

## **Interpretation of New CSR Definitions**

**CSR #:** Generated through the Contract Services Section

**Contract Manager:** Manager of the Group requesting the purchase

**Project Manager:** Overseer of the project

**Contract Coordinator:** Coordinator of the Contracts for the division

**Division/Section:** Your Division and Section within DAS – e.g. EISPD/ESO

**Contract/Project Title:** Vendor/Product Description

**Renewal:** Maintenance, license, subscription or a Contract Term Extension - Renewal

**Amendment:** Contract in place that this is amending

**Previous CSR #:** Prior CSR that was used last time to purchase

**ORPIN #:** ORPIN Contract Number generated by DAS Contract Services – this will only be available if this Contract already exists

**Proposed Start Date:** e.g. 08/14/2008 – date requestor would like the purchase to be completed or the Contract to be in place.

**Proposed Expiration Date:** Date the requestor would like the Contract to expire

**Contract Value:** Life of the Contract Value including proposed start date through proposed expiration date - including optional annual extension pricing

**Potential Value:** Value of Contract including Extensions and Contracts

**Not-to-exceed:** Amount listed in the Contract as the maximum, the “Cap”

**Do you want extensions or renewals:** Would you like the option to renew annually?

**If yes, how many years:** How many annual options to renew would you like?

**Contract type – Complete Contract Information Section:** Choose type of Contract will this most likely fall under

**Brand Name:** Specific Brand needs to be used in order to be compatible with the requested product.

**Sole Source:** The Vendor is the only one that can supply that product or on-going maintenance

**SOW:** Statement of Work describing what the request for services, goods, maintenance and detail to support the request and future plans of the requesting Agency.

**Approved IRR:** Information Resources Request submitted to and approved by EISPD/ITIP for IT-related projects over \$75,000.00

**RLA:** Request for Legal Assistance which authorizes DOJ to bill the requesting agency for services rendered.

**Has DAS Contract Services been involved in meetings to discuss this solicitation?:**  
Have preliminary discussions taken place in regards to this project?

**Additions to the CSR: SDC–related Questions:**

Indicate whether the maintenance or purchase is for Hardware or Software  
Who's the benefiting Agency?

Software – Explain what it is used for/purpose and criticality:

Software – What machine does it reside on? Also indicate Serial Number.

Software – What is the anticipated need for continued use – forecast amount of years of use

**Collective Bargaining Feasibility Study: If the answer to the above question is “YES”, a feasibility study must be performed for annual values exceeding \$30,000 or if bargaining union members will be displaced -** Feasibility studies need to be done for all Personal Services Contracts that are for \$30,000.00 and over. Contact Person would be EISPD/ITIP.