

**IT Joint and Cooperative Procurement Approval Request Form**

Refer to the IT Joint and Cooperative Procurement Policy posted on SCM’s section of the VITA website prior to completing this form to request the use of any cooperative procurement agreement, including GSA.

<https://www.vita.virginia.gov/procurement/policies--procedures/procurement-policies/>

To submit the form, have the approver e-mail the form to SCM at scminfo@vita.virginia.gov. Date Click here to enter a date.

Agency/Institution Name

Contact Name

Telephone Number

Description of Product or Non-Professional Service

Estimated Total Cost of Procurement $

Supplier Name

Contract Source and Number

# Note: If this is cloud/SaaS based joint and cooperative procurement, see further instructions at end of form.

**JUSTIFICATION**:

1. Why is this joint and cooperative procurement agreement the best method for your requested procurement?
2. Can this product or service be purchased using an existing statewide contract?

[ ]  Yes [ ]  No

If yes, identify the statewide contract(s)

1. Can this product or service be purchased from a DSBSD certified small, women-owned, minority-owned, service-disabled veteran-owned (SWaM) business, or micro business?

[ ]  Yes [ ]  No

If yes, identify the small (SWaM) business or micro business

1. Was the procurement for the contract executed by a public body on behalf of “all public bodies”?

[ ]  Yes [ ]  No

1. If it does not state that it is available to all public bodies, are you a qualified user in compliance with [§ 2.2-4304](https://law.lis.virginia.gov/vacode/title2.2/chapter43/section2.2-4304/) and [§ 2.2-2012](https://law.lis.virginia.gov/vacode/title2.2/chapter20.1/section2.2-2012/) of the *Code of Virginia*?

[ ]  Yes [ ]  No

1. Do the terms and conditions meet your business needs? Are the terms required by the VPPA present?

[ ]  Yes [ ]  No

1. If the answer to #6 is “no”, are the terms negotiable?

[ ]  Yes [ ]  No

1. If they are negotiable, has the supplier agreed to your modified terms?

[ ]  Yes [ ]  No

1. Document research conducted to prove the price of the product or service is reasonable.
2. Is this application cloud hosted?

[ ]  Yes [ ]  No

If yes, then approval of this joint and cooperative procurement is contingent upon the following Cloud- based Joint and Cooperative Procurement Requirements being met prior to award:

# Cloud-based Joint and Cooperative Procurement Requirements

The Agency must comply with The Third Party Use Policy located here: [Third-Party Use Policy](https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/ThirdPartyUsePolicy.pdf) In addition, Cloud applications are subject to VITA’s Enterprise Cloud Offering Service (ECOS):

* 1. Successful approval of the ECOS Security Assessment. More information about ECOS can be found here: [Enterprise Cloud Oversight Services](https://www.vita.virginia.gov/technology-services/catalog-services/enterprise-cloud-oversight-service/). Forms and instructions are available under the Standard Work Request Forms found here: [VITA IT Service Catalog](https://www.vita.virginia.gov/technology-services/catalog-services/).
	2. The supplier’s acceptance of the VITA required Exhibit of Additional Cloud Services Terms and Conditions or VITA’s approval of any negotiated changes to those terms and conditions. (Any supplier proposed negotiations of these terms must be provided to VITA in redline format for approval.). These terms and conditions are available by contacting: enterpriseservices@vita.virginia.gov.
1. All IT contracts with a cost in excess of $5 million over the initial term of the contract and the IT goods and/or services that are the subject of the contract is being procured by two or more state public bodies are “high risk contracts pursuant to [§ 2.2-4303.01](https://law.lis.virginia.gov/vacode/2.2-4303.01/) of the Code of Virginia. Is this procurement anticipated to result in a “high risk contract”? Yes/No (please circle one)

If yes, then approval of this procurement is contingent upon a preliminary review of the solicitation and resulting contract by VITA and the Office of the Attorney General (OAG).

Section [2.2-4303.01](https://law.lis.virginia.gov/vacode/2.2-4303.01/) of the Code of Virginia defines “high risk contract” and provides evaluation criteria for all public procurements which may result in a high risk contract. VITA’s policy on high risk contracts is located on our website at: https://www.vita.virginia.gov/supply-chain/scm-policies-forms/scm-policies/

1. Solicitations for IT procurements anticipated to result in a high risk contract must be reviewed by VITA and the Office of the Attorney General before it can be it can be issued. The review will be completed within 30 business days to determine the contract’s compliance with state law and policy, as well as the legality and appropriateness of the contract terms and conditions.
2. Prior to awarding a high-risk contract, VITA and the Office of the Attorney General will review the contract within 30 business days to determine the contract’s compliance with state law and policy, as well as the legality and appropriateness of the contract terms and conditions.
3. The review will also ensure the inclusion of distinct and measurable performance metrics and clear enforcement provisions in all high risk contracts, as well as clearly outlined penalties and incentives to be used in the event that contract performance metrics are not met.

Agencies are required to contact VITA’s SCM division at: scminfo@vita.virginia.gov to conduct high risk contract evaluation.

**CERTIFICATION:**

To the best of my knowledge, information and belief, the technology product or service sought by the agency meets all of the criteria for joint and cooperative procurements established in [§ 2.2-4304](https://law.lis.virginia.gov/vacode/title2.2/chapter43/section2.2-4304/) of the *Code of Virginia*.

Signed Agency Head or Designee

Date

**APPROVAL:**

[ ]  APPROVE [ ]  DENY

Date

Signed CIO of Virginia or Designee