

Procurement Governance Request (Form) / **ITEM** (Item) / **Today** (Data as of: Jun 26, 2014)

Form Report, printed by: Administrator, System, **Jun 26, 2014**

GENERAL INFORMATION

General

Choose the correct Procurement in the "Item" pulldown above to initiate the Procurement Governance Request (PGR). You must have an approved Procurement Business Alignment form completed to initiate a PGR.

Initiation of PGR (set to Yes):

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Prepared by:

Procurement Information

This information is Read-only; derived from Procurement Business Alignment_Latest Approved form

Item Type (Procurement):

Procurement Description:

Proponent Secretary:

Proponent Agency:

Procurement Infrastructure Type:

Planned Purchase Date:

Estimated Procurement Cost:

CIO Approval of PGR:

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Note: The PGR is not approved until this flag is set to "Yes" by VITA ITIMD.

Link to Project(s)

The Projects this procurement supports are displayed here; this table is bi-directional with the information on the Procurement Business Alignment (PBA) form; any changes here will also be reflected on the PBA form. Use the "Add" button. (below right) From the pop-up box, choose from the list of your agency projects. Ensure you click 'OK' at the bottom of the pop-up list box. Describe how the procurement supports the Project by clicking on the Project Name and then press the "Edit" button; enter the description in the "Annotation" box.

Specify the projects this procurement supports - Direction: Supports, Type: Projects

			Dependency Properties		Item Properties
#	I/P	Name	Weight	Cost	Description

PGR INITIATION

Procurement Governance Request

Use the following four Tabs to update your approved Procurement Business Alignment information and request procurement approval from the Commonwealth Chief Information Officer (CIO). The CIO approval is required for certain technology products and services when the cost equals or exceeds \$250,000.

Agency Information

Date submitted for CIO Approval:	
Procurement Cost:	
Procurement Infrastructure Type:	
Planned Purchase Date:	

Procurement Contact Information

Requestor:	
Name:	
Phone Number:	
eMail Address:	

Method / Type

Procurement Method:	
If method is via contract, enter contract number:	
If this is a renewal, specify type:	

Support

Indicate whether the procurement supports:	
Ongoing Operations:	—
New Operational Activity:	—

Upload Documentation

Upload supporting documentation, such as a quote, statement of work, sole source justification or other applicable procurement documentation. :

Name	Link	Size	Owner	Uploaded
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PGR - DESCRIPTION / JUSTIFICATION	
Procurement Business Alignment Description	
	<i>The information in the Procurement Business Alignment Description group box derives from the Procurement Business Alignment_Latest Approved form and is Read-Only.</i>
	<i>Briefly describes the product or service to be procured.</i>
Description:	
	<i>Summarizes the reason for this procurement and identified the related business issue or need as stated in the agency Strategic Plan.</i>
Procurement Reason:	
PGR Description Update	
	<i>Copy , paste and update below the Procurement Business Alignment Description and Procurement Reason for the PGR if required</i>
	<i>Briefly describe the product or service to be procured.</i>
PGR Description:	
	<i>Summarize the reason for this procurement and identify the related business issue or need as stated in the agency Strategic Plan.</i>
PGR Procurement Reason:	
Justification	
	<i>State why the specific product or service to be procured is the best alternative to address the agency business issue or need.</i>
PGR Justification:	
	<i>Note the impact on agency project, operations, or services if the requested product or service is not acquired.</i>
PGR Impact:	

PGR- ESTIMATED COST

Estimated Procurement Cost

Estimated Costs

Category	Purchase Cost	Rent or Lease Cost per Period	Term of Rent/Lease (No. of Periods)	Total Rent or Lease Cost	Total Category Cost
Hardware					
Maintenance					
Services					
Software					
Telecommunications					
Training					
Other					
Total		N/A	N/A		

Procurement Funding Source

Funding Source

Source	Amount	Percent	Comment
General Fund			
Non-General Fund			
Federal Funds			
Treasury Loan (MELP)			
Other (enter comment)			
Total			

PGR APPROVALS

Agency IT Resource Approval

Submit for approvals?	
Indicate approval for Procurement:	
Date and Time Stamp of Entry:	
Comments (if any):	

Agency Head Approval

Indicate approval for Procurement:	
Date and Time Stamp of Entry:	
Comments (if any):	

CIO Approval of PGR

Indicate CIO approval for PGR:		
Date and Time Stamp of Entry:		
Comments (if any):		
CIO Approval of PGR Complete:		<i>This is a trigger for QBP</i>