

## *OIT Approval Process for IT Staff Augmentation Requests*

NOTE: This process is specific to IT staff augmentation requests. For all other IT spending requests, the normal request process should be followed (i.e., submit web-based form for purchases greater than \$10,000, receive email approval, and commence with purchase).

### **Requests for Hourly Work under the State Price Agreement:**

1. Identify agency need for hourly IT staff augmentation work.
2. If total hourly work is expected to exceed \$100,000 for a specific set of requirements, follow the process for project work described on the other side of this document.
3. Complete the “IT Expense Approval Request” form online. OIT approval is required for any procurement made under the IT Staff Augmentation State Price Agreement. The form is located at: <http://www.colorado.gov/dpa/forms/OIT/OITexp10K.htm>. Be sure to select “IT Staff Augmentation Services” as the procurement method, include the pricing agreement number, and indicate in the “Comments” field that the IT Staff Augmentation SPA will be used for hourly work.
4. OIT will approve the request or seek clarification within 5 business days, and all questions and approvals will be sent to the agencies via e-mail (specifically to the e-mail address that is included on the IT Expense Approval Request form). The approval e-mail will include a unique ID number.
5. The agency should then include this number on the “Hourly Work Order Request Form” that must be completed internally within the agency. (The State Purchasing Office should provide this form.)
6. Should the agency determine that costs will exceed the original request amount, OIT approval is required for each modification of any dollar amount.
  - a. The agency must complete the OIT IT Expense Approval Request Form for each modification of any dollar amount.
  - b. The form fields should be filled out as described above. Additionally, the “Other Project” field should be populated with the unique ID that was provided with the initial approval, and in the “Comments” field explain that the request is for requirements previously approved by OIT under the IT staff augmentation SPA.
  - c. The unique ID should be included on every hourly IT staff augmentation OIT request related to the specific set of requirements and also on the agency’s internal Hourly Work Order Request Form.
  - d. OIT will monitor to ensure the \$100,000 limit is not exceeded.

**Requests for Project Work under the State Price Agreement:**

1. Identify agency need for project IT staff augmentation work.
2. If total work for a single project is expected to exceed \$500,000, the agency must utilize an alternate procurement vehicle. The IT staff augmentation state price agreement cannot be used for projects greater than \$500,000.
3. Complete the “IT Expense Approval Request” form online. OIT approval is required for any procurement made under the IT Staff Augmentation State Price Agreement. The form is located at: <http://www.colorado.gov/dpa/forms/OIT/OITexp10K.htm>. Be sure to select “IT Staff Augmentation Services” as the procurement method, include the pricing agreement number, and indicate in the “Comments” field that the IT Staff Augmentation SPA will be used for project work.
4. OIT will approve the request or seek clarification within 5 business days, and all questions and approvals will be sent to the agencies via e-mail (specifically to the e-mail address that is included on the IT Expense Approval Request form). The approval e-mail will include a unique ID number.
5. The agency should then include this number on the “Project Work Order Request Form” that must be completed internally within the agency. (State Purchasing will provide this form.)
6. Should the agency determine that project costs will exceed the original request amount, OIT approval is required for each modification of any dollar amount.
  - a. The agency must complete the OIT IT Expense Approval Request Form for each modification of any dollar amount.
  - b. The form fields should be filled out as described above. Additionally, the “Other Project” field should be populated with the unique ID that was provided with the initial approval, and in the “Comments” field explain that the request is for a project previously approved by OIT under the IT staff augmentation SPA.
  - c. The unique ID should be included on every IT staff augmentation OIT request related to the specific project and also on the agency’s internal Project Work Order Request Form.
  - d. OIT will monitor to ensure the \$500,000 limit is not exceeded.

**Please contact Thirza Kennedy at (720) 371-3794 or at [Thirza.Kennedy@state.co.us](mailto:Thirza.Kennedy@state.co.us) with any questions regarding this process.**