

IT Maintenance Renewal Form

Standard SLA 45 days

Contact Information:

Requester: Tim Schiele

Requester Telephone Extension 3-2831

Date: 11/21/2018

Contract Manager: Chirs Schofield

Division Chief: Timothy Taylor

Division: ESDD

Section/Unit: SESS/WDSS

Procurement Type: Software Renewal

Do you plan to renew these products/services: ☒ Yes ☐ No

If yes, please continue to sections 1, 3, 4, 5, 6, 7 and 8

If no, please stop here and submit this form to: ITSB_Purchase_Requests@calpers.ca.gov

Section 1: Funding:

Funding source: Org Code 8000

Estimated Cost: \$1724.50

Spend Plan Line # 31

Funding source: Funding Code 20830

Account Code 0329431

FY 18/19

Section 2: ITSB Budget Team USE ONLY:

Date Budget Checked: 11/21/18

☒ Budget check

Buckslip # 18-321

Initials

18/19

SW/HW maintenance

NON- IT Funded: ☐ Yes ☒ No

Section 3: Total Cost of Ownership (TOC) If applicable

Section 4: Current PO Information:

Vendor: AbleGov, Inc

Product: Lightning Tools Lightning Conductor

Expiration Date: 2/27/2019

Current PO # 71507

Current Cost: \$1724.50

Section 5: New PO Information: Include items to renew from last year and new products (attach additional sheets if necessary)

Line 1 : Qty: 5 Product: Lightning Tools Lightning Conductor 2013 Non-Prod Software Assurance Part #: License # /OL# / License Key# / Maintenance ID #

Line 2 : Qty: 4 Product: Lightning Tools Lightning Conductor 2013 Prod Software Assurance Part #: License # /OL# / License Key# / Maintenance ID #

Line 3 : Qty: Product: Part #: License # /OL# / License Key# / Maintenance ID #

Downloadable Software: ☒ Yes ☐ No (If yes, please insert the email address the software should be sent to: tim.schiele@calpers.ca.gov)

Term Date

Start Date: 2/28/2019 End Date: 2/28/2020

Product(s) Description:

Lightning Tools Lightning Conductor 2013 Software Assurance

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Are there other procurements that should be bundled with this renewal? ☐ Yes ☒ No

If yes, please explain. Enter text here.

Section 6: Vendor Information: Provide a minimum of 3 known/approved resellers/vendors to be included in the quote process (provide as many as possible, however, not all may be contacted for quote): If a vendor is not in the Vendor pool please complete section 7 Non-Vendor Pool Reseller.

Vendor Name:

On Vendor Pool

Vendor Name:

On Vendor Pool

Ablegov, Inc

☒

☐

Software One

☒

☐

The State Store Inc

☒

☐

See approved vendor pool list: <https://intranet.calpers.ca.gov/OSSD/Documents/Vendor-Pool-List.pdf>

If a vendor has not signed the vendor pool terms and conditions please click on the link below:

<https://intranet.calpers.ca.gov/OSSD/Pages/Deviations-to-CalPERS-Standard-Contract-Language.aspx>

Section 7: Non-Vendor Pool Reseller: If a vendor is not in the vendor pool please complete the information below:

Vendor Name: _____

Does this vendor have a qualifying contract?

☐ Yes ☐ No

If yes, please select which contract:

☐ CMAS ☐ NASPO ☐ WSCA ☐ Federal GSA

Note: To get on the vendor pool list, vendors need a qualifying contract such as a CMAS, NASPO, WSCA, Federal GSA

Section 8: Exemption:

☐ Exemption based on the criteria described in Board Resolution No. [92-04B-2](#)

[Attach [Exemption from Competitive Bidding Justification](#)]

☐ Contract Amount will/may exceed the [\\$1M threshold](#)

Has the Board approved the contract amount?

☐ Yes – Indicate Month: _____

☐ No

☐ Approval for PO's over the \$1.5 Million-dollar threshold (include Justification Memo to DEO Operations & Technology)

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Section 9: Shipping:

☐ Ship to HQ ☐ Ship to Ramos Warehouse ☐ Ship to Regional Office (Specify which office): _____ ☐ Other: _____

☐ Separate Shipping Locations: _____ & _____

Please provide details: _____

Comments/Notes/Special Instructions: Enter text here.

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Instructions for Completing the IT Maintenance Renewal Form

Submission of this form initiates the renewal process.

The standard turnaround time to complete a PO from receipt of this form is 45 days.

Please plan accordingly.

This form is used for renewing any existing maintenance renewal(s). ITMS Procurement staff will initiate this form based on the ITSB Maintenance Renewal spreadsheet maintained by the ITSB Budget Analyst. The ITMS Procurement Analyst will attach the current PO to this form.

Contact Information Section - Requester or Contract Manager* completes this section to provide ITMS staff information for completing procurement. Responsible Manager will be the name printed on the PO.

Renewal Section - Complete sections 1, 3, 4, 5, 6, 7 and 8. If you do not plan to renew, please check "no" and return the form to:

ITSB_Purchase_Requests@calpers.ca.gov

Section 1: Funding Section - Requester or Responsible Manager* completes this section with the current funding information.

Section 2: ITSB Budget Team USE ONLY - ITMS will be completing a budget check prior to the start of any procurement processing to ensure funding availability. A buckslip number will be assigned to allow tracking of each request during the procurement process. The ITSB Budget Team is responsible for completing this section. Please skip to section 3 (if applicable).

Section 3: Total Cost of Ownership (TOC) If applicable -

Section 4: Current PO Information - Contract Manager will complete this section based on the current PO.

Section 5: New PO Information Section - Contract Manager completes this section based on products/support needed for the next maintenance period. New products should not be included in this section even if its related to this renewal. Any new purchase must be added to the ITSB 052 IT New Purchasing Request Form. Do not include products that have been decommissioned or where support is no longer needed.

Section 6: Vendor Information - Provide any known vendors that can resell these products. Please note that vendors not on the vendor pool will require application and approval to the Vendor Pool program. This process can take up to 45 days to complete. If the vendor is not in Vendor pool, please also complete section 7 Exemption from Competitive bidding.

Section 7: Non-Vendor Pool Reseller - If a vendor is not in the Vendor pool please complete this section.

Section 8: Exemption - This section is completed if the vendor(s) provided are not on the Vendor Pool. An Exemption based on the criteria described in Board Resolution No. 92-04B-2. (When only one vendor can provide the service)

Comments/Notes/Special Instructions Section: Provide any additional information that will help assist ITMS staff with the renewal process.

Please complete the entire form. Submission of an incomplete procurement request, could result with the request being returned to the Requestor which could delay the procurement process. Upon completion of the IT Maintenance Renewal form, send request form to

ITSB_Purchase_Requests@calpers.ca.gov.

Once the Procurement Analyst has completed the quote process, the buckslip will be completed and routed to the Responsible Manager. The buckslip will be placed in a yellow folder. Requesters should be watching for the yellow folders and act immediately on the buckslip package. If you have any questions about the IT Procurement process or completing the procurement form(s), please contact an ITMS Procurement Analyst at ITSB_Purchase_Requests@calpers.ca.gov. Any concerns regarding funding should be directed to the ITSB Budget Analyst at ITSB_Budget@calpers.ca.gov.

*Responsible manager is the Contract Manager, Engagement Manager or Owner of the requested products/services

* Requestor completes form for Contract Manager