

How to get an IT Joint and Cooperative Procurement approved:

- See: [Joint and Cooperative Procurement Policy](#).
- All agency requests to participate in and/or purchase from a cooperatively procured contract must be approved by the Chief Information Officer (CIO) of the Commonwealth regardless of the amount of the purchase. See [§ 2.2-4304](#) of the *Code of Virginia*.
- Is the Information Technology Joint and Cooperative procurement valued at \$250,000 or more? Complete the form and attach to your Procurement Governance Request (PGR). Need to know more about PGRs? Go here: <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/summary-of-vitas-procurement-delegation/>
- Does this request involve an off-premise (cloud hosted) solution? Submit Enterprise Cloud Oversight Services (ECOS) work request and follow the [ECOS High Level Process and Oversight Touch Points](#) and [Third Party Policy Workflow](#).
- Is the joint and cooperative procurement anticipated to result in a “high risk contract,” as defined by [§ 2.2-4303.01](#) of the *Code of Virginia*? If yes, then see below.

Items to Remember:

You are responsible for posting the joint and cooperative procurement in eVA and for following the Virginia Public Procurement Act (VPPA) and all VITA procurement and security policies when conducting the procurement.

Additional items to remember:

- The Code of Virginia ([§ 2.2-2009](#)) – information technology contracts require compliance with all applicable laws and regulations pertaining to information security and privacy.
- If the solution is an off-premise (cloud hosted) solution, you must comply with the [ECOS High Level Process and Oversight Touch Points](#) and IT Operations Policies & Procedures for [Third Party Use](#)
 - A Security Assessment of the cloud service will need to be completed and approved and special Cloud Services Terms & Conditions included in the contract prior to execution.
- Any IT solicitation or contract with a cost in excess of \$5 million over the initial term of the contract where the IT goods and/or services that is the subject of the contract is being procured by two or more state public bodies is a “high risk contract” pursuant to [§ 2.2-4303.01](#) of the *Code of Virginia*.
 - If the joint and cooperative procurement is anticipated to result in a “high risk contract,” the procuring agency must submit the solicitation and resulting contract to VITA and the Office of the Attorney General (OAG) for review. The review will be completed within thirty (30) business days and evaluate the following:
 - The appropriateness of the solicitation/contract’s terms and conditions, as well as their compliance with applicable state law;

- The inclusion of distinct and measurable performance metrics, including clearly defined incentives, as well as penalties and enforcement provisions in the case that the performance metrics are not met.