





















Program or process improvement supporting what you have written above

Below is a sample of managing contract spend against authorized contract award.

Indi...	Buyer	Type	Status	Contract #	Contract Title	Vendor #	Name of Vendor	Amount Awarded	Total Spend	% Spend
										
	 Suzanne Siu	ITX	Awarded	ITX2302084	FNS Software Suite	134584	Heartland Payment Systems, LLC d/b/a Heartland Payment Solutions	\$260,000.00	\$126,000.00 	48%
	 Cassandra Palm	EDX	Awarded	EDX2302076	Educational Arts	133207	Dramatic Education, Inc.	\$75,000.00	\$31,422.00 	42%
	 Sara Lundy	PBX	Awarded	PBX2302071	Academic Curriculum and Instructional/Educational Goods, Materials, and Services	121866	Realityworks, Inc.	\$49,999.00	\$0.00 	0%
	 Milli Medina	PBX	Awarded	PBX2302067	Audio Amplification Products	137947	Audio Enhancement	\$3,900,000.00	\$59,464.75 	2%
	 Melissa Puebla	SSX	Awarded	SSX2302065	Facility Rental	133067	Hard Rock Cafe	\$65,000.00	\$0.00 	0%

The is our Procurement Request form departments utilize for requesting a procurement activity that has automated approvals once submitted.



Procurement Request and Contract Intake

A Procurement Request form is required for the Procurement Services department to begin working on a competitive solicitation or contract.

For contracts that will exceed \$50,000, Executive Cabinet Member approval is required prior to Procurement Services taking action.

Contract Title *

Requestor Email Address *

This will be the primary person Procurement Services will contact regarding this request.

Please input the email address in the format firstname.lastname@ocps.net - do not use personnel numbers.

Department Head Email Address *

This must be at minimum a director-level or above.

Please input the email address in the format firstname.lastname@ocps.net - do not use personnel numbers.

Cabinet Member *

This is only required if the contract value is greater than \$49,999.99 or when the contract term is for more than one year.

Please select your executive cabinet member from the list below.

Select

Estimated Annual Spend *

Department *

Select

Division *

Select

Description of Request *

Provide a brief description of the products or services that are being requested.

Possible Vendors

Please include any vendors you may be aware of who can provide this product or