**TECHNOLOGY SPR1 REQUEST FORM**

***In accordance with KRS 42.730 and KRS 42.726, the Commonwealth Office of Technology (COT) is responsible for vetting technology requests prior to procurement. To assist in the vetting process, agencies need to complete this form and attach it to the Header of the SPR1 document in eMars.***

***COT cannot process the SPR1 without the submission of this form.***

***(Effective May 4, 2020)***

1. Agency: Click or tap here to enter text.
2. Agency Contact Person: Click or tap here to enter text.
3. Agency Contact Person’s Email Address: Click or tap here to enter text.
4. Date of Request: Click or tap here to enter text.
5. Timeline of Request:

[ ]  Urgent/Critical

[ ]  Non-urgent/Non-critical

[ ]  Other. Explain Click or tap here to enter text.

1. COT Consolidated Agency:

[ ]  Yes

[ ]  No

1. Technology Request (Select Software, Hardware, Services and/or SDS Task Order):
2. [ ]  Software
* Software Name/ Manufacturer: Click or tap here to enter text.
* # of Users: Click or tap here to enter text.
* # of Licenses: Click or tap here to enter text.

SELECT ALL THAT APPLY

 [ ]  License(s)

[ ]  Software-as-a Service

[ ]  New Purchase

[ ]  Renewal

[ ]  Upgrade

[ ]  Citizen Facing

[x]  Personally Identifiable Information (PII)

 [ ]  Other. Explain Click or tap here to enter text.

1. [ ]  Hardware
* Hardware Name/Manufacturer: Click or tap here to enter text.

SELECT ALL THAT APPLY

[ ]  Physical (i.e. Computer, Laptop, Printer, Peripheral, etc.)

 [ ]  Managed Hardware Services

[ ]  New Purchase

[ ]  Maintenance

[ ]  Upgrade

[ ]  Other. Explain Click or tap here to enter text.

1. [ ]  IT Services

[ ]  Consulting

[ ]  Installation

1. [ ]  SDS Task Order

[ ]  New Task Order

[ ]  Amended Task Order (Extended Hours or Rate/Category Change)

[ ]  Task Order Renewal

1. Procurement Method:

[ ]  One Time Purchase

[ ]  Contract Modification. Contract # Click or tap here to enter text.

[ ]  Delivery Order. Contract # Click or tap here to enter text.

[ ]  Request for Proposal (RFP)

[ ]  Request for Bid (RFB)

[ ]  Request for Exemption to Bidding (i.e. Sole Source, Not Practical or Feasible to Bid)

[ ]  Amazon Business

[ ]  Other. Explain Click or tap here to enter text.

1. Business Case:

A. Purpose of the Request: Click or tap here to enter text.

1. Technology Functionality: Click or tap here to enter text.
2. Benefits to the Commonwealth: Click or tap here to enter text.
3. Impact on Operations and Commonwealth: Click or tap here to enter text.
4. Initial Cost: Click or tap here to enter text.
5. Total Cost of Ownership (TCO):
6. Recurring Costs

[ ]  Yes. Explain the type of recurring cost and the dollar amount

 Click or tap here to enter text.

[ ]  No

[ ]  Not Sure

1. Does this request require the procurement of additional software, hardware or services?

[ ]  Yes. Explain and include the additional items and costs

Click or tap here to enter text.

[ ]  No

[ ]  Not Sure