

## Request to Purchase – SIM Business Process

The frequency of process activities listed is **CONTINUOUS**

### Preconditions:

- Access to State of Ohio Procurement – Request to Purchase Services site <https://dasportal.sp.ohio.gov/sites/RR/SitePages/Home.aspx>
- Analyst informed of request via email
- Ensure requests are reviewed and the appropriate action taken within **5 business days**.

**Process Activity** — Processing Request to Purchase (RTP) requests

### Step 1:

- I. SIM analyst is notified of RTP request via email.
- II. Log into the State of Ohio Procurement – Request to Purchase Services site.
- III. Choose the Requisite Review tab to view RTP requests.

### Step 2:

- I. Select the appropriate request based upon Line of Business Assignments.
- II. RTP selected will populate at the bottom of the page.
- III. Review the following:
  - a) Requesting Agency
  - b) Description

### Step 3:

- I. Analyze request for OIT fulfillment potential - Can this request be performed or fulfilled by OIT?
  - a) If the SIM analyst determines that the RTP request cannot be fulfilled by OIT, select 'No, My agency cannot fulfill this request.' from the **Office of Information Technology** drop down menu.
  - b) If the SIM analyst determines that the RTP request can be fulfilled by OIT, or there is any potential possibility of OIT performing the service, perform further analysis with Agency contacts and OIT SME's.
    - 1) Send an email to the SIM Team Lead and copy all SIM Analysts providing details around the potential of OIT providing the solution or fulfillment of the request including the analysis that was performed.
    - 2) Review the analysis and findings during the weekly SIM team meeting to make a final determination on next steps.

- 3) If joint determination is made that OIT can fulfill the request, and the SIM Team Lead has approved, the SIM analyst will select 'Yes, My agency can fulfill this request.' from the **Office of Information Technology** drop down menu.
  - 4) Using the original RTP email notification, advise the GSD contact that the request has been marked 'Yes' for OIT to fulfill the request. Copy the SIM Team Lead, Curtis Brooks, and Christina Thomas.
    - **Example:** OIT/Strategy and Investment Management team determined that this request should be routed to OIT via Release & Permit request, because it requires an SME Enterprise Review before procurement.
- II. Finalize the determination by choosing the 'Submit Determination' button.