

**GOVERNOR'S OFFICE OF INFORMATION TECHNOLOGY  
ENTERPRISE AGREEMENTS  
PROCEDURE**

The Governor's Office of Information Technology (OIT) has established Enterprise Agreements for use by all executive branch agencies, institutions of higher education and local governments. Non-state entities will process their own individual orders at their discretion.

For State agencies, there are two distinct processes to use these agreements: (1) new purchases for those agencies/licenses not included in the initial purchase; and (2) annual renewals. Individual agencies will initiate, obtain OIT approval and pay directly for new purchases while OIT will initiate the annual renewal process, obtain agency approvals and pay on behalf of all agencies.

For renewals of software licensing, an interagency purchase order and COFRS IT document will be used to transfer funds to OIT to provide the funding. For large projects involving statements of work, implementation and/or build out of systems, an interagency agreement may be required. These will be evaluated on a case-by-case basis. A sample MSWord purchase order is attached; this sample will be used for renewals. Downloading licenses for annual renewals will be handled by OIT Helpdesk.

For software licensing needs, the following outlines the processes for new purchases and renewals:

**New Purchase Process (Regardless of Dollar Amount – Initiated by Agency)**

1. Agency identifies need and budget, obtains a quote from appropriate source (price agreement reseller, etc.) and submits a request to OIT's email box: [OITIPR@state.co.us](mailto:OITIPR@state.co.us); please use the subject line of "Enterprise Agreement Request – New Purchase". In most cases the reseller will be aware of the term of the Enterprise Agreement and will provide a quote that aligns with that term.
2. Upon receiving approval, the requesting agency must work with their agency Purchasing Office and follow existing purchasing processes to purchase the approved software license(s); this could be via a procurement card process.

Please note that any new purchases will be co-termed to line up with the OIT enterprise agreement. This means that the cost will be less at the initial purchase but at the renewal period a full 12 months worth of maintenance will need to be purchased.

**Renewal Process (Initiated by OIT)**

1. To renew software purchased under an Enterprise Agreement, OIT will initiate discussions via email by contacting the agency CIO/IT Point of Contact and agency Purchasing Director. A list of licenses (by department) will be sent out for verification/approval by the agencies. During this time, a software License Review process will be conducted as the annual reconciliation of assets/licenses. This reconciliation will be used to update the listing of software for the renewal period. OIT's Asset Manager will be involved in this step.
2. OIT will internally submit a request (including quote) to the IT Expense Approval Request process on behalf of the agencies and will obtain the renewal quote based on the verified/approved list from the agencies.
3. Agencies must work with their agency Purchasing Office to set up an Interagency Purchase Order (PO) from the agency to OIT as the vendor. The OIT TIN # is available in COFRS. OIT must receive a written PO (Microsoft Word is sufficient) with a COFRS "IT" document. Scan and email a copy of the approved PO, quote, OIT approval and COFRS documentation to [OITIPR@state.co.us](mailto:OITIPR@state.co.us); please use the subject line of "Enterprise Agreement Request – Renewal". The following language must be attached to or included on the PO:

**Purpose Statement** - The purpose of this PO is to consolidate [software name; Novell] software needs of [agency name] into the OIT Enterprise Agreement and to provide funding to OIT in order to pay for these needs.

**Statement of Work:**

**1-Purchase of Licenses** – [Agency] has a need for [software name; Novell] software licensing per the attached quote and OIT has an Enterprise Agreement that these licenses will be consolidated under. These licenses will be co-termed to match the existing enterprise license. License quantity, product, version and license type may be modified at any time by written agreement (e.g., email, letter, etc.) between the Parties (Agency and OIT). If these changes increase the maximum dollar amount, this interagency PO will be modified.

**2-License Terms** – [Agency] and OIT agree to abide by the terms of the [software name; Novell] license agreement.

**3-Asset Recognition and Tracking** – [Agency] is responsible for asset recognition in accordance with applicable state and federal requirements. OIT is responsible for tracking assets/licenses. These Parties will jointly conduct an annual reconciliation of assets/licenses.

**4-Payment** - [Agency] will provide the funds necessary to cover software licensing, maintenance and renewals for the software. The maximum amount payable under this interagency PO to OIT is \$\_\_\_\_\_.

4. At the time all interagency purchase orders from all involved agencies are received by OIT, a purchase order from OIT will be sent to the software reseller.

**SAMPLE COFRS IT DOCUMENT**

FUNCTION: DOCID: IT XXX XXX10000001 01/01/10 04:22:44 PM  
 STATUS: PEND3 BATID: ORG: 001-002 OF 002  
 S/B S/B

DATE: 01 01 10 ACT PRD: 07 10 BFY: 10 ORIG AGY: EGB S NON-ORIG-AGY: XXX B  
 ORIG AGENCY CONTACT: John Smith PHONE: 123 456 7890

DOC DEBIT TOTAL: \$\$\$\$.\$\$ DOC CREDIT TOTAL: \$\$\$\$.\$\$  
 CALC DEBIT TOTAL: \$\$\$\$.\$\$ CALC CREDIT TOTAL: \$\$\$\$.\$\$

LN S /-----REFERENCE DOC--- COM\ VENDOR LINE  
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 FUNC OBJ/SUB REV/SUB BSACT GBL RPTG JOB/PROJ DESCRIPTION  
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QUANTITY I/D DEBIT AMOUNT CREDIT AMOUNT P/F  
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