



COMMONWEALTH of VIRGINIA

Nelson P. Moe
Chief Information Officer
Email: cio@vita.virginia.gov

Virginia Information Technologies Agency

11751 Meadowville Lane
Chester, Virginia 23836-6315
(804) 416-6100

TDD VOICE -TEL. NO.
711

March 8, 2017

TO: Finance Directors
Agency IT Resources

RE: Year End Procurements for Fiscal Year 17

Agencies preparation for completing procurements by the end of this fiscal year needs to begin very soon. I wanted to take this opportunity to provide you with some guidelines and specific dates to ensure your agency's purchases are processed in time to use FY17 budget funds.

I have included a convenient table (Enclosure 1) for your staff to manage the timing of contracts, procurements and governance requests.

In cases where there are no physical items to receive (maintenance, software licenses, etc.), your agency can receive in eVA as soon as the order is released to the supplier. For tangible items, please receive in eVA upon receipt of the goods or services. This ensures that payment is made promptly upon receipt of the invoice.

Please consider your own internal approval processes as you plan for these dates. Requests received after these deadlines or those submitted without sufficient information may not be processed by FY17 closure.

I look forward to working with you and our Virginia Information Technologies Agency staff in meeting the challenges ahead. Thank you for your cooperation.

Sincerely,

A handwritten signature in black ink that reads 'Nelson P. Moe'.

Nelson P. Moe

NPM/ms

Enclosure

c: Judy Marchand Hampton, Virginia Information Technologies Agency
Dana Smith, Virginia Information Technologies Agency
Mike Watson, Virginia Information Technologies Agency
Customer Account Managers, Virginia Information Technologies Agency

Enclosure 1. Table of Procurement of Agency Activity Deadlines

Agency Ordered Procurements	VITA Ordered Procurements
March 31 – Agency submits to VITA IT Strategic plan procurement entries	April 4 – Agency submits to VITA all requisitions which must be billed by June 12 (submission in eVA)
April 14 – Agency submits to VITA Procurement governance request (PGR) for IT staff resources with total value over \$250,000	May 29 – All items submitted on April 4 by the Agency must be processed, ordered, received in eVA and then billed by the supplier
April 18 – Agency submits to VITA Enterprise cloud oversight, security and hosting exception request required for procurements	
May 11 – Agency submits to VITA contracts and SOWs for major IT projects requiring CIO approval before June 30	
May 18 – Agency submits to VITA all PGRs requiring approval that must be completed for FY 17	