SPR1 Submittal Process-srw
REVISED 7-8-2020 – #1 – added new software section – COT SOFTWARE ASSET TEAM REVISION
REVISED 7-8-2020 - #2 – removed "software" - COT SOFTWARE ASSET TEAM REVISION
REVISED 8-10-2021 - #3 – added requirement for new bidding exemption form, effective 8-16-2021 - FINANCE OPS REVISION
REVISED 8-10-2021 – #4 – added clarification to the SDS "Specialized Services Category" approval requirement

COMMONWEALTH OFFICE OF TECHNOLOGY (COT)

STRATEGIC PROCUREMENT REQUEST (SPR1)
SUBMITTAL PROCESS
Effective May 4, 2020

This document provides information that was included in the 2018 COT IT SPR1 and SDS Submittal Process as well as the following three (3) updates: (1) the replacement of the 2018 IT SPR1 Purpose and Justification Form with the <u>new Technology SPR1 Request Form</u>. The new form is a fillable document that enables the agencies to provide COT with relevant information regarding the request, (2) the submittal of <u>Everything as a Service (XaaS) requests</u> regardless of the dollar amount. XaaS includes software, infrastructure, platform, communication, etc. "as a service" which is based on a pay-as-you-go or subscription model, and (3) the <u>removal of the 15% overage for IT SPR1</u> modifications. An SPR1 modification is now required for all changes made to the original SPR1 request regardless of the dollar amount or scope.

SPR1 Submittal Process
An SPR1 must be submitted for the following IT requests and must include the outlined documentation:

ADDED: 7-8-2020
1. All software requests regardless of the dollar amount. Include the following documentation:
    a. Technology SPR1 Request Form (attachment)
    b. Quotes, statements/scopes of work, and/or other supporting documentation
    c. Non-Competitive Request Form ~~A letter addressed to Joan Graham, OPS Executive Director,~~ for all IT bidding exemption requests such as sole source, not practicable or feasible to bid, etc.
    d. Please select 0002 as the Category and 0006 as the Sub Category when completing the SPR1 document in eMars.

2. All IT acquisition requests that are $1000 or more to include, but not limited to, hardware, ~~software~~, services, peripherals, applications, maintenance, renewals, subscriptions, consultant services, etc. Include the following documentation:
    a. Technology SPR1 Request Form (attachment)
    b. Quotes, statements/scopes of work, and/or other supporting documentation
    c. Non-Competitive Request Form ~~A letter addressed to Joan Graham, OPS Executive Director,~~ for all IT bidding exemption requests such as sole source, not practicable or feasible to bid, etc.

3. All IT acquisition requests for modifications to contracts or statements/scopes of work regardless of the dollar amount to include, but not limited to, renewals, extensions of contracts and statement/scope of work amendments or change orders. Include the following documentation:
    a. Technology SPR1 Request Form (attachment)
    b. Quotes, statements/scopes of work, and/or other supporting documentation
    c. Non-Competitive Request Form ~~A letter addressed to Joan Graham, OPS Executive Director,~~ for all contract extensions beyond the expiration date when there are zero (0) renewals remaining on the contract.

SPR1 Submittal Process-srw
REVISED 7-8-2020 – #1 – added new software section – COT SOFTWARE ASSET TEAM REVISION
REVISED 7-8-2020 - #2 – removed "software" - COT SOFTWARE ASSET TEAM REVISION
REVISED 8-10-2021 - #3 – added requirement for new bidding exemption form, effective 8-16-2021 - FINANCE OPS REVISION
REVISED 8-10-2021 – #4 – added clarification to the SDS "Specialized Services Category" approval requirement

4. All cloud or "as a service" (XaaS) requests regardless of the dollar amount. Include the following documentation:
   a. Technology SPR1 Request Form (attachment)
   b. Quotes, statements/scopes of work, and/or other supporting documentation
   c. Non-Competitive Request Form ~~A letter addressed to Joan Graham, OPS Executive Director,~~ for all IT bidding exemption requests such as sole source, not practicable or feasible to bid, etc.

5. All IT Request for Proposals (RFP), Request for Bids (RFB) and Request for Information (RFI). Include the following documentation:
   a. Technology SPR1 Request Form (attachment)
   b. Draft of the RFP, RFB or RFI in a Microsoft Word document. Templates: https://finance.ky.gov/services/eprocurement/Pages/ResourcesandSupport.aspx

6. All System Development Services (SDS) requests. Include the following documentation:
   a. Technology SPR1 Request Form (attachment)
   b. Task Order Agreement Form for the selected candidate. The SDS vendor should execute the form AFTER approval of the SPR1. (attachment)
   c. Executed Conflict of Interest Statement Forms from each person that interviewed the candidate (attachment)
   d. SDS Contractor Management Spreadsheet (attachment)
      For COT staff, the Task Order Agreement Form is a form generated in the COT Ticketing System
   e. For all new "Specialized Services Category" requests, an email approval from Ruth Day, COT CIO. Please obtain approval from CIO by emailing her at ruth.day@ky.gov with resumes from all candidates interviewed and the selected candidate's Task Order Agreement Form. CIO approval is not needed for the renewal of an already approved "Specialized Services Category" request.

   SDS Information:
   ➢ The agency shall create one (1) SPR1 document, per SDS vendor, per fiscal year. For example, "SPR1 ABC" shall only be for Latitude 36 for FY21. "SPR1 XYZ" shall only be for NTT Data for FY21 and so on.
   ➢ An SPR1 modification is required to add a contractor or modify a contractor's rate, skills category or other information.
   ➢ The agency must send an email to all four (4) SDS vendors to request resumes. Interviews should be conducted after the receipt of the resumes. Contractors can only begin work AFTER approval of the SPR1.
   ➢ SDS vendors are listed below:

   Updated Contact Info:

   ➢ ~~**Latitude 36, Inc. (MA 758 1700001048)**~~
      ~~Jason Pyle JPyle@Lat36.com~~
      ~~Rachel Emerson REmerson@Lat36.com~~

   Harvey Nash: abby.hogue@harveynash.com; beth.murphy@harveynash.com; commonwealth@harveynash.com

   ➢ ~~**NTT Data, Inc. (MA 758 1700001049)**~~
      Ted Johnson ~~Ted.Johnson@nttdata.com~~

   Misicom: ted.johnson@experis.com; mitzi.king@experis.com

   ➢ **Quantam Solutions, LLC (MA 758 1700001051)**
      Brittany Glovis welcome@kentuckytalent.com
   ➢ **Tek Systems (MA 758 1700001052)**
      Tim Heid Tiheid@teksystems.com