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**IT Procurement Technical Approval Request**

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| Agency Name | | | | |  | | | | | | | | | | | | | | |
| Contact | | | | |  | | | | | | | | | | | | | | |
| NJCFS Account Number | | | | |  | | | | | | | | | | | | | | |
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| **Procurement Document Number** | | | **Object Code** | | | | | | **Contract #** | | | | **Vendor** | | | | | **Amount** | |
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| Note: All procurement requests for Records Management/Storage Systems/Services require written approval be submitted with this package. If this is not included, the procurement package will be returned without approval. Please see OMB Circular Letter 10-02-OMB. | | | | | | | | | | | | | | | | | | | |
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| 1. This is | | Hardware | | | | | | | | Software | | | | | Services | | | | |
| * 1. Is this Infrastructure or Infrastructure related? | | | | | | | | | | | | | | Yes | | | No | | |
| * 1. Is this a renewal? | | | | | | | | | | | | | | Yes | | | No | | |
| 1. Provide a detailed description of item(s) requested. | | | | | | | | | | | | | | | | | | | |
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| 1. Describe the business need that is being addressed and include the consequences of this request being denied. | | | | | | | | | | | | | | | | | | | |
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| 1. Tactical Plan Tracking # | | | | | |  | | | | | | | | | | | | | |
| Tactical Plan Project Name | | | | | | |  | | | | | | | | | | | | |
| 1. Which category best aligns this project | | | | | | | | | | |  | | | | | | | | |
|  | | | | Maintenance | | | | | Refresh | | | Existing Project | | | | | | New Project | |
| * 1. If the project is new, please provide a revised Tactical Planning Part 1 document and Project Status Worksheet to [OIT.workrequest@tech.nj.gov](mailto:OIT.workrequest@tech.nj.gov). | | | | | | | | | | | | | | | | | | | |
| * 1. If this procurement is in support of a new project, what is the estimated start date? Is this project scheduled for a Technology Initiation Proposal (TIP)? Date? (If a TIP meeting has already occurred, please provide the date). | | | | | | | | | | | | | | | | | | | |
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| All information above is in compliance with all relevant OMB and OIT Circulars, statues, policies, and regulations. All back up documents must comply with the method of operations for the contract in use and must be provided with this request. OIT reserves the right to request additional information if required after the initial review. | | | | | | | | | | | | | | | | | | | |
| Agency CIO (or designee)  \*Electronic signatures are acceptable | | | | | | | |  | | | | | | | | Date | | |  |
|  | | | | | | | |  | | | | | | | |  | | |  |
| This form must be sent to: [oitprocurement@tech.nj.gov](mailto:oitprocurement@tech.nj.gov) | | | | | | | | | | | | | | | | | | | |