



How to Get an Information Technology Joint and Cooperative Procurement Approved

How to get an IT Joint and Cooperative Procurement approved:

- See [Joint and Cooperative Procurement Policy](#).
- All agency requests to participate in and/or purchase from a cooperatively procured contract must be approved by the Chief Information Officer (CIO) of the Commonwealth regardless of the amount of the purchase. See [§2.2-4304](#) of the *Code of Virginia*.
- Is the Information Technology Joint and Cooperative 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 an off-premise (cloud hosted) solution? Submit Enterprise Cloud Oversight Services (ECOS) work request and follow the [ECOS Process](#) and [Third Party Policy Workflow](#).

Items to Remember:

Remember, you are responsible for posting the joint and cooperative procurement 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](#)
 - 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.