

FYE 2024 IT Procurement Information ^[1]

February 13, 2024 by [Staff](#) ^[2]

With fiscal year-end deadlines quickly approaching, the PSC IT Purchasing Team would like to inform campuses on how to streamline upcoming purchases. Please see the following information:

IT Security Compliance & Lead Time

- All purchases and adoptions for all information and communication technology regardless of the cost or funding source require security and compliance review. The review process can take between 2-8 weeks. Any upcoming purchases should submit a review request to their respective campuses *now* to avoid delays.
 - [CU System](#) ^[3]
 - [CU Boulder](#) ^[4]
 - [UCCS](#) ^[5]
 - [CU Denver/Anschutz](#) ^[6]
- Security and compliance reviews are required for both net new purchases AND renewals.
- Required Supporting Documents - Over \$10K
 - All requisitions over \$10,000 require the following documentation:
 - A quote, scope of work, contract, or other pricing documentation to confirm requested pricing.
 - Completed security and compliance review (the completed review contains specific recommendations on contractual language for the PSC to incorporate).
 - The completed [SSPR form](#) ^[7], or one of the following if the form is not applicable:
 - An internal note regarding the utilization of a [Cooperative Agreement](#) ^[8], and which one is to be used.
 - An internal note stating if this is a [Standard Sole Source](#) ^[9], and which one is to be used.
 - The requisition is submitted on the [Sole Source Form](#) ^[10] in Marketplace *only if there is one sole supplier who can provide the good or service.*
 - If you have any questions regarding which form to use in Marketplace, please contact the PSC Help Desk for guidance at PSC@cu.edu ^[11]. The most common form types and when/how to use them can be found below:
 - [Non-Catalog Form](#) ^[12]
 - Used for purchases where there will only be one invoice that matches the form exactly.
 - Non-Catalog Forms can only receive one invoice; if you anticipate multiple invoices, use the SPO form.

- Sole Source Form [10]
 - Used for purchases where only one supplier can provide the good or service.
- Standing Purchase Order (SPO) Form [13]
 - Used for purchases where there will be multiple invoices over a period of time.
 - Note there is a SPO Sole Source Form; you will use this in the instance you need a SPO that is also a valid sole source.
- SPO - Sponsored Project Subcontract Form [14]
 - Used for purchases where there will be multiple invoices over a period of time, where there is a subcontract.
 - A subcontract is involved when the University plans to purchase services from an external supplier (e.g., another university) with funds from an external sponsor (e.g., the National Institutes of Health).

Small Dollar Contract Request - \$10K and Under

- The following information must be provided when submitting a Small Dollar Contract Request form [15]:
 - A quote, scope of work, contract, or other pricing documentation to confirm requested pricing.
 - Completed security and compliance review (the completed review contains specific recommendations on contractual language for the PSC to incorporate).
 - Any internal reviews, department emails, or any other documents that will help the purchasing agent with the contract review.
- Note that when providing supplier contact information, a specific individual with the company should be provided to avoid processing delays. General supplier email addresses, or email addresses associated with ticketing platforms (@tripleseat, @salesforce, etc.) will most likely result in delayed processing.

FYE [16]

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