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- I. Purpose.** This document covers VITA's small purchase policy. As defined by [§2.2-2006](#) of the *Code of Virginia*, all executive branch agencies are subject to this policy. However, "executive branch agency" or "agency" does not include the University of Virginia Medical Center, a public institution of higher education to the extent exempt from this chapter pursuant to the Restructured Higher Education Financial and Administrative Operations Act (§23-38.88 et seq.) or other law, or the Virginia Port Authority".
- II. Definition.** For the purposes of this policy, a procurement is considered a small purchase when the aggregate or sum of all phases of the procurement is not expected to exceed \$100,000.

### Policies- What you need to do

- III. Authority for Small Purchases.** VITA has procurement authority for all IT goods and services for executive branch agencies pursuant to [§ 2.2-2012](#) of the *Code of Virginia*.
- IV. Delegation Guidelines for Small Purchases.**
- All VITA delegated procurements regardless of amount are subject to the Virginia Public Procurement Act.
- Use of VITA's statewide contracts is mandatory for the acquisition of all IT goods and services, including small purchases. If there is not a VITA statewide contract available for the needed IT good or service, a procurement may be conducted by VITA. To browse VITA's statewide contracts: <http://vita.cobblestonesystems.com/public/>
- All agencies, as defined by [§2.2-2006](#) of the Code of Virginia and legislative, judicial and independent agencies of the Commonwealth, have \$100,000 delegated authority for IT goods and services that are out of scope to VITA. For a list of in scope and out of scope goods and services: <http://www.vita.virginia.gov/scm/default.aspx?id=85>
  - Delegated authority for goods and services that are in scope to VITA varies as follows:

- Agencies that are not in scope for VITA infrastructure services have \$100,000 delegated authority for non-infrastructure IT goods and services.
- Agencies that are in scope to VITA infrastructure services have \$0 delegated authority.
- Procurement requests and orders shall not be split to circumvent delegation limits.

**V. Competitive Requirements.** The following competitive requirements shall be followed for all small purchases, regardless of delegation:

- **IT Solicitations up to \$10,000** – All procurements between \$0 and \$10,000 are to be set aside for micro businesses. A minimum of one quotation from a qualified DBSBD-certified micro business, if available, is required and the award shall be made to that DBSBD-certified micro business if the price is fair and reasonable. If more than one quote is solicited, the award will be made to the lowest responsive and responsible qualified DBSBD-certified micro business bidder. If agencies, as defined by [§2.2-2006](#) of the *Code of Virginia* and legislative, judicial and independent agencies of the Commonwealth, receives no acceptable bids or offers from micro businesses, the procurement may be awarded to the lowest responsive and responsible small business bidder if the price is fair and reasonable. If there is no small business bidder available, the procurement shall be awarded to the lowest responsive and responsible non-small business bidder.
- **IT Solicitations from \$10,000 to \$100,000** – All procurements between \$10,000 and \$100,000 are set aside for small businesses. In all instances in IT solicitations between \$10,000 and \$100,000 where a number of qualified DBSBD-certified small business sources are to be solicited, VITA will rely on [eVA](#) to provide a list of those qualified businesses. If available, four (4) qualified DBSBD-certified small business sources should be solicited with at least one business being a certified micro business, if available. If two or more DBSBD-certified small businesses cannot be identified as qualified to set aside the procurement under \$100,000, the procurement file shall be documented with VITA's efforts through [eVA](#) to obtain the number of required sources. An award may be made to a qualified, reasonably ranked small business, including minority-, women- or service disabled veteran-owned and micro business offeror, if available, that is other than the highest ranking offeror if the price submitted is fair and reasonable. If an informal RFP is utilized in lieu of Quick Quote the award shall be made to the highest ranking and qualified small business, including woman-, minority-, service disabled veteran-owned and micro business offerors. If agencies, as defined by [§2.2-2006](#) of the *Code of Virginia* and legislative, judicial and independent agencies of the Commonwealth, receives no acceptable bids or offers from a certified small business source, the contract procurement may be awarded to the highest ranking and qualified non-small business bidder/offeror.

- VI. Exclusions.** Emergency procurements for IT goods and services available on an existing statewide contract are not subject to VITA's small purchase policy.

#### **Authority References**

[§2.2-2006](#) of the *Code of Virginia*. Definition of executive branch agency or agency

[§ 2.2-2012](#) of the *Code of Virginia*. VITA's authority for procurement of information technology goods and services for executive branch agencies.

[§ 2.2-4303](#) of the *Code of Virginia*. Methods of Procurement

[§ 2.2-4303\(G\)](#) of the *Code of Virginia*. Grants authority for public bodies to establish their own written policies for small purchases.

[Executive Order 20 \(2014\)](#)