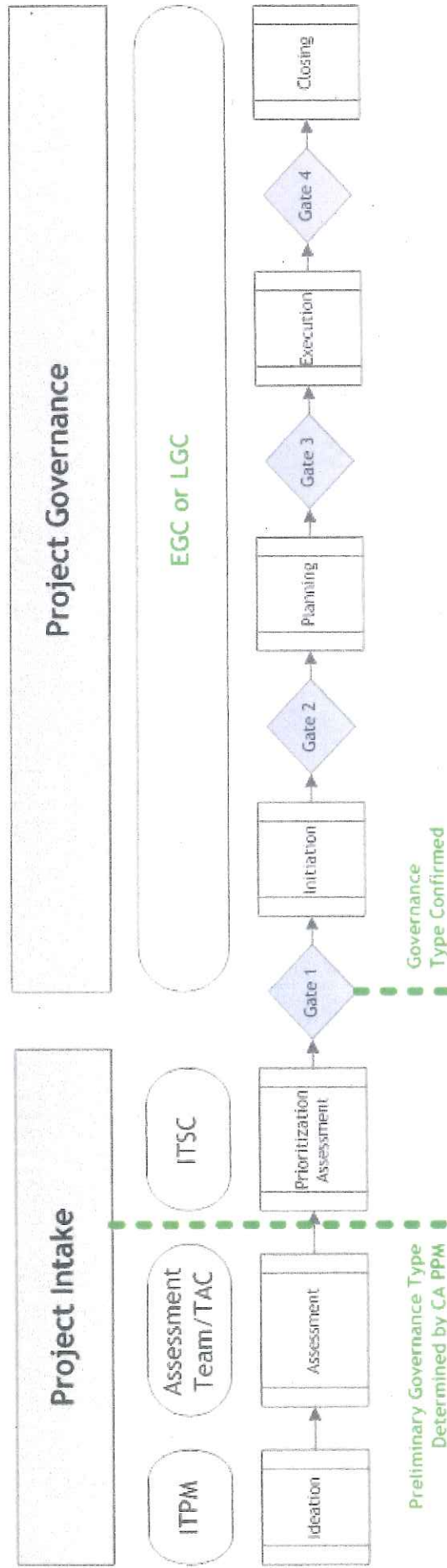
- The EGC has oversight of all projects categorized as **Major, High Security Risk, High Implementation Risk or High Architectural Risk.**
- **Project Gating** allows us to check due diligence during the project life cycle.
- Adherence to the EGC Requirements and the completion of all gates is **mandatory** for all EGC projects.
- Every EGC project manager must create a weekly status report.
- Every EGC project manager must create monthly trending reports to present during EGC meetings.

# Project Phase Objectives & Gating Outcomes



- **Intake:** To help facilitate customer requests through a process of review, analysis, solution identification, resource requirements and prioritization.
  - **Gate 1:** An Approval Letter to the Business & a Letter to the State Controller (if applicable) from the Project Management Office
- **Initiation:** To secure people, solution, assets, and funding for the project.
  - **Gate 2:** An email to the Project Stakeholders
- **Planning:** To develop a project plan, confirm detail designs, and prepare for Execution.
  - **Gate 3:** An email to the Project Stakeholders
- **Execution:** To finalize testing & certify for operation.
  - **Gate 4:** An Acceptance Letter from the Project Management Office, which will now include the Authorization to Operate (ATO) (if applicable) from the Chief Information Security Office (CISO)
- **Closing:** To finalize training and ensure customer signoff and overall acceptance.

# The OIT Project Lifecycle





If a solicitation is required, OIT and the Agency coordinate on which group will “lead” the solicitation. This is based on multiple aspects, including risk, statewide impact and available purchasing resources. Regardless of lead, solicitations are conducted in accordance with:

- Colorado Procurement Code (Colorado Revised Statutes 24-101-101 et seq.)
- Rules (Procurement, Fiscal and Personnel)
- Budgetary constraints and requirements

The State Bidding System (VSS module of CORE) is used to publically post solicitations for vendor review, comment and response. (CDOT uses SAP)



# Procurement “Tools”

## Request for Information (RFI)

- Research tool

## Request for Proposal (RFP)

## Documented Quote (DQ)

- under \$150k, goods or services

## Invitation for Bid (IFB)

- low bid wins

## Price Agreements

## Enterprise Agreements

## Discretionary

- under \$10k for commodities, under \$25k for services



# Post Contract Management



## Vendor Management Office

- Assist programs with engaging and holding vendors accountable
- Establishes standard service level agreements (SLA) for contracts
- Manages on-going contact with major vendors regarding SLA compliance
- Assist programs with disputes
- Assist vendors with navigating OIT procurement processes





*Thank you!*



**COLORADO**  
Governor's Office of  
Information Technology