

Ordering Instructions

Statewide Contract ITCONSULT15

Information Technology and Advisory Services

Ordering Requirements – Agencies may use the Statewide Contract in accordance with the Schedule C Pricing Page.

Special Instructions– Agency selects the required service(s) from the contract, completes the Gartner Service Agreement (Attachment 3), selects pricing from Amendment 1, and attaches the necessary documentation in Oasis.

Approvals Required - None

Agency and/or Vendor Contact Information:

See the **List of Buyer Assignments** located at the Purchasing Division website (Agency Resource Center) for the centralized buyer assigned to this contract.

Type of Delivery Order – A CDO must be created in Oasis with the appropriate documentation attached. CDO will follow the standard approval path.

How to submit the completed order to the Vendor – Once finalized, Central Purchasing will send to the vendor.

POLITICAL SUBDIVISIONS: Contact vendor to confirm that contract pricing is available.