



Procurement Plan Template

Project Name: *Date:*

Project Number: *Agency:*

Modification Dates: *Prepared by:*

Description of the Items and Services to be Purchased

The intended use of the items.

The performance requirements to be met by the items.

The benefits and/or justification of the purchase.

Market Analysis

General market conditions.

Technological needs.

Available products.

Similar systems in use and performance.

Detailed sources of information on the item.

Number of potential clients participating.

Requirements Analysis

Process requirements ensuring that the system will meet the requirements of the work process.

Technical requirements ensuring that the system will have the capabilities and the capacity required, and will fit into the State's technical infrastructure and operation environment.

Project management requirements including definition of vendor and agency responsibilities.

Specifications including the technical data required in specifying and inspecting the selected product.

Contracts

Types of contracts/ordering agreements.

The Selection Process and Criteria.

Negotiation strategies.

Deliverables and the Procurement Schedule

A list of all major deliverables

A description of and timeline for the procurement process, including all required approvals.