



Chapter highlights

- **Purpose:** This chapter sets forth required and valuable award and post-award information technology (IT) procurement policies and guidelines.
- **Key points:**
 - Upon completion of negotiations, if applicable, and before awarding any IT contract, the assigned procurement lead must validate the supplier is in compliance with certain critical contractual or statutory requisites.
 - Unless exempted through legislation, before awarding any IT contract valued at \$100,000 or greater, or a contract for a major project, agencies must obtain required VITA reviews and approvals. Additionally, the Agency Procurement Request (APR) process must be followed for any technology investment valued at \$250,000 or greater.
 - It is recommended that within 30 days of contract award, a contract kick-off meeting be conducted.

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29.0 Introduction

There are certain activities a procurement lead should perform during the award and post-award phases of a procurement's life cycle. These activities will ensure vital statutory compliance requisites are met and add value to the successful transition from negotiations to day one of contract performance.

29.1 Before award

Upon completion of negotiations, if applicable, and before awarding any information technology (IT) contract, the assigned procurement lead must validate the supplier is in compliance with the following critical or statutory requisites:

- Properly registered with eVA: <http://www.eva.virginia.gov/>

- In Commonwealth compliance: no sales tax delinquency with the Commonwealth (Irms.Support@Tax.Virginia.Gov) and not included on the Commonwealth's Debarment List (<http://www.eva.virginia.gov/buyers/index.htm>).
- In Federal compliance: not listed on the Federal government's Excluded Parties List (www.sam.gov), if federal funds are used to fund any portion of the project or acquisition.
- In Commonwealth compliance: is registered with the [State Corporation Commission](http://www.scc.virginia.gov) (SCC) and authorized to transact business in the Commonwealth (<http://www.scc.virginia.gov/clk/bussrch.aspx>).

Unless exempted through legislation, before awarding any IT contract valued at \$100,000 or greater, or a contract for a major project, agencies must obtain required VITA reviews and approvals. Additionally, the Agency Procurement Requests (APR) process must be followed for any technology investment valued at \$250,000 or greater. A major information technology project means any Commonwealth information technology project that has a total estimated cost of more than \$1 million or that has been designated a major information technology project by the Secretary pursuant to [§ 2.2-225](#). Refer to [§2.2-2006](#), [§2.2-2007\(9\)](#), [§2.2-2016.1](#) and [§2.2-2020](#) of the *Code of Virginia* and [Chapter 1](#) of this manual, VITA's Purpose and Scope, for detail regarding these requirements. Prior to posting notice of award, the procurement file and contract must be prepared to be available for review by other suppliers.

Evaluation team members are requested to complete and submit the evaluation team survey in Appendix A at the close of each procurement where an evaluation was conducted. The procurement's lead or single-point-of-contact should provide team members with the survey form and submission details. VITA SCM is collecting and sharing lessons learned. Commonwealth IT procurement professionals and project managers may contact scminfo@vita.virginia.gov if interested in obtaining and/or sharing evaluation team lessons learned.

29.2 Types of awards

Although a single-contract award is the most common procurement vehicle other variations may be appropriate depending on the agency's needs and the solicitation documents.

29.2.1 Split awards

Award of a definite quantity requirement may be split among suppliers. Each portion shall be for a definite quantity and the sum of the portions shall be the total definite quantity required. A split award may be used only when awards to more than one supplier for different amounts of the same item are necessary to obtain the total quantity or the required delivery. Documentation of reasons for split award shall be made part of the procurement file.

29.2.2 Partial and multiple awards

Partial, progressive or multiple awards may be made where it is advantageous to VITA, the procuring agency or the Commonwealth. When the terms and conditions of multiple awards are provided in the invitation for bid or request for proposal, awards may be made to more than one supplier. Unless otherwise specified in the solicitation, agencies may award multi-line item procurements, in whole or in part, or on an individual line item basis. In determining whether to make separate line item awards on a multi-line item solicitation, consideration should be given to the administrative and management costs to the agency.

29.3 Award documents

Award documents will vary according to the method of solicitation and agency protocol. Required IT terms and conditions for use in major projects and/or delegated procurements are located in [Chapter 25](#) of this manual, IT Contract Formation. At a minimum, the award document shall include or incorporate by reference the specifications, descriptions or scope of work, general conditions, special and IT conditions and all other requirements contained in the solicitation, together with all written negotiations, modifications and proposal submitted by the supplier.

29.4 Contract execution and award

For agency-specific and VITA-delegated IT contracts, the procuring agency is responsible for finalizing their contract and announcing their award. VITA is responsible for finalizing contracts and announcing awards for statewide and non-VITA-delegated IT and telecommunications contracts. Once a contract is ready for award, the following activities should be coordinated by the procurement lead/sourcing specialist:

- Finalize the contract.
- Post the award(s) through publication in eVA and when necessary [refer to [§2.2-4303](#)], a newspaper of general circulation. See section 29.5 below for additional guidance on award notices.
- Send two executable originals of the final contract to the supplier for signature. The supplier must always sign the final contract before it is signed by the agency.
- Once the supplier has signed and returned the two originals, review the contract documents to ensure the supplier has not made any changes that need to be addressed, present the contract originals to the appropriate VITA or agency executive for signature, depending on the dollar level or authority. Any award document can only be signed and issued by an authorized official of the agency. Return a fully executed original to the supplier.
- Issue letters or e-mails to all non-awarded suppliers to thank them for participating and encourage future interest. It is important to formally acknowledge the efforts of the non-selected suppliers.

29.5 Notice of award and notice of intent to award

Upon the completion of evaluation, and if the agency determines to make an award, the agency procurement lead will post either a notice of award or a notice of intent to award. If a notice of intent to award is used, the notice will be publicly posted ten (10) days prior to the actual award date of the contract. All award notices will be, at a minimum, publicly posted on eVA. Notice of award is the recommended document to be used as a unilateral award notice posted for public announcement. The notice of intent to award form is a format used to officially notify the public through public posting of the procuring agency's intent to issue an award, but is not required. This notice may be used whenever considerable supplier interest was expressed about the potential award and/or an agency determines it is in the best interest of the procurement process. The notice should not be posted until after completion of the evaluation and negotiation phases, and, if CIO approval is required, until after official written approval is received by the procuring agency. The notice shall be date stamped and publicly posted for the ten-day period allowed for protest (*Code of Virginia, § 2.2-4360*). Upon expiration of the ten-day period, the appropriate award document may be issued. Notices of intent to award are not routinely used by VITA but can be used at an agency's discretion. Upon the award of a contract as a result of this RFP, VITA will promptly post a notice of award at <http://www.eva.virginia.gov>. No award decision will be provided verbally. Any final contract, including pricing, awarded as a result of this RFP shall be made available for public inspection.

29.6 Post-award activities

29.6.1 Documentation and filing

Upon completion of the posting period, the procurement file is filed according to the respective agency's contract administration activities. For VITA contracts, VITA procurement staff must provide contract documentation and information, as well as, VITA SCM website data and eVA catalog data, as applicable, in accordance with then-current internal SCM procedures. Appendix B includes a procurement file checklist that should be completed and included in the procurement file. Other agencies may use this form as a best practice; however, at a minimum, the procurement file should include:

- Signed contract documents
- Copy of the notice of award as posted in eVA for 10 days

29.6.2 Contract kickoff meeting

A contract kickoff or orientation meeting is an interaction between the agency and the supplier held shortly after the award of a contract. It is recommended that within 30 days of contract award, a contract kickoff meeting be conducted. Attendees should include the procuring agency's procurement lead, contract manager/administrator, business owner/project manager, technical leads and agency SWaM representative (and for VITA, the IFA Coordinator, as applicable); supplier's project or account manager, contract manager, and key technical personnel; and, any other significant stakeholders who have a part in the successful performance of the contract. The purpose of this meeting will be to review all contractual obligations for both parties, all administrative and reporting requirements, and to discuss any other relationship, responsibility, communication and performance criteria set forth in the contract. Not every contract requires a full-scale formal kickoff meeting, but generally each contract should receive some form of discussion soon after award to ensure the parties agree on the performance expectations, requirements and the administrative procedures applicable under the terms of the contract. The agency's procurement lead should make a decision as to whether a kickoff meeting is necessary or if a telephone conference will be sufficient. VITA's sourcing and/or procurement staff will conduct these for VITA contracts in accordance with then-current internal procedures. For less complex, low-dollar value contracts, a telephone call to the supplier to review major points of the contract may be adequate. The following factors may be used to determine the need for a formal meeting or telephone review:

- Type of contract
- Contract value and complexity
- Length of contract, period of performance and/or the delivery
- Requirements
- Procurement history of the supplies or services required
- Expertise/track record of the supplier
- Urgency of delivery schedule
- Agency's prior experience with the supplier
- Any special or unusual payment requirements
- Criticality or complexity of the contract

The kickoff meeting should not be used to change the terms of the contract, but should accomplish the following:

| | |
|---|--|
| ✓ | Review of the contractual terms and conditions |
| ✓ | Review and coordination of any required insurance and insurance certificates |

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|---|---|
| ✓ | Identification of roles and responsibilities to include the parties' contract managers/administrators, project managers, key technical leads, etc. |
| ✓ | Reinforcement of the contract's performance expectations, measurements and any remedies |
| ✓ | Review of any incentive arrangement(s) |
| ✓ | Reinforcement of any partnering arrangement(s). |
| ✓ | Discussion of the project schedule and milestones. |
| ✓ | Revisit and/or clarify the contract's functional and technical requirements including any security, confidentiality, IT accessibility and/or Section 508 compliance. |
| ✓ | Reporting requirements, as applicable, including SWaM, sales, status, service level, etc. |
| ✓ | Applicable contract administration procedures, including delivery, inspection and acceptance of deliverables, modifications, contract monitoring and progress measurement |
| ✓ | Review of eVA ordering procedures, if applicable |
| ✓ | Review invoicing and payment requirements and procedures |
| ✓ | Restate delivery, inspection and acceptance criteria |
| ✓ | Explanation of the limits of authority for the personnel of both parties |
| ✓ | Procedures for escalation |

After the kickoff meeting, the procurement lead should prepare a memorandum for the file detailing the items covered. It should include areas requiring resolution, a list of participants, and, in particular, those individuals assigned responsibilities for further action and the due dates for those actions. Copies of the memorandum should be distributed to all participants.

Appendix A
Evaluation Team Survey

Supply Chain Management is constantly looking for ways to refine our processes and deliver the best experience and results. Please assist us by taking a few moments to complete an Evaluation Team Survey, which may be downloaded from VITA SCM website, under the Forms section at the following URL: <http://www.vita.virginia.gov/scm/default.aspx?id=91>

Appendix B
Procurement File Checklist

| | |
|-------------------------------|---------------|
| Agency: | RFP#: |
| APR #: (if applicable) | IFB #: |

| Item | Date | Initials |
|---|------|----------|
| APR document (if applicable) | | |
| Approval from CIO (as required) | | |
| Justification to issue (RFP) | | |
| Final draft of solicitation and contract template(s) | | |
| Evaluation Criteria/weights | | |
| Public notice of solicitation (State agencies must post in eVA and, if desired, a newspaper of general circulation. Localities are encouraged to post in eVA). | | |
| List of SWAM suppliers solicited | | |
| Amendments (if posted) | | |
| Supplier Q & A (if posted) | | |
| Pre-bid or Pre-proposal attendees | | |
| Recording from Pre-bid (proposal) conference (if avail) | | |
| List of suppliers submitting responses to solicitation | | |
| Instructions to Evaluation Team (including non-disclosure agreement) | | |
| Consensus evaluation form(s) | | |
| Evaluation Team Report | | |
| Check for Federal debarment. Print EPLS (www.sam.gov). | | |
| Check Virginia tax status: (Irms.Support@Tax.Virginia.Gov) | | |
| Check for Virginia debarment: http://www.eva.virginia.gov/buyers/index.htm | | |
| Validate SCC identification no. for supplier authorization to transact business in the Commonwealth (http://www.scc.virginia.gov/clk/bussrch.aspx) | | |
| Validate supplier eVA registration | | |
| Notice of Award | | |
| Final Contract (will go to contract file) | | |