



STATE OF ALABAMA
OFFICE OF INFORMATION TECHNOLOGY

OIT Policy 235
Off-Contract Information Technology Purchases

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| POLICY NUMBER | OIT Policy 235 |
| VERSION DATE | 7/14/2014 |
| POLICY TITLE | Off-Contract Information Technology Purchases |
| OBJECTIVE | To define the policy for the approval of off-contract purchases of Information Technology (IT) products that could be directly connected to any IT network used by the state. |
| AUTHORITY | <p>The authority of the Secretary of Information Technology to create and enforce policies relating to Information Technology is derived from the following law:</p> <p><i>The Code of Alabama, Sections 41-28-1 through 41-28-8, (Act 2013-68)</i></p> <p>The authority of the Secretary of Information Technology to approve off-contract purchases of Information Technology products and/or services is derived from the following law:</p> <p><i>The Code of Alabama, Section 41-4-110, (Act 2014-378).</i></p> |
| APPLICABILITY AND SCOPE | <p>This policy applies to all State of Alabama agencies, departments, boards, bureaus, commissions, offices and institutions.</p> <p>The item must meet these requirements:</p> <ul style="list-style-type: none">• The price of the item or items to be purchased is AT LEAST ten percent (10%) less than the price for the same item or items on the current <u>statewide</u> contract.• The price of the item or items to be purchased is the market price readily available to the public at large. |

- The item or items to be purchased is the same commodity as on the statewide contract.
- Total cost of the item or items to be purchased does not exceed \$15,000.00.
- Item could be directly connected to any IT network used by the state.

STATEMENT
OF POLICY

It is the policy of the Office of Information Technology (OIT) that off-contract purchases for Information Technology-related products and/or services for any purchase that could be directly connected to any IT network used by the state shall require prior approval by the Secretary of Information Technology.

AGENCY
RESPONSIBILITIES

All State of Alabama agencies, departments, boards, bureaus, commissions, offices and institutions are required to submit the OIT Form 235-F1 – Request for Off-Contract IT Purchase to the Secretary of Information Technology for approval.

A copy of the approved form must be submitted as supporting documentation to the Contract Waiver Request checklist as required by the Division of Purchasing, Department of Finance.

IMPLEMENTATION
AND ENFORCEMENT

The Office of Information Technology, under the authority of the Secretary of Information Technology, will promulgate standards and procedures governing the off-contract purchases of Information Technology.

SUPPORTING
DOCUMENTS

The following documents are referenced and/or support this policy:

- *The Code of Alabama, Section 41-4-110, (Act 2014-378)*
- *OIT Form 235-F1 – Request for Off-Contract IT Purchase*

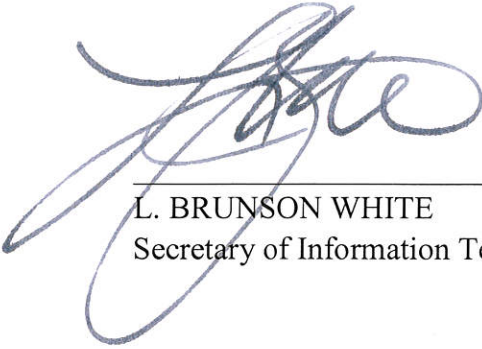
EFFECTIVE DATE

This Policy shall be effective upon its approval by the Secretary of Information Technology, as evidenced by the signature of the Secretary being affixed hereto.

SUPERSEDES

This is the initial policy and does not supersede a previous version.

The undersigned, as Secretary of Information Technology of the State of Alabama, exercising the power vested in that Office by the laws of this State, declares this Policy to be adopted as of the 14th day of July 2014.



L. BRUNSON WHITE
Secretary of Information Technology

DOCUMENT CHANGE HISTORY

| Version | Release Date | Comments |
|---------|--------------|-----------------|
| 235-01 | 7/14/2014 | Initial version |
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