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STATE OF NEW JERSEY IT CIRCULAR

Title: Review and Approval of Agency RFPs

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FOR INFORMATION CONTACT: Office of Policy and Planning	

ATTN: Directors of Administration and Agency IT Managers

I.   PURPOSE

The purpose of this circular is to establish the process for coordinating the review and approval of Requests for Proposals (RFPs), by the New Jersey Office of Information Technology (OIT).

II.   AUTHORITY

This procedure is established under the authority of the State of New Jersey P.L.2007.c.56.   This order defines the New Jersey Office of Information Technology's role with regard to technology within the community of the Executive Branch of State Government.

The Office of Information Technology (OIT) reserves the right to change or amend this circular to comply with changes in OIT or other agency policies.

III.   SCOPE

This policy applies to all agencies and departments that submit RFPs to OIT under Executive Order 42 as well as all internal RFPs.

IV.   POLICY

Before an agency can release an IT related RFP, it must obtain approval from OIT. The RFP will be reviewed for its technical approach, clarity, alignment to the enterprise's strategic direction and its potential impact on OIT resources.

When an agency is first considering developing an RFP that includes an IT component, it should contact the OIT Program Management Office (PMO), which will introduce the agency to the Integrated Planning Process (IPP). The PMO will facilitate a meeting known as the Business Case Review (BCR) with the agency,

the appropriate Deputy CTO, and the BCR committee to discuss the business need that is being addressed by the RFP.

After a Business Case Review has been conducted, the agency is ready to write the RFP. The PMO will provide an RFP template to the agency upon request and provide guidance as necessary. It is important to note that the contents of the BCR should become part of the RFP. The Deputy CTO (or designee) will oversee the project from that point forward, working with the agency to develop the RFP and involving OIT units as necessary.

The PMO will serve as the OIT RFP Coordinator. The RFP Coordinator is responsible for managing the final review and approval of the RFP by OIT, including the Chief Technology Officer's (CTO's) approval.

V. PROCEDURE

A. The agency contacts OIT's PMO to discuss the need for the RFP. This can be done by sending an email to workrequest@oit.nj.gov.

B. The PMO will guide the agency in scheduling the BCR.

C. The Deputy CTO (or designee) will oversee the development of the RFP.

D. Once a "final draft" RFP document is ready for review, the responsible Affinity Group Deputy CTO emails the RFP to the PMO in either a MS-Office or portable document format (PDF). For non-aligned agencies, the document will be accepted from the agency's IT Director. The RFP should be emailed to workrequest@oit.nj.gov.

E. The RFP Coordinator disseminates the draft RFP internally, to assure that it is reviewed by all of the appropriate areas in OIT.

F. The RFP Coordinator will compile all comments received and email them to the agency to be addressed.

G. If deemed necessary, the RFP Coordinator will coordinate and facilitate a meeting with the reviewers and agency representatives to discuss the comments and address any significant risks identified during the review.

H. Once the RFP is finalized, the RFP Coordinator will submit the RFP to the CTO for final disposition.

I. The PMO will send the final disposition letter to the agency with copies to the PMO and the agency's Deputy CTO.

IV. PROCESSING TIME FOR RFPs BY OIT

Receipt and Review Team Notification	Review and Comment	Collaboration on Issues with Agency	Final Approval
1 – 3 days	15 - 20 days	3 – 7 days	3 – 5 days
Total Estimated Time for Technical Reviews: 19 – 30 days			
Total Estimated Time for RFP Review and Approval: 22 – 35 days			

The time factors are expressed in minimum and maximum workdays. This variation can be attributed to many factors:

1. Peak workload periods;

2. Holiday and vacation periods;

3. Availability of Agency and OIT staff to collaborate on the RFP issues.

These timeframes are intended as a guide for agency staff to submit RFPs to OIT for review and approval. It is also assumed that the process began with a Business Case Review which would have afforded OIT the opportunity to be involved with the RFP from its inception. If OIT has not participated in the initial planning and development of the RFP, the time needed for processing will be increased. If the RFP is returned to OIT after requesting further information, the processing time starts from the beginning.

VI. EXCEPTIONS AND NON-COMPLIANCE

Any exceptions to this policy must be approved by the CTO (or designee). Non-compliance may result in an extended review timeframe.

Signature on File _10/07/2011_

GLORIA J. BROEKER, **DATE**

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