VITA

How to Get an Information Technology Sole Source
Procurement Approved

How to get an IT Sole Source approved:
- See Sole Source Procurement Policy.
- Is the sole source procurement valued at $250,000 or more? Complete the form and attach to your Procurement Governance Request (PGR). Need to know more about PGRs? Go here: https://www.vita.virginia.gov/supply-chain/scm-policies-forms/summary-of-vitas-procurement-delegation/
- Does this request involve a cloud based solution? Submit ECOS work request and follow the Enterprise Cloud Oversight Services (ECOS) Process and Third Party Use Policy.

Items to Remember:
Remember, you are responsible for posting the sole source award in eVA and for following the Virginia Public Procurement Act (VPPA) and all VITA policies when conducting the procurement.
A couple things to remember:
- The *Code of Virginia* (§2.2-2009) – information technology contracts require compliance with all applicable laws and regulations pertaining to information security and privacy.
- If the solution is an off-premise (cloud hosted) solution, you must comply with the Enterprise Cloud Oversight Services (ECOS) process and IT Operations Policies & Procedures for Third Party Use Policy.
  - A Security Assessment of the cloud service will need to be completed and approved and special Cloud Services Terms & Conditions included in the contract prior to execution.