eRFE Template

When completed, send form to:

Dawn Gustafson [dlgustafson2@mmm.com](mailto:dlgustafson2@mmm.com) **and**

Jodi Hammarsten [jlhammarsten1@mmm.com](mailto:jlhammarsten1@mmm.com)

**\*\* Site Contact/Deliver To and Approver cannot be the same person**

**RFE Title(30 Characters): 3M SEMS – TFS Governance**

**Date Needed: ASAP – 11/17/2014**

**Site Contact (who can we contact with questions):**

**Michael O’Brien 651 733-4652 meobrien@mmm.com**

**Toby Hable 651 733-7443 thable@mmm.com**

**Deliver To and Phone number (who will this be delivered to):**

**Gina Nelson 651 736-5968**

**Deliver To Address (even if electronically delivered – need for tax purposes):**

**0216-02-N -07**

**MN United States**

**Supplier Name and Address:**

**Microsoft Corporation**

[3601 W 76th St Ste 600, Edina, MN 55435](http://www.bing.com/maps/default.aspx?cp=44.86502~-93.32527&where1=Microsoft%20Building%20EDINA%20MN&ss=ypid.YN449x401231690&FORM=SNAPST)

Phone: (952) 832-8000

**Summary of equipment (what are you purchasing):**

**Consulting services**

* **expertise on setup of an Enterprise version of Team Foundation Server**
* **Setup of Governance oversight of key areas of the service**
* **Expertise on migrating new users onto the new service**

**\*\*In-Service Date: (This is the date the asset is capable of its intended use. It might not be the same as receipt date. The In-Service date must be updated in PeopleSoft to ensure it meets the SOX test of +/- 30 days of actual.)**

**Is this software or hardware used for Direct production of a 3M Product, R&D purposes, or General Office use?**

**3M Product (primary use) and R&D**

**Justification (why is it needed):**

**To accelerate the use of the Enterprise Team Foundation Server instance within 3M. MCS brings critical guidance and experience with enterprise level use.**

**Charge to Department: 510550**

**Project and Activity - if known:**

**Distribution if split between department numbers:**

**Dollar Amount expected to spend: $150,000**

**Approvers (must have dollar approval): Dr. Larry Wendling**

**Information Copy: (Who should get a copy of completed RFE):**

**Carol Chatterton 651 733-2281**

**Nancy Cardarelli 651 733-2525**

**Please attach a valid quote AND if this request is for software a valid license agreement from Supplier:**

**\*\*Has the license agreement been reviewed by you? (It will be signed by 3M Sourcing)**

**\*\*Please confirm that you will use the software in compliance with the license agreement.**

\*Any questions regarding this request please contact Dawn Gustafson (3-9035) or Jodi Hammarsten (3-6699) or you can send an email to [dlgustafson2@mmm.com](mailto:dlgustafson2@mmm.com) and [jlhammarsten1@mmm.com](mailto:jlhammarsten1@mmm.com)