CAI Contract Process

June 30, 2016

State Agency

- Agency identifies need
- Create purchase requisition
  - TPC over $100,000?
    - Yes: Create Solicitation Review Memo
    - No: TPC ≥ $10,000?
      - Yes: Create request with SOW in PeopleFluent
      - No: Routes request to DIS for final approval
  - TPC ≥ $10,000?
    - Yes: Routes request to DIS for final approval
    - No: Create SOW

- Agency pursues other procurement method or cancels purchase
- End

CIA

- Routes request to DIS for final approval
- Distributes SOW to subcontractors
- Notifies agency of potential candidates
- DIS approves in PeopleFluent

- No: End

DIS

- DIS approves in PeopleFluent
- Consult with DIS regarding reimbursable expenses
- Create OA or PD in reference to master OA 4600035144
- Enter SP-16-0003 in Your Reference field
- Contract TPC ≥ $100,000
  - Yes: Complete TGS/PCS contract forms (whichever is applicable)
  - No: Report through portal
- Submit contract for IT and ALC Reviews
- Reviews favorable?
  - Yes: Execute Contract
  - No: End

State Agency

- Consult with DIS regarding reimbursable expenses
- Create OA or PD in reference to master OA 4600035144
- Enter SP-16-0003 in Your Reference field
- Contract TPC ≥ $100,000
  - Yes: Complete TGS/PCS contract forms (whichever is applicable)
  - No: Report through portal
- Submit contract for IT and ALC Reviews
- Reviews favorable?
  - Yes: Execute Contract
  - No: End

- Complete TGS/PCS contract forms (whichever is applicable)
- Execute Contract
- Enter your reference field
- Contract TPC ≥ $25,000 and < $100,000
  - Yes: Execute Contract
  - No: End

- End