



Chapter highlights

- **Purpose:** This chapter defines information technology (IT) and telecommunications small purchase guidelines.
- **Key points:**
 - Set asides are required for micro businesses for all procurements under \$10,000. Set asides are required for small businesses, including women-, minority-, service disabled veteran-owned small businesses and micro businesses, for all procurements up to \$100,000 where competition exists.
 - Reviewing available statewide contracts for IT or telecommunications goods and services allows agencies and institutions to determine if the technology product or service needed can be purchased through a statewide contract.
 - A Quick Quote or RFP may be used for small purchases up to \$100,000.

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15.0 Introduction

Virginia Information Technologies Agency (VITA) has procurement authority for all information technology (IT) goods and services for agencies non-exempt institutions of higher education. See [Chapter 1](#) of this manual, Purpose and Scope, for further information on VITA's authority, delegation authority for IT procurements and exemptions.

An IT procurement is considered a small purchase when the aggregate or sum of all phases of the procurement is not expected to exceed \$100,000.

Emergency procurements or goods and services available on an existing statewide contract are not subject to VITA's small purchase requirements.

All executive branch agencies have delegated authority up to \$100,000 for IT goods and services that are out of scope to VITA. The delegated authority for IT goods and services that are in scope to VITA is subject to these guidelines:

- Agencies and non-exempt institutions of higher education that are not in scope to the VITA Infrastructure partnership have \$100,000 delegated authority to procure IT goods and services on their own behalf.
- Agencies that are in scope to the VITA Infrastructure partnership have \$0 delegated authority to procure in-scope IT and telecommunications goods and services on their own behalf.

Procurement requests and orders shall not be split to circumvent delegation limits.

Before performing a small dollar purchase for IT goods or services, agencies and institutions should search the IT statewide contracts available on VITA's Web site at:

<https://vita.cobblestonesystems.com/public/>

Reviewing the available statewide contracts allows agencies and institutions to determine if the technology product or service needed can be purchased through an existing IT statewide contract. 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 will be conducted. At any time, an agency may request that a small dollar technology purchase be procured on its behalf by VITA by completing and e-mailing the requisition form on VITA's Web site:

<http://www.vita.virginia.gov/scm/default.aspx?id=85>.

Agencies shall utilize [eVA](#) for e-Mall, quick quote and catalog purchasing to meet the number of quotations ultimately required for each dollar threshold limit. As required by [§2.2-4303\(G\)](#) of the *Code of Virginia*, purchases that are expected to exceed \$30,000 shall require a written informal solicitation of a minimum of four bidders or offerors. [eVA's](#) functionality can provide the needed minimum written quotes required by [§2.2-4303 \(G\)](#). Agencies and institutions may also utilize eVA's e-Mall, quick-quote, catalog purchasing functionality as well as DSBSD's Web site for solicitations where the transaction is between \$5,000 and the dollar limit (\$100,000).

15.1 Competitive requirements

The following competitive requirements shall be followed for all small IT purchases, regardless of delegation:

- Procurements up to \$10,000 – In accordance with [Executive Order 20 \(2014\)](#), all procurements up to \$10,000 are set aside for DSBSD certified micro businesses when the price quoted is fair and reasonable. Micro businesses are those businesses that have been certified by the Department of Small Business and Supplier Diversity (DSBSD) that have no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to their certification. Quotes shall be solicited from a minimum of one DSBSD-certified micro business via [eVA](#).
- Procurements over \$10,000 up to \$100,000 – [eVA](#) Quick Quotes shall be solicited from at least four (4) DSBSD-certified small business sources, including small businesses owned by women, minorities and service-disabled veterans and micro businesses, if available, in writing. In the procurement selection process for these set-asides, at least one of the proposals/bids shall be obtained from a micro business unless upon due diligence no micro business in a particular category exists or was willing to submit a proposal/bid. If two or more DSBSD-certified small business sources 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 small business or micro business offerors, 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 or micro business offeror. If the procurement is set aside and the agency or institution receives no acceptable bids or offers, the set aside may be withdrawn and the procurement resolicited utilizing non-set-aside procedures. In estimating the total cost of the procurement, all possible renewal periods on a term

contract must be considered to determine if the procurement will not exceed \$100,000.