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- I. **Purpose.** This document covers VITA's small purchase policy. All executive branch agencies and institutions of higher education are subject to this policy, except those agencies and institutions specifically exempted by the *Code of Virginia or the Appropriations Act*.
- 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 pursuant to §2.2-2012 of the Code of Virginia.
- IV. **Delegation Guidelines for Small Purchases.**
 - All 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 will be conducted. To browse VITA's statewide contracts: <http://www.vita.virginia.gov/procurement/contracts.cfm>
 - All agencies and institutions 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 and non-exempt institutions of higher education that are not in scope to VITA services have \$100,000 delegated authority.
 - Agencies that are in scope to VITA 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:
- A. Procurements up to \$5,000 - Quotes shall be solicited from a minimum of one DMBE-certified small business.
 - B. Procurements over \$5,000 up to \$100,000 – eVA Quick Quotes shall be solicited from at least four (4) DMBE-certified small business sources, if available, in writing. 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 exceed \$100,000.
 - C. Purchases under this section that are expected to exceed \$30,000 shall require the (i) written informal solicitation of a minimum of four bidders or offerors and (ii) posting of a public notice on eVA. Posting on eVA shall be required of any state public body. Local public bodies are encouraged to utilize eVA.
- VI. **Exclusions.** Emergency procurements or goods and services available on an existing statewide contract are not subject to VITA's small purchase policy.

Authority References

§2.2-2012 of the *Code of Virginia*. VITA's authority for procurement of information technology goods and services for non-exempt agencies and institutions of higher education.

§ 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.