



**State of New Jersey**  
DEPARTMENT OF MILITARY AND VETERANS AFFAIRS  
POST OFFICE BOX 340  
TRENTON, NEW JERSEY 08625-0340

JAMES E. MCGREEVEY  
*Governor*  
*Commander-in-Chief*

☆  
GLENN K. RIETH  
*Brigadier General*  
*The Adjutant General*

**DEPARTMENTAL DIRECTIVE**  
**NO. 25.2.1**

**5 January 2004**

**PURCHASE OF COMPUTERS, SOFTWARE, PERIPHERALS AND ALL OTHER  
(IT) RELATED EQUIPMENT AND SERVICES**

**1. PURPOSE:** This Directive establishes the policies and procedures for the purchase of computers, software, printers, scanners, and all other (IT) related equipment and services. Due to the number of vendors, manufacturers and product lines within the information technology field, it is essential for the Department to have compatible equipment, standardized operating systems, software applications and hardware. This process will insure that our agency can provide the necessary levels of support for both equipment and software applications, maintain an accurate inventory of all items, and provide appropriate licensing for software on a department-wide basis.

**2. REFERENCE:**

- a. NJ Department of Treasury Circular Letter 00-03-DPP/OIT
- b. NJ Department of Treasury Circular Letter 03-11-OIT
- c. NJ Department of Treasury Circular Letter 98-14-OMB/DPP/OTS

**3. APPLICABILITY:** This Directive applies to all state offices and agencies of the New Jersey Department of Military and Veterans Affairs to include the New Jersey Veterans Memorial Homes, NJ Veterans Transitional Housing Program, and the NJ Challenge Youth Program.

**4. DEFINITIONS:**

**HARDWARE:** Consists of all desktop and laptop personal computers, monitors, servers, routers, switches, storage devices, power supplies, and network devices.

**INFRASTRUCTURE:** Consists of all WAN and LAN circuits, fiber connections, data cabling and telecommunications wiring.

**LAN:** Local Area Network

**PDA:** Personal Data Assistant

**PERIPHERALS:** Consist of all connected devices, i.e. speakers, printers, scanners, external hard drives, zip drives, PDA's, card readers, modems, etc.

**OTHER (IT) RELATED EQUIPMENT:** Consists of video teleconferencing equipment, presentation projectors, DVD players, VHS Equipment, digital cameras, recorders, audio systems, facsimile equipment and VOIP or TDE telecommunications equipment.

**SOFTWARE:** Consists of all user software programs, applications, and operating systems both off-the-shelf and custom-developed.

**(IT) SERVICES:** Includes all consultant services, both non-contract and contract, that relate to IT equipment/infrastructure installation and maintenance, software and applications development or IT planning and resources.

**VOIP:** Voice Over Internet Protocol

**WAN:** Wide Area Network

## **5. POLICY:**

a. All information Technology (IT) purchases for state offices and agencies of this Department will be forwarded for review and approval to the DMAVA Chief Fiscal and Information Officer (CFO/CIO) prior to issuance of an Agency Purchase Order or completion of a Purchase Card Order.

b. All Information Technology purchase requests must be staffed and approved in writing at the Assistant Commissioner, Division Director, CEO or Superintendent level prior to forwarding to the DMVA Chief Fiscal and Information Officer.

c. Information Technology purchase requests that exceed \$25,000.00 will be forwarded to the Chief Fiscal and Information Officer for departmental review and submitted to the State of New Jersey, Office of Information Technology for final review and approval

d. All Procurement of Information Technology Consulting Services in which the total dollar value exceeds \$25,000.00 must follow the procedures specified in NJ Department of Treasury Circular Letter No. 98-14-OMB/DPP/OTS - Professional Services Review, Control, Monitoring and Extensions.

## **6. POLICY IMPLEMENTATION**

a. Fiscal/Information and Administrative Services Division-Information Services Bureau (F/IASD-ISB) shall coordinate Department-wide implementation of this policy.

b. Each division or separate agency shall establish and implement internal procedures ensuring compliance with the policies and procedures contained in this directive.

## 7. PROCEDURES

a. **REQUESTS:** All requests for state information technology (IT) purchases must be submitted through the appropriate channels to the Department's Chief Fiscal and Information Officer (CIO) for Departmental review and approval. If required, requests shall be forwarded to the New Jersey Office of Information Technology (OIT) for final approval.

All state requests must be submitted using the Office of Information Technology IT Procurement Checklist (See Encl 1) with a letter of justification attached. The letter of justification must be signed by the appropriate Division Director, CEO or Superintendent and shall include the funding source from the NJCFS system. Offices are strongly encouraged to contact the CFO/CIO or F/IASD-ISB prior to undertaking any (IT) purchase in order to conduct a coordination/planning meeting. This will enable Department-wide coordination in our information technology efforts, insure compliance with existing Department infrastructure and allow for the best possible goods and services to be provided.

b. **APPROVAL:** Upon receipt of approval from the Department's Chief Fiscal and Information Officer and/or the Office of Information Technology if required, F/IASD-ISB will notify the requestor and forward a copy of the completed/approved request to his/her attention. Once approved the requestor may complete their Agency Purchase Order or P-Card transaction for purchase of the approved (IT) equipment, software, maintenance or IT related services.

c. **PURCHASE:**

1. **Contract Purchases:** All procurements of IT hardware, software, maintenance and related services (including consulting services) must be processed through applicable term contracts if available. Departmental personnel tasked with the responsibility for IT purchasing shall review all applicable Notices of Term Contract Awards (NOAs) for any special procurement instructions.

2. **Non-Contract Purchases:** All procurement of non-contract IT hardware, software, maintenance and related services (including consulting services) whose dollar value is less than \$25,000.00 are governed by current purchasing policies and procedures; see Direct Purchase Authorization (DPA) Procurement Circular 00-13-DPP issued by the Division of Purchase and Property.

3. **Term Contract Purchases:**

(a.) Review a minimum of three (3) contract alternatives, if available. The final purchase decision should be based on lowest cost, price and other factors considered, e.g. delivery of the product/configuration which best satisfies user requirements.

(b.) Bypass of lowest cost vendor: If the lowest cost vendor is not selected, a Memorandum of Justification must be attached to the purchasing document and retained as part of the official purchase record.

(c.) If the purchase is over \$25,000.00, a Memorandum of Justification must be attached to the Agency Order describing the need for and anticipated use of the requested products and/or services. The purchase order and supporting documentation must be forwarded through the Department's Chief Fiscal and Information Officer to OIT (and OMB if applicable) for review and approval. OIT/OMB will return the documents to the requesting agency for further processing (if approved).

4. Non-contract purchases in excess of \$25,000.00:

Purchases of non-contract IT hardware, software, maintenance and related services (including consulting services) whose dollar value is greater than \$25,000.00 must be prepared as follows:

(a) Submit Requisition-Encumbrance (PB-6) or memorandum requesting establishment of term contract and bid specifications through the Department's Chief Fiscal and Information Officer to OIT (and OMB if for consulting services; see Circular Letter No. 98-14-OMB/DPP/OTS - Professional Services: Review, Control, Monitoring, and Extensions).

(1) The memorandum must emphasize the using agency's needs, required time frames and anticipated use of the item(s).

(2) Specifications must be thorough and accurate and lend themselves to competitive bidding (do not favor specific brand names or vendors).

(b) OIT/OMB approval: The procurement package will be returned to the requesting agency for MACS-E processing and electronic transmission to the Purchase Bureau. The Purchase Bureau will review the specifications, and upon finalization and approval will proceed with formal advertised bidding.

(c) Waivers: If an item cannot be competitively procured and exceeds the DPA limit, refer to the current Waivers of Advertising procurement circular for instructions.

d. GENERAL INFORMATION: Offices are encouraged to contact F/IASD-ISB for coordination and assistance with OIT and the Purchase Bureau during the above procurement process. Assistance is available through F/IASD and OIT, when requested.

All IT procurement requests for the DMAVA Headquarters facility, Veterans Central offices, Veterans Cemetery, Veterans Service Offices, Veterans Transitional Housing and the National Guard Training Center will be processed through the DMAVA F/IASD Central Account Manager's office. IT procurement requests for the Veterans Memorial Homes will be processed through the appropriate facility business office once approved in accordance with the procedures outlined by this directive.

(F/IASD)

The proponent of this Directive is the Fiscal/Information and Administrative Services Division-Information Services Bureau. Users are invited to submit comments and suggested improvements directly to NJDMAVA, ATTN: F/IASD-ISB, PO Box 340, Trenton, NJ 08635-0340

OFFICIAL:

GLENN K. RIETH  
Brigadier General, NJARNG  
The Adjutant General

WAYNE R. HUNT, SR.  
LTC, NJARNG  
Chief Fiscal & Information Officer  
Director, F/IASD

DISTRIBUTION: A, A1, A2, B, C, D, E, F



# Information Technology

New Jersey Office of Information Technology

## IT PROCUREMENT COMPLETENESS CHECKLIST

<b>SEND TO:</b>	OIT Procurement Coordinator (Jon Schroeder)	200 River View Plaza, 4 <sup>th</sup> Floor, Trenton, NJ 08625-0212
-----------------	--	--

<b>FROM:</b>	LT John Doe	
<b>DEPARTMENT</b>	Military & Veterans Affairs	
<b>DIVISION</b>	Human Resources	
<b>ADDRESS</b>	101 Eggert Crossing Road	
<b>DATE</b>	19 Nov 2003	<b>PHONE:</b> 609-530-xxxx

Ln	GENERAL REQUIREMENTS	Attached ( <input type="checkbox"/> )
1	Has a description or justification of project or requisition been included?	<input checked="" type="checkbox"/>
2	Is request consistent with agency IT Planning	<input checked="" type="checkbox"/>
3	If this procurement is a departure from your agency's IT plan, please attach explanation	<input type="checkbox"/>

CONTRACT PURCHASES		
4	If this is a contract purchase, which State term contract is being used?	T0816
5	Are necessary vendor quotes enclosed?	<input checked="" type="checkbox"/>
6	Are contract pages or vendor letters enclosed?	<input checked="" type="checkbox"/>
7	If this request consists of a single PB/2, please indicate at right:	
8	Vendor:	Computer Inc
9	PO Number	5674002
10	Amount	\$ 25,000.00
11	If the package consists of multiple PB/2 forms, how many.	
12	Total Amount	\$ 25,000.00

NON-CONTRACT PURCHASES		
13	If there is no existing contract, is this a Delegated Purchase Authority?	
14	Is this acquisition to utilize a Waiver of Advertising?	<input type="checkbox"/>
15	If a <b>Waiver</b> , are all required forms completed and attached? Have you attached approval from the A.G.'s Office for any software licenses or agreements you may need to sign? ( <i>Per Treasury Circular PC-25C</i> )	<input type="checkbox"/>
16	Is this a request for Master Lease Funds?	<input type="checkbox"/>

### FOR QUESTIONS

Reason	Who to Contact	Phone / FAX
For status of your purchase request, you may contact	OIT Procurement Coordinator	Phone: (609) 633-9101 FAX: (609) 633-0400
Who may OIT contact for purchasing issues / questions?	DMVA Purchase & Contracting Officer	Phone: 609-530-6713 FAX: 609-530-7193
Who may OIT contact for technical issues / questions?	Dave Snedeker Chief, F/IASD	Phone: 609-530-6936 FAX: 609-530-7193

## INSTRUCTIONS FOR IT PROCURMENT COMPLETENESS CHECKLIST

1. Requestors must complete the following information in the header block of the checklist.

**FROM**  
**DIVISION**  
**ADDRESS**  
**DATE**  
**PHONE**

2. Under the “**General Requirements**” section, requestor must check block # 1 and include attached letter of justification. Requestor must check block # 2 or block # 3 indicating if procurement supports agency IT Strategic Plan. (If requestor is not sure whether procurement supports agency plan, contact F/IASD-ISB for clarification.)
3. Under the “**Contract Purchases**” section, requestor must complete items # 4-12 if the procurement is through approved State of New Jersey contract(s) and the requestor is issuing the PB2 Agency Purchase Order. If purchase is to be completed by the central office the requestor may leave this section blank. F/IASD-ISB will complete items # 4-12 in consultation with the requesting office or individual.
4. Under the “**Non-Contract Purchases**” section, requestor must complete items # 13-16 if the procurement is through a non-contract vendor and the requestor is issuing the PB2 Agency Purchase Order or PB5 Agency Order. If purchase is to be completed by the central office, the requestor may leave this section blank. F/IASD-ISB will complete items # 13-16 in consultation with the requesting office or individual.
5. Under the “**For Questions**” section, requestors will leave this section blank and/or as it appears with the pre-filled Department and OIT contact information.
6. Copies of the Office of Information Technology (IT) Procurement Completeness Checklist can be downloaded from the State of New Jersey OIT Fiscal Services intranet website at the following URL: [http://highpoint.state.nj.us/intranets/oit/fiscal\\_services/agency\\_procurement.html](http://highpoint.state.nj.us/intranets/oit/fiscal_services/agency_procurement.html) or offices may request hard copies of this form by contacting the Chief, Information Services Bureau at (609) 530-6727.