

PURCHASING NEWS ALERT
February 9, 2007

The purpose of this particular News Alert is to notify you of recent revisions to the:

- Procurement Checklist
- Contract Checklist
- Contract Review Form
- Purchasing Intranet and Internet websites

The updates are listed below:

1. The Procurement Checklist was recently updated to remove the requirement for completion and approval of the Information Resource Authorization (IRA) form for IT related procurements during the formal competitive solicitation process. This form is not required to be completed during this phase of procurement. All IT related formal competitive solicitation documents are routed to the Information Technology Office during the Agency review and approval process for the solicitation document. This does not change the IRA requirement for informal procurements.
2. The Contract Checklist was recently updated to add the step to complete and obtain IT approval on the IRA form during the contract development process. This does not change the IRA requirement for informal procurements.
3. The Contract Review Form was recently updated to clarify that approval from the Deputy Director of Agency Support Services is only required for those contracts/amendments/renewals/extensions that:
 - a. Originate in Agency Support; and
 - b. Exceed \$50,000.
4. Both the Purchasing Intranet and Internet sites have been updated to provide additional resources and links to the Agency MFMP Requisitioners, and Contract Managers, as well as to our Workforce Boards and Early Learning Coalitions.