
HIGH-COST INFORMATION TECHNOLOGY ACQUISITION REQUEST FOR REVIEW

Associate Vice Chancellor - IT & Chief Information Officer
2195 Hearst Ave.
University of California, Berkeley
Berkeley, CA 94720-4878

Requestor's name _____	Title _____
Department _____	Phone _____
	Email address _____
Technical contact _____	Phone _____
	Email address _____
Administrative contact _____	Phone _____
	Email address _____
Date _____	

Use this form only if the total cost of your acquisition is \$100,000 or more for equipment, software, contractors, professional service providers, outsourcing, or other services.

- Brief description of proposed acquisition:
 - Equipment (manufacturer and model): _____
 - Software (vendor and product): _____
 - Maintenance/Support renewal: _____
 - Consultant or professional service provider: _____
 - Off-campus service: _____
- Approximate cost of proposed acquisition: \$ _____
- Please attach your responses to the questions shown on page 2.
- Mail, deliver or email this form and supporting documentation (such as an RFP, a copy of your purchase requisition, and/or a sole source justification, as appropriate) to:
 - Liz Marsh
 - Director of Strategic Initiatives and Chief of Staff
 - Office of the Chief Information Officer
 - 2195 Hearst Ave.
 - Berkeley, CA 94720-4878
 - lizm@berkeley.edu
- A purchase order will not be issued without a signed form.

Departmental approval:

_____	_____
Signature of Department Chair or Director	Date

Review approval:

_____	_____
Signature of Chief Information Officer	Date

QUESTIONS FOR REVIEW OF INFORMATION TECHNOLOGY ACQUISITION

(\$100,000 or More)

Please provide *brief* answers to all questions, attaching extra sheets if necessary.

- A. Purposes/Community to be Served** (Purposes for which the computer, software, or service is to be used.)

- B. Description of Acquisition** (Briefly describe the proposed hardware, software, or service, using company and product names.)

- C. Description of Present System** (If this acquisition is to replace or augment an existing system, describe the status of the present system and deficiencies which justify replacement or augmentation.)

- D. Appropriateness** (Why have you selected this particular hardware, software, or service?)

- E. Networking** (Describe any unusual networking requirements.)

- F. Cost** (Give the total purchase cost of the hardware, and/or the total purchase cost of the software or service, as appropriate.)

- G. Start-up Costs** (Estimate start-up costs for this acquisition — installation, space preparation, training, etc.)

- H. Annual Maintenance Costs** (Estimate annual costs of hardware and/or software maintenance.)

- I. Fund Sources** (Identify sources of funding for acquisition and support costs, both initial and ongoing.)

- J. Campus Resources** (If applicable, have you reviewed campus resources such as site licenses for software, or programming and web design services available from campus recharge units such as Educational Technology Services and Information Systems and Technology?)