NOTE: Until revised procedures and forms are approved and published by the Virginia Information Technologies Agency, these procedures and forms, as modified to conform to the current Code of Virginia, are to be used for the submission, review, and approval of Agency Procurement Requests (APR) for procurements or sole source requests equal to or greater than $100,000.

Submission of IT projects with a cost equal to or greater than $100,000 should follow the procedures stated in the Interim Procedures for the Initiation and Approval of Major and Non-major Information Technology Projects. These procedures can be found on the VITA Website under Documents, Information Technology Resource Management (ITRM) Policies, Standards and Guidelines, Standards (http://www.vita.virginia.gov/docs/psg.cfm).

Procedures for the Review and Approval of Information Technology and Telecommunications Procurements

Issued by the Office of the Secretary of Technology

Effective Date: April 12, 2002

PREFACE

PUBLICATION DESIGNATION

Secretary of Technology Procedures

SUBJECT

Procedures for the Review and Approval of Information Technology and Telecommunications Procurements

EFFECTIVE DATE

April 12, 2002

SUPERSEDES

Secretary of Technology Memorandum dated June 15, 1999, Subject: Changes in Technology Planning and Project Review Procedures - Effective July 1, 1999

SCHEDULED SECRETARY OF TECHNOLOGY REVIEW

Six months from effective date, then annually thereafter.

AUTHORITY

Code of Virginia, § 2.2-226 (Secretary of Technology to function as Chief Information Officer; Powers and Duties.)

Code of Virginia, § 2.2-226.B.6-7
(General Powers of the Department of Technology Planning)

SCOPE

These procedures are applicable to all State agencies and institutions of higher education (collectively referred to as "Agency") that manage, develop, purchase, and use information technology and telecommunications resources in the Commonwealth.

These procedures apply to all IT products (hardware, software), IT services, and telecommunication (voice, data, wireless, and video) products and services, as defined in the Department of General Services / Division of Purchase and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual.

PURPOSE

To establish a comprehensive and uniform process for the review and approval of agency procurement requests (APR) for information technology and telecommunications products and services.

GENERAL RESPONSIBILITIES

Secretary of Technology (SoTech)

In accordance with the *Code of Virginia*, the Secretary of Technology, as the Chief Information Officer for the Commonwealth,

> *shall have the following powers and duties concerning the planning, budgeting, acquiring, using, disposing, managing, and administering of information technology in the Commonwealth:*
>
> - *Direct the development of policies and procedures for review by the Department of Technology Planning of technology procurements, agreements, or contracts for amounts exceeding $100,000. The Department of Technology Planning shall report monthly to the Secretary on all such reviews. The Secretary may delegate approval of such procurements to the Department of Technology Planning; however, approval of procurements in excess of one million dollars shall not be delegated by the Secretary.*
> - *Disapprove procurements that, on the recommendation of the Department of Technology Planning, do not conform to the statewide information technology plan* [as documented in the Commonwealth of Virginia Enterprise Architecture] *or to the individual plans of state agencies or institutions of higher education.*
> - *Direct the development of policies and procedures for the effective management of technology investments throughout their entire life cycle, including, but not limited to, project definition, procurement, development, implementation, operation, performance evaluation, and enhancement or retirement. Such policies and procedures shall include, at a minimum, the periodic review by the Secretary of the execution of agency and institution of higher education technology projects estimated to cost one million dollars or more. The Secretary shall be authorized to direct the modification, suspension, or cessation of any such project which, as the result of a periodic review, has not met the milestones and performance measures agreed to by the Secretary and the sponsoring agency or institution. This shall not supersede the responsibility of a board of visitors for the management and operation of an institution of higher education.*

Department of Technology Planning (DTP)

In accordance with the *Code of Virginia*, the Department of Technology Planning is responsible for reviewing technology procurements, agreements, or contracts for amounts exceeding $100,000. DTP shall report monthly to the Secretary on all such reviews. The Secretary of Technology has delegated approval authority to DTP for IT related procurements from $100,000 to $999,999.

All State Agencies

In accordance with the *Code of Virginia*,

> *The Secretary of Technology acting in the capacity of Chief Information Officer for the Commonwealth shall prescribe regulations necessary or incidental to the performance of his duties or execution of his powers.*

State agencies and institutions of higher education are responsible for complying with these regulations.

TABLE OF CONTENTS

	Page
SECTION A: INTRODUCTION	
1. Background	1
2. Definitions	1
3. General Description of Agency Procurement Request Requirements	2
SECTION B: AGENCY PROCUREMENT REQUEST (APR) PROCEDURES	
1. Procedures for Procurements from $100,000 to $999,999	3
2. Procedures for Procurements and Projects of $1,000,000 or More	4
3. Contact Information	6
LIST OF APPENDICES	
Appendix A – Agency Procurement Request Instructions	A-1
Appendix B - Secretary of Technology Agency Procurement Request and Technology Sole Source Questionnaire	B-1
Appendix C – Agency Procurement Request Form (DTP Form APR-1)	C-1
Appendix D – Agency IT Strategic Plan Amendment Form (page D-1 of DTP Form APR-1)	D-1

SECTION A

INTRODUCTION

1. Background:

The legislation formally establishing the Technology Secretariat within the *Code of Virginia* became effective July 1, 1999. As part of this legislation, final authority for certain technology planning, policy, and project review matters were formally transferred from the Council on Information Management (renamed the Department of Technology Planning) to the Secretary of Technology in his role as the Chief Information Officer of the Commonwealth. In addition, the *Code* assigned to the Secretary additional responsibilities for the ongoing oversight of major technology projects. Also, effective July 1, 1999, the Secretary of Technology delegated approval authority to DTP for IT related procurements from $100,000 to $999,999.

The purpose of these procedures is to establish a comprehensive and uniform process for the review and approval of agency procurement requests (APR) for information technology and telecommunications products and services.

2. Definitions:

a. **Procurement -** The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment. (Purchases governed by these procedures include IT products (hardware, software), IT services, and telecommunication (voice, data, wireless, and video) products and services.)

b. **Procurement Cost** is the total estimated cost of the goods or services being purchased.

c. **Project** - A temporary endeavor undertaken to deliver a unique product or service.

d. **Major Project** - In the Commonwealth of Virginia, major projects are those technology projects that exceed $1 million in estimated total project cost or have enterprise significance.

e. **Project Cost** is the total estimated cost to provide the business driven, technology-based product or service. The costs include the hardware,

software, services, installation, management, maintenance, support, training and

internal staffing costs planned for the current and following budget

biennium in which the project is authorized. Internal staffing costs are the apportioned salaries and benefits of the project team members.

f. **Project Team Members** are individuals that report either part time or full time to the project manager and are responsible for the completion of project tasks.

3. General Description of Agency Procurement Request Requirements

a. An APR must be submitted to DTP for review and approval of all procurements estimated to cost $100,000 or more, including all procurements from state contracts.

b. If an agency planned technology procurement or project includes the issuance of a Request for Proposal (RFP) to solicit all of a portion of the goods or services to be procured, the RFP must not be issued until an Agency Procurement Request (APR) has been approved.

c. While purchases from state contracts do require an APR (to be submitted to DTP), they do not require a requisition to be submitted to the Department of Information Technology / Acquisition Services Division (DIT/ASD). Only requisitions for telecommunication services must be submitted to DIT via a telecommunications service request (TSR) form. In addition to sending DIT a TSR, an APR for telecommunications equipment (excluding telephones) must be submitted to DTP for approval.

d. For procurements of $100,000 to $999,999, APR procedures do not apply to the following institutions of higher education operating under the Commonwealth's decentralization initiative: College of William and Mary, George Mason University, James Madison University, Old Dominion University, University of Virginia, Virginia Commonwealth University, Virginia Military Institute, Virginia Polytechnic Institute and State University, and Radford University. Decentralized institutions are required to submit a monthly report to DTP (pir@dtp.state.va.us) listing their procurements of $100,000 to $999,999. Reports are due by the tenth of each month, including those months when no qualifying procurements are initiated. Electronic reports must include the following information:

Date	PO #	Vendor	Description	Amount

SECTION B

AGENCY PROCUREMENT REQUEST (APR) PROCEDURES

1. Procedures for Procurements of $100,000 to $999,999

a. Agencies must submit an Agency Procurement Request (DTP Form APR-1) to DTP. The form will allow an agency to make one of two filings:

1) The agency certifies that the proposed procurement conforms to the Agency IT Strategic Plan, as approved by the Secretary of Technology, or
2) The agency requests that its previously submitted plan be amended to include the proposed procurement. The agency must then complete and include the Agency IT Strategic Plan Amendment Form (page D-1 of DTP Form APR-1) with the request.

b. When the actual cost of any procurement or project exceeds the approved estimated cost by more than 10%, a modified APR must be sent to DTP for review and approval.

c. When an agency submits an APR and receives approval for a multiple year contract that includes renewal options, no additional APR is required until the contract ends. The estimated cost for the procurement contract must total the annual cost for each year being approved. (For example, if an agency receives approval to sign a three-year sole source contract with two one-year renewal options, no additional APR or sole source approval is required for the lesser of five years or when the contract terminates. If the annual fee is $100,000, the total estimated cost of the APR would be $500,000. (5 years multiplied by $100,000))

d. DTP will acknowledge the receipt of each APR.

e. DTP will review each APR submission and any associated plan amendments for conformance with these procedures and statewide plans, policies, and standards. The agency will receive a letter from DTP or the Secretary of Technology stating that the request has been approved or disapproved. Most routine requests, that do not require additional information from the agency, will be processed in one to two weeks. Requests that must be sent to the Secretary of Technology for review and approval will require more time. The amount of time for a Secretary of Technology approval or disapproval will vary depending on how long it takes before a Secretariat Oversight Committee meeting can be convened to review the request. Agencies should allow at

least one month for the processing of an APR for a major project ($1 million +).

f. Procedures for Sole Source procurements are issued by the Governor's Office. Current procedures require recommendation for approval from DTP and final approval by DIT. In addition to completing an APR, an agency must complete a Sole Source Procurement Approval Request Form and a Justification Form from Chapter 8 of the DGS manual and submit them to DTP. After DTP has reviewed the procurement, DTP will forward all APR approval and justification forms to DIT for final approval. If DTP recommends disapproval of the request, the submitting agency will be notified. **Note:** Approval of a project is not an approval of the related sole source procurements; each sole source procurement requires a separate approval.

g. The responsibility for insuring that an appropriate evaluation of alternatives is conducted prior to any IT procurement remains the responsibility of agency management. A complete cost-benefit analysis, consistent with COV ITRM Guideline 92-3, Estimating Alternative Technology Systems Cost, should be conducted for any IT project estimated to exceed $250,000. However, information on completed evaluations need not be submitted to DTP with the APR.

2. Procedures for Procurements and Projects of $1,000,000 or More.

a. As directed by the *Code of Virginia*, procurements and IT projects of $1,000,000 or more require Secretary of Technology approval and periodic review.

b. Upon receipt of an APR for a procurement of $1,000,000 or more, DTP will conduct an analysis of the APR to determine if it is a single procurement or part of a major IT project. Based on the recommendation of DTP, procurements that are not part of a major IT project may be approved directly by the Secretary of Technology without referral to a review or oversight committee. An example of a major procurement that may be directly approved by the Secretary of Technology is a one-time upgrade of mainframe hardware.

c. For procurements that are determined to be part of a major IT project, DTP will establish an Oversight Committee on behalf of the Secretary of Technology. The Cabinet Secretary of the proponent agency or institution of higher education will be asked to provide the Chair for the committee. Membership of the committee shall be determined by DTP in concert with the Cabinet Secretary. At a minimum, a representative from the proponent Secretariat, the Director of DTP, and a representative from the Department of

Planning and Budget will make up the oversight committee. If the Department of Information Technology (DIT) is involved with or can otherwise contribute to the project, DIT will normally be invited to provide a representative.

d. The agency will present to the Oversight Committee its plan for management of the proposed major IT project. At minimum, the presentation will address the following project management requirements:

1) A project charter and project management organization;

2) Conformance of the proposed project to the Agency IT Strategic Plan and to statewide plans, policies, and standards;

3) Definition of business oriented performance objectives and performance measures for determining the success of the project (the performance baseline);

4) Definition of the proposed project milestones (the schedule baseline);

5) Definition of projected project costs along with identification of current and projected project resources (the cost baseline);

6) A preliminary project feasibility study that includes a risk assessment; and

7) Procedures for independent verification and validation of the project progress.

e. Based on the initial project presentation, the Oversight Committee will provide the Secretary of Technology with recommendations regarding:

1) Whether the project plan establishes clear and manageable performance, schedule, and cost baselines;

2) Whether the project management organization has the project under control and is capable of continued, effective management;

3) Whether the project should be initiated or continued;

4) When the next periodic review of the project should occur; and

5) Whether specific components of the project require additional analysis, clarification or changes.

f. The Chair of the Oversight Committee is responsible for the preparation of meeting minutes. At a minimum the minutes should include: attendees; projects reviewed, decisions made, and actions taken. Copies of the minutes should be sent to DTP (pir@dtp.state.va.us) no later than three business days following an Oversight Committee meeting.

g. The Chair of the Oversight Committee will provide a memorandum to the Secretary of Technology recommending approval or disapproval of the major IT project. A copy of the memorandum should be sent to DTP.

h. Based on the Oversight Committee recommendation, the Secretary of Technology will issue a formal, written approval or rejection of the proposed major IT project and associated APR. Approvals may be issued contingent upon the proponent agency addressing specific recommendations from the Oversight Committee. Approvals will also include the date for the next periodic review of the project by the Oversight Committee.

i. Once the Secretary of Technology has approved a major IT project, the project must be entered into the Commonwealth Major IT Project Status Report Dashboard. The Dashboard provides a common framework for Agency, Secretariat, and Oversight Committee review and assessment of all Commonwealth major IT projects. To access the Dashboard status reporting system, the project manager should contact George Williams at the Department of Technology Planning: gfwilliams@dtp.state.va.us or 804-371-2771.

j. Periodic major IT project reviews will follow the same general procedures as initial project reviews, with the Oversight Committee providing the Secretary of Technology appropriate recommendations regarding the continued approval of the project. Based on recommendations from the Oversight Committee, the Secretary of Technology will issue written concurrence to continue the project as chartered or direct necessary modifications to insure the success of the project.

k. Consistent with the *Code of Virginia*, the oversight process will not supersede the responsibility of a board of visitors for the management and operations of an institution of higher education.

3. Contact Information

For further information or assistance, contact: George Williams at (gfwilliams@dtp.state.va.us / 804-371-2771) or Dan Ziomek (dziomek@dtp.state.va.us / 804-371-2763) at the Department of Technology Planning.

AGENCY PROCUREMENT REQUEST
(DTP Form APR-1) INSTRUCTIONS

1. AGENCY INFORMATION

a. Complete all items.
b. Provide a brief, one-line description of the procurement or project as the Project Name.

2. PURCHASE CLASSIFICATION

Fill in blocks as applicable.

3. ESTIMATED COST

a. Fill in blocks as applicable for the proposed procurement or project.
b. If you are requesting approval of procurement, complete the Estimated Procurement Cost Worksheet (Paragraph 3.A.)
c. If you are requesting approval of a project, complete the Estimated Project Cost Worksheet. (Paragraph 3.B.)
d. If you download the documents and complete them electronically, the cost worksheets are shown as an object. If you double click on a cost worksheet it will open as a Microsoft Excel worksheet and you can enter your data directly into Excel.

4. PROCUREMENT OR PROJECT JUSTIFICATION & DESCRIPTION

Provide the narrative information requested in Paragraph 4 of the DTP APR Form. Information may be entered directly on the form or submitted on an attached document.

5. AGENCY CERTIFICATION

a. Either block **a.** or **b.** must be selected (checked).
b. Either the Agency Head or Agency Chief Information Officer (CIO) must sign the certification (or the individual charged with duties of the Agency CIO.) The signatory may not be a member of the Agency IT or procurement staff.
c. If block **b.** is selected, submit an amendment to the Agency IT Strategic Plan. Complete the Agency IT Strategic Plan Amendment Form (page D-1 of DTP Form APR-1) and submit it with the APR.

d. The requests may be e-mailed to DTP at pir@vita.virginia.gov. Documents requiring an approval signature may be scanned and then e-mailed to DTP or faxed to 804-786-1940.

6. SPECIAL SITUATIONS

For Institutions of Higher Education, Training Centers, Facilities and Divisions that have a direct reporting relationship to another state institution or agency, the request must be approved by the parent organization.

a. A Community College request must be submitted through the Virginia Community College System;
b. A State Mental Health Facility or Mental Retardation Training Center request must be submitted through the Virginia Department of Mental Health, Mental Retardation and Substance Abuse Services;
c. Woodrow Wilson Rehabilitation Center, a Division of the Virginia Department of Rehabilitative Services (DRS) must submit requests through DRS.

7. FIRST PAGE OF APR PACKAGE

For all procurement or project requests, complete the *Secretary of Technology Agency Procurement Request and Technology Sole Source Questionnaire* and use it as the first page of the APR package being submitted to DTP.

Questions regarding the completion and submission of agency procurement requests may be directed to: george.williams@vita.virginia.gov or

George Williams
Department of Technology Planning
Richmond Plaza Building, Suite 135
110 South 7th Street
Richmond, Virginia 23219-3931
Phone: or 804-371-2771.
Fax: 804-786-1940

Virginia Information Technologies Agency
Agency Procurement Request and Technology Sole Source Questionnaire

To process your request as quickly as possible, please answer the following questions and include this questionnaire as the *first page of your Agency Procurement or Sole Source Request.*

1. Is the total dollar amount of this request $100,000 or over?
   ___ Yes ___ No

2. Is this procurement over your delegated spending authority?
   ___ Yes ___ No

3. Are you purchasing off of a state-wide contract? ___ Yes ___ No

4. If you answered **NO** to **question 3**, do you want the assistance of VITA Acquisition Services with this procurement?
   ___ Yes ___ No

5. If you answered **YES** to either **question 2 or 4**, a VITA Acquisition Services representative will contact your agency. Please provide the following information for the individual to be contacted:

   - Name: _____
   - E-mail address: _____
   - Phone number: _____
   - Fax number: _____

6. Is this a sole source request?
   ___Yes ___ No

Submission Information
Mail to:
Virginia Information Technologies Agency
Suite 135
110 S. 7th Street
Richmond, VA 23219

E-mail to:
pir@vita.virginia.gov

Fax to:
804-786-1940

Virginia Information Technologies Agency

AGENCY PROCUREMENT REQUEST (APR) FORM

1. AGENCY INFORMATION

AGENCY: _____ AGENCY CODE: _____

PROJECT NAME: _____

REQUISITION #: _____ APR REQUEST DATE: / / _____

CONTACT NAME: _____ PHONE #: _ _____

FAX #: _____ E-mail: _____

2. PURCHASE CLASSIFICATION

Is this purchase a stand-alone procurement or part of a project? __Procurement __Project

If this procurement is part of a project, is the estimated cost of the project $1,000,000 or greater? ___Yes ___No

Personal Computer purchases only:

Type of funds being used? ___ Equipment Trust Fund ___ Other

Is this a refresh purchase? __ Yes __ No

Do you have a Total Cost of Ownership Study on file with VITA? ___ Yes ___ No

3. ESTIMATED COST

- If you indicated that this request is for a **procurement** – complete the Estimated Procurement Cost Worksheet. (Paragraph 3.A.)
- If you indicated that this request is for a **project** – complete the Estimated Project Cost Worksheet. (Paragraph 3.B.)

3.A. ESTIMATED PROCUREMENT COST WORKSHEET (Note 1)

Cost Categories	Purchase Price	Monthly Rent or Lease Cost	Term (of Rent or Lease)	Total Rent or Lease Cost	Total Cost by Category
Hardware				$ -	$ -
Maintenance				$ -	$ -
Services				$ -	$ -
Software				$ -	$ -
Telecommunications (See Note 2)				$ -	$ -
Training				$ -	$ -
Other Costs (Specify Below)				$ -	$ -
				$ -	$ -
Total Cost	$ -			$ -	$ -

Notes:

[1] If you download the documents and complete them electronically, the cost worksheets are shown as an object. If you double click on a cost worksheet it will open as a Microsoft Excel worksheet and you can enter your data directly to Excel.

[2] Telecommunications includes voice, data, wireless, and video services and equipment.

3.B. ESTIMATED PROJECT COST WORKSHEET (Note 1)

Cost Categories	Planned Cost FY2003	Planned Cost FY2004	Planned Cost FY2005	Planned Cost FY2006	Total Cost by Category
Hardware					$ -
Internal Staff					$ -
Maintenance					$ -
Services					$ -
Software					$ -
Telecommunications (See Note 2)					$ -
Training					$ -
Other costs (Specify Below)					$ -
					$ -
Total Cost	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Initial year of the project					

Notes:

[1] If you download the documents and complete them electronically, the cost worksheets are shown as an object. If you double click on a cost worksheet it will open as a Microsoft Excel worksheet and you can enter your data directly to Excel.

[2] Telecommunications includes voice, data, wireless, and video services and equipment.

4. PROCUREMENT OR PROJECT JUSTIFICATION & DESCRIPTION:

A. IDENTIFY THE BUSINESS OBJECTIVES TO BE ADDRESSED:
B. DESCRIBE THE PROPOSED SOLUTION (Attach supporting documentation, such as a purchase request or requisition, if appropriate.)
C. REFERENCE THE SECTION OF YOUR AGENCY IT STRATEGIC PLAN OR YOUR TECHNOLOGY PORTFOLIO THAT IS SUPPORTED BY THIS PROCUREMENT OR PROJECT:
D. PLANNED START AND COMPLETION DATES:

5. AGENCY CERTIFICATION

I hereby certify that this proposed procurement or project:

☐ **a. Conforms to the Agency IT Strategic Plan, as approved by the Secretary of Technology.**

--OR--

☐ **b. Conforms to the proposed amendment to the Agency IT Strategic Plan, which accompanies this request.**

SIGNATURE OF AGENCY HEAD –or– AGENCY CHIEF INFORMATION OFFICER

PRINTED NAME AND TITLE

DATE

6. Agency IT Strategic Plan Amendment

To be completed only if an IT Strategic Plan amendment is required.

A. DESCRIBE THE CHANGE IN AGENCY MISSION OR CORE BUSINESS ACTIVITY NECESSITATING ADMENDMENT OF THE AGENCY IT STRATEGIC PLAN:
B. IDENTIFY THE LOCATION OF THE CHANGE IN THE CURRENT AGENCY IT STRATEGIC PLAN OR TECHNOLOGY PORTFOLIO (Cite page, section, and/or paragraph):
C. DESCRIBE THE PLAN OR PORTFOLIO AMENDMENT:
D. IDENTIFY THE EFFECTIVE DATE OF THE ADMENDMENT:

SIGNATURE OF AGENCY HEAD –or– AGENCY CHIEF INFORMATION OFFICER

PRINTED NAME AND TITLE

DATE