



STATE OF COLORADO IT PROCUREMENT

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COLORADO

Governor's Office of
Information Technology



History of OIT

The office was originally formed in 1999 as the Office of Innovation and Technology to serve as an advisory organization to the Governor and state agencies. It had 5 employees.

The name was changed to Governor's Office of Information Technology (OIT) in 2006.

IT services and support continued to be provided independently by each state agency resulting in disparate infrastructure, duplication of functions and services, security risk, failed projects, and the inability to leverage statewide procurement opportunities.



In 2007, Governor Ritter announced a multi-year information technology consolidation plan that called for centralized IT management, purchasing, spending, and planning, and created a statewide enterprise structure rather than the then current siloed model.

Executive Order D 016 07, signed by the Governor in May, 2007 gave OIT oversight and approval of all IT budget requests, IT project plans and required OIT approval of all IT spending requests greater than \$10,000.

In 2008, Senate Bill 08-155 established OIT's enterprise authority and governance over all IT activities.



OIT is governed by C.R.S. 24-37.5-101, *et. seq.*

C.R.S. 24-37.5-105(3)(i) requires OIT to “Initiate or approve all procurements of information technology resources for state agencies and enter into any agreement or contract in connection with such a procurement on behalf of state agencies.”

The term “State Agencies” includes all 17 Executive Branch agencies such as CDOT, Human Services, Department of Revenue, Corrections, etc.

It does not include institutions of higher education, Department of Law, Department of State, Legislative or Judicial branches of government.



So What Does This Mean?

The consolidation is still a work in progress.

State agencies currently retain their individual IT funding.

OIT approvals go through the state's financial system where the decision is made whether a project will be initiated by the state agency or OIT.

OIT retains oversight and approval over all IT projects.

In 2012, HB 12-1288 passed which called for enhanced governance whereby all IT projects are assessed by an IT governance committee for risk, long-term sustainability, architecture and security, etc.

OIT now has over 900 employees!



To ensure project success, major IT projects are required to have IV&V and project management which is either provided by OIT directly or through outside vendors.

OIT supports consolidation and oversight efforts by setting standards around security, architecture, and governance.

In order to gain efficiencies OIT has established certain enterprise agreements such as:

- Cisco products and services
- IV&V
- Covendis for IT staffing
- IDIQ (implementer) contracts



What Is Covered Under IT?

Information Technology encompasses a wide variety of goods and services such as:

- Security Systems and Telecom
- Digital Trunked Radio System for Public Safety
- Microwave Towers, Snow cats
- Hardware, Software, Copiers including Maintenance and Support
- Major Systems with an IT component
- IT Personnel



Procurement of IT Goods and Services

What is Procurement?

Procurement is the combination of both purchasing and contracts.

OIT's purchasing process includes:

- Determining proper sourcing method for purchases.
- Managing the solicitation (development, templates, SOW, evaluation, award, etc.)
- Issuing, managing and approving purchase orders
- Administering procurement credit cards.
- Engaging vendors in negotiating purchase terms.



All Procurements are made in accordance with:

- Colorado Revised Statutes (CRS) a.k.a. Code = Law (the Red Book)
- Rules = Administrative Process includes state Fiscal Rules and Procurement Rules
- Policy = Established Directive
- Procedures = Set by Department
- Budgetary constraints and requirements



Sourcing Options

Discretionary (limited - 1 time & not on a current agreement)

- Products less than \$10,000
- Services less than \$25,000

Documented Quotes (DQ) - informal, up to \$150,000

Invitation for Bid (IFB) - formal

Request for Proposal (RFP) - formal

Sole Source - limited use, only one vendor and one product that can meet the agency's needs. Posted on the VSS.



Market Research

Request for Information (RFI)

- Prior to Solicitation
- Controlled, Limited Discussions
- No Demos
- Can not be awarded so it still requires RFP (NOTE: RFP process allows for demos, bypassing the need for RFI)



*Products and Services Required to be Purchased
Through Other State Agencies*

- Integrated Document Services (IDS) includes copying, printing, etc. - Administered by DPA
- Training (DPA)
- CCI for furniture and office systems

*Agencies may obtain a waiver to purchase from a vendor if the product or service cannot be provided by the state.



How Can I Do Business with the State?

Register for bidding opportunities:

Vendor Self Serve (VSS) which transitioned from the old BIDS with the implementation of the state's new financial system.

Information can be found here:

<https://www.colorado.gov/dfp/solicitations>



Where to find new solicitations:

Purchasing Unit	Goods & Services Solicitations	Construction Notices	Bridges & Highway Construction
Most State Agencies and Institutions of Higher Education (Exceptions Listed Below)	ColoradoVSS	ColoradoVSS	NA
Colorado Department of Transportation	CDOT Business Center	CDOT Business Center	CDOT Construction Bidding
Adams State University Colorado Mesa University Colorado School of Mines Colorado State University Fort Lewis College University of Northern Colorado Western State Colorado University	Rocky Mountain E-Purchasing System	Rocky Mountain E-Purchasing System	NA
University of Colorado	University of Colorado Sourcing Website	ColoradoVSS	NA



Statewide Price Agreements (WSCA, State of Colorado) are administered and managed by the State Purchasing Office and all state agencies, IHEC, local governments and municipalities may participate.

OIT Enterprise Agreements - RFPs may be found on the VSS. State agencies are usually required to use these agreements. IHEC, Law, Judicial and local government may participate depending on the agreement.

Discretionary - Goods under \$10,000, Services under \$25,000.

IT Staff Augmentation - Must sign up through Covendis.



How Can I Increase My Chances of Receiving an Award?

When responding to solicitations keep these things in mind:

- Respond by the bid deadline
- Pay attention to all deadlines in the solicitation such as deadlines for the submission of questions
- Follow the instructions in the solicitation
- Use spell-check
- Respond to all questions in the solicitation
- Use the format requested in the solicitation
- Focus less on marketing and more on the solution
- Write to a high school level



Some Important Things to Know

In order to be considered for an award vendors must agree to the following:

- OIT Cyber Security Policies
- State contract or purchase order terms and conditions
- Risk Management insurance requirements
- Bid bonds and performance bonds (construction only)

REMEMBER: THE STATE CANNOT INDEMNIFY VENDORS



What is an Overt Violation of Law and How Does it Apply to Vendors?

A Statutory Violation is now known under the acronym
OVOL = Overt Violation of Law

Violation of C.R.S. 24-30-202(1) or (3)

Any liability incurred or payment made on OIT's behalf
WITHOUT PRIOR APPROVAL by an authorized agent of a
commitment voucher (state approved contract, purchase
order, or other legal procurement document)

*This means that vendors should not undertake any
billable work over \$5,000 prior to receipt of a signed
contract or purchase order.*

It's Your Turn...



Governor's Office of Information Technology



Contact OIT's Vendor Management Office

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Thank you!



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