

PRE-REQUISITION CHECKLIST FOR THE PROCUREMENT OF SOFTWARE/PROFESSIONAL SERVICES IMPLEMENTING SOFTWARE/USING UC DATA

Use this checklist to gather all necessary documentation for procuring software OR Professional Services who are implementing software/using UC Data. Below [website links](#) will guide you in completing the [required forms](#), which should then be attached to your Requisition in Oracle.


1. Have you submitted a [Software Intake Form](#) to IT Client Services? (If Yes, proceed to step 2; if No, continue)

- ☐ Log into [Service Now Home Page](#)
- ☐ Click on **Request Service**
- ☐ Click on **Work Equipment: Computers, Phones and Software**
- ☐ Click on **Software Requests**
- ☐ If you are Renewing your software: Click on [Software Quote Request](#)
- ☐ If you are ordering a NEW software : Click on [Software Request](#)
 - IT will advise if a VRA is needed for that software and will advise if you can continue with L-Procurement for processing.
***If IT advises to continue with Procurement for purchasing, proceed to step 2.**

2. Did IT advise a [VRA](#) needs to be completed? (If Yes,continue; if No, proceed to step 3)

- ☐ Initiate an “**InfoSec Supplier Review Request**” via [ServiceNow](#) under **Request Services > Security Requests**.
 - ☐ **Note:** VRA requests may take some time to complete. Proceed with placing the requisition without the completed assessment, but be sure to include the RITM# _____ from the ServiceNow request in the justification section in the Oracle Requisition. Once the assessment is complete, attach the report to Smartsheet.

3. Did IT provide you with the completed [Vendor Risk Assessment \(VRA\)](#) or an email stating a VRA is not necessary? (if Yes, continue, if No proceed to step 4)

- ☐ Attach  the VRA Report or Email deferment confirmation from Information Security to the Requisition.

4. Is the funding for your purchase request already included in your current budget? (if Yes, proceed to Step 5, if No continue with Supplemental Funding Request below)





- ☐ Submit a [Supplemental Funding Request \(SFR\)](#).
Note: If you are submitting an SFR, a [DM \(Decision Memo\)](#) is not required.

5. Does the Supplier have a Systemwide UC Agreement? (if Yes, skip to Step 10, if unsure follow instructions below)

- ☐ Open UCOP Procurement webpage and choose a Category of your purchase to view all Current UC Agreements within that Category.


<https://procurement.ucop.edu/systemwide-contracts>

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- ☐ Is Supplier's name listed on one of the websites above?
 - ☐ Yes (Skip to Step 10)
 - ☐ No (proceed to Step 6)
- 6. Is there a current **COI (Certificate of Insurance)** from the Supplier, as these typically expire after a year? *(if Yes, proceed to Step 7; if No continue)*
 - ☐ Request a **COI (Certificate of Insurance)** from the Supplier, in accordance with BUS-63 ensuring UC Regents is listed as both the Certificate Holder and as the Additional Insured. (For Coverage details visit: <https://www.ucop.edu/risk-services-insurance/resources/certificates.html>)
 - ☐ Attach  COI to Requisition.
- 7. Is the request for a purchase between \$10,000-\$250,000 using non-federal funds? *(if Yes, continue; if No, Skip to Step 9)*
 - ☐ Is the Supplier Small Business Certified? *(if Yes, proceed to Step 10, if unsure follow link below)*
 - Use **Supplier Search Database** via **Explorer Professional Login** at <https://www.ucop.edu/procurement-services/for-suppliers/supplier-diversity-training.html>
 - If you cannot find supplier on **Explorer**, please refer to the [Small Business First webpage](#) to see if your purchase is exempt from filling out a waiver.
 - If your purchase does not meet any of those exemptions, please complete and sign the **SBF (Small Business First) Waiver**.
 - ☐ Attach  the completed **SBF waiver** to Requisition.
**If your purchase is over \$100,000 (annually) you must also complete an SSPR form (See Step 9)*
- 8. If Supplier is Small Business First Certified, request a copy of the Certification from the supplier.
 - ☐ Attach  to the Requisition.
- 9. Are you using federal funds for a purchase over \$10,000, **or** are you using non-federal funds for a purchase over \$100,000-annually? *(If Yes, continue; if No, proceed to Step 10)*
 - ☐ Complete the **SSPR form (Source Selection & Price Reasonableness Justification)** Be as detailed as possible and sign bottom of form.
(SSPR Assistance: <https://procurement.ucop.edu/system/files/2023-09/sspr-instructions.pdf>)
 - ☐ Attach  completed **SSPR form** to the Requisition.

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10. Is your purchase for Professional Services or Consultants using UC Data or implementing software? *(if Yes, continue; if No, proceed to Step 11)*

- ☐ Review the [Approval for Contractors and Consultants \(ACC\) exemptions webpage](#) to see if your purchase meets any of the Categories **NOT** requiring an **ACC form**.
 - ☐ If the purchasing request does not fit any of the exemptions listed- requester will need to complete an **ACC (Approval for Contractors and Consultants)** form; filling in *all blanks, and ensuring the COA matches the Requisition's COA*. If a field is not applicable-write "N/A" in that field and ensure the Requester signs on line 1 to attach to requisition. ***To expedite processing, please obtain all required signatures on lines 1 through 4/5 (where applicable).***
 - ☐ Attach  completed and signed **ACC form** to requisition.

11. Do you have the Professional or Consultant's **SOW (Scope of Work)** detailing the project's scope and timelines? *(if Yes, continue; if No, proceed to Step 12)*

- ☐ Attach  **SOW** to Requisition.

12. Obtain a **Quote/ SOW (Scope of Work)** from the Supplier.

- ☐ Attach  **SOW** to Requisition.

13. Submit the requisition with all required documents and justifications for review and approval.

- After approval, the Local Procurement Analyst will verify that all necessary forms are complete within the requisition, log the requisitions and provide status updates within Smartsheet.
- The requisition will then be assigned to a Strategic Sourcing Specialist, who will review and process the requisition in accordance with policy, finalize the contract with the vendor and submit for Purchase Order approval.