Test TPPR workflow

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Procurement/Project Title/Name * ❓

State what the name of this Procurement/Project is. Example: HVAC Upgrade at Woodbridge Campus. If this Procurement/Project has been submitted to the Project Management Office (PMO) please use the same title that is being used by PMO.

Contact Person * ❓ 👤

The name of the primary contact for the request.

Kimberly Lawrence 🔍 ✖

College or Department * ❓

The college or System Office department the purchase is for.

SO > ITS - Information Technology Services 🔍 ✖

Requesting college or agency * ❓

Select your college from the list. This should be the college(s) that the purchase or project is for.

Start typing...

Approvals Being Requested * ❓

Indicate what type of approval is being requested. Check all appropriate choices
• Procurement – purchase of technology related goods or products (hardware, software, or supplies)
• Prof Services – purchase of professional services (consulting services)
• Project – a temporary information technology endeavor with an established beginning and end time that has a set of defined tasks and assigned resources, undertaken to develop a unique product, service or result.

Start typing...

Procurement Type * ❓

Check all appropriate choices. Refer to the TPPR form instructions if unsure.

Start typing...

Request Description * ❓

A specific but brief description of the technology project or goods and/or services being sought with this request. This should include the purpose of the procurement or project, such as equipment replacement or consulting services for performance monitoring, etc.

Vendor Name * ❓

Enter name of Vendor that will be providing the required goods and/or services.

Contract Number ❓

If there is existing contract under which goods and/or services are being procured the requestor must supply the contract number and number of renewals remaining on the existing contract. A list of VCCS IT contracts can be found on the SSC's web site at www.ssc.vccs.edu/procurement/solicitations-and-contracts/

Cost * ❓

The cost should match the attached quote or other procurement documents.

Contract Value ❓

The total value of the contract including all planned renewals. (When considering the total value you should consider the total value over the life of the contract, for example if the contract is good for 5 years and the annual amount is $10,000 then total value to be shown on the TPPR and used for the threshold is $50,000.)

Procurement Funding * ❓

Select the fund source that will be used for the purchase.

Start typing...

Procurement Justification * ❓

The requestor must provide the information requested in the four dialog boxes. If additional attachments are needed, these can be attached after the form is submitted. Refer to TPPR form instructions for additional information.

1. Identify the business objectives or business issues addressed by this procurement.

2. Describe the proposed solution. (Attach supporting documentation such as vendor proposal, project scope, license, or contracts.)

3. Is this procurement defined in your Technology Plan? If so, please provide the title of the procurement as identified in your Technology Plan and the associated line in your spend plan. (The college CIO or CTO can assist with this).

Priority ❓

The relative importance of the ticket to the organization.

Medium ⌄

Request

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