CAI Contract Process

### State Agency
- **Agency identifies need**
- **Create requisition**
- **TPC over $100,000?**
  - **Yes**
    - **Create Solicitation Review Memo**
  - **No**
    - **TPC ≥ $20,000?**
      - **Yes**
        - **Create Requisition in VectorVMS using PRM and Statement of Requirements**
      - **No**
        - **IT purchase approved?**
          - **Yes**
            - **Obtain Agency Director’s signature on Memo**
          - **No**
            - **Attach Scope of Work and Review Memo to requisition**
- **TPC over $1,000,000?**
  - **Yes**
    - **Obtain Agency Director’s signature on Memo**
  - **No**
    - **Obtain IT approvals (KGS, DIS, OSP, GO – see IT Procurement Process)**
- **IT purchase approved?**
  - **Yes**
    - **Attach Scope of Work and Review Memo to requisition**
  - **No**
    - **Agency pursues other procurement method or cancels purchase**

### CAI
- **Distributes Requisition to subcontractors**
- **Notifies agency of potential suppliers/candidates**

### DIS
- **DIS approves in VectorVMS**

### State Agency
- **Agency selects contractor/consultant**
- **Consult with DIS regarding reimbursable expenses**
- **Create OA or PO in reference to master OA 4600050627**
- **Enter 4600050627 in Your Reference field**
- **Contract TPC ≥ $50,000?**
  - **Yes**
    - **Complete TGS/PCS contract forms (whichever is applicable)**
    - **Submit contract for IT and ALC Reviews**
    - **Reviews favorable?**
      - **Yes**
        - **Execute Contract**
      - **No**
        - **End**
  - **No**
    - **Contract TPC ≥ $25,000 and < $50,000?**
      - **Yes**
        - **Execute Contract**
      - **No**
        - **Report through portal**
        - **End**

**End**