

## Technology Marketplace Quick Guide - Checklist

### Commodities Purchases under \$10,000

- Competitive quotes are **NOT** required. Please submit your requisition (DOC TYPE "RT") supported by at least one Technology Marketplace Product quote, to DT CIO for review and approval.

### Commodities Purchases over \$10,000

- OCA will bid your requirements. Please submit your requisition (DOC TYPE "RT") supported by at least one Technology Marketplace Product quote or Manufacturers Product Quote, to DT CIO for review and approval. Once OCA has received your request your requirements will be loaded into Webprocure and bid amongst the appropriate Tier suppliers.

### Professional Services Requests Under \$10,000

- Competitive quotes are **NOT** required, however, obtaining competitive quotes is always encouraged to ensure best possible price and service.
- This request involves professional services and Local 21 review is required.  
<http://ifpte21.net/content/information-request-personal-services>
- Please provide the vendor's detailed Statement of Work for this request.

### Professional Services Requests over \$10,000 but less than \$100,000

- Competitive quotes **ARE** required. Please provide the request for quotes email that was sent to the Technology Marketplace vendors and any and all responses that were received.
- Evaluation summary or analysis supporting requested award. Specifically, what method was used to solicit the proposals, RFQ? RFP?
  - Request for Quotes (RFQ) = Minimum Qualifications (MQ) met, with award going to lowest priced responsive bid. Example:

	Quote A	Quote B	Quote C
	\$100 (Award)	\$200	\$300
  - Request for Proposals (RFP) = Weighted evaluations, department awards to the highest scored proposal. Example: Experience = 30Pts Resume = 20Pts SOW = 20Pts Price = 30Pts

	Proposal A	Proposal B	Proposal C
	96Pts (Award)	91Pts	88Pts
- This request involves professional services and Local 21 review is required.  
<http://ifpte21.net/content/information-request-personal-services>
- Please provide the vendor's detailed Statement of Work for this request.

## Professional Services Requests \$100,000 and Over

- Competitive quotes **ARE** required. Please provide the request for quotes email that was sent to the Technology Marketplace vendors and any and all responses that were received.
- Evaluation summary or analysis supporting requested award. Specifically, what method was used to solicit the proposals, RFQ? RFP?
  - Request for Quotes (RFQ) = Minimum Qualifications (MQ) met, with award going to lowest priced responsive bid. Example:

	Quote A	Quote B	Quote C
	\$100 (Award)	\$200	\$300
  - Request for Proposals (RFP) = Weighted evaluations, department awards to the highest scored proposal. Example: Experience = 30Pts Resume = 20Pts SOW = 20Pts Price = 30Pts

Proposal A	Proposal B	Proposal C
96Pts (Award)	91Pts	88Pts
- HRC Forms 2A and 2B approved by CMD are required. For CMD approval please submit Forms 2A and 2B to: [Selormey.Dzikunu@sfdpw.org](mailto:Selormey.Dzikunu@sfdpw.org)
- This request involves professional services and Local 21 review is required. <http://ifpte21.net/content/information-request-personal-services>
- Please provide the vendor's detailed Statement of Work for this request.

## Services Requests Outside of the Technology Marketplace Contract

- Expedited PSC approval from DHR will be required for the services portion of this request (below \$50K)
- PSC approval from the Civil Service Commission will be required for the services portion of this request (\$50K and above)
- Insurance is required for this request. Please provide the vendor's certificate of liability insurance with the additional insured endorsements to the general liability and the automobile liability insurance.
- Please provide the vendor's detailed Statement of Work for this request.

## Sole Source Transactions \$10K and Above

- Please submit an OCA sole source waiver with a signed departmental justification memo and a copy of the pricing proposal attached for this request.