



COMMONWEALTH of VIRGINIA

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MEMORANDUM

To: Agency Heads
Agency Chief Information Officers (CIOs)
Agency Finance Directors
Agency Information Technology Resources (AITRs)

From: Samuel A. Nixon, Jr. 

CC: The Honorable Martin Kent, Chief of Staff
The Honorable James D. Duffey, Jr., Secretary of Technology

Re: **Mobile telecommunications savings**

VITA recently launched an initiative to help your agency reduce expenses on cell phones and other personal wireless devices. We have engaged Tangoe, Inc., a leading telecommunications expense management company, to complete a one-time audit of Commonwealth cellular services. VITA provided detailed records to Tangoe on agency bills and rate plans for their analysis. There will be no out-of-pocket expenses to perform the audit; Tangoe's fees will be based on wireless savings recovered by your organization.

I am pleased to announce that the audit is complete, and initial reviews indicate a potential savings in the 8 to 12 percent range. Starting this week VITA will begin e-mailing agency AITRs a detailed spreadsheet with the results of Tangoe's audit, along with instructions on how to implement changes. Workshops recently were held via Web conference to help prepare agencies to review their results. A recording of the workshops is available at: <https://vitatraining.webex.com> (under "Recorded Sessions"). Additionally, a fact sheet which provides essential details also is available at: <http://www.vita.virginia.gov/councils/default.aspx?id=12542>.

This audit also will help agencies complete the "Mobile Telecommunications (MT-1)" task on the Comprehensive Information Technology Assessment (CITA) report. Any net FY 2012 savings your agency realizes as a result of this audit should be included on the report. (Agencies that had not migrated to the VITA-managed wireless contracts by January 2011 will not be covered under this effort and will need to make separate arrangements to meet their CITA commitment).

The prudent management of Commonwealth cellular expenses is in keeping with the Governor's emphasis on government reform and savings and addresses recent findings by the Auditor of Public Accounts (APA) regarding state cell phone usage. It is expected that agencies will make every effort to implement recommended wireless plan optimization changes, and that they will conduct a vigorous review of their need for cellular devices. Thank you for your assistance in this effort to make the most cost-effective use of Commonwealth technology resources.