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- I. **Purpose.** This document covers policies and procedures for sponsoring and using jointly and cooperatively procured contracts to purchase or IT goods and services. Agencies, as defined by [§2.2-2006](#) of the *Code of Virginia* and legislative, judicial and independent agencies of the Commonwealth, are subject to these policies and procedures, except those agencies and institutions explicitly exempted by the *Code of Virginia*.

Policies- What you need to do

- II. **General Information.** The *Code of Virginia* authorizes public bodies to enter into joint and cooperative procurement arrangements with other public bodies to purchase goods or non-professional services. Jointly and cooperatively procured contracts are to be used to procure IT goods and services only if the original solicitation contains language that the joint and cooperative procurement was being conducted on behalf of other public bodies.
- III. **Conducting an IT Joint and Cooperative Procurement.** Executive branch agencies do not have authority to sponsor, conduct or administer a joint and cooperative procurement arrangement for IT goods or services unless such authority is delegated by VITA and approved in advance by the CIO.
- IV. **Purchasing from IT Joint and Cooperative Procurements.** Joint and cooperative procurement agreements, including GSA contracts, may be used to increase cost savings or expedite the acquisition of IT goods and services. Purchasing from joint and cooperative procurements is only permitted if the terms of that contract allow for such purchases. Purchasing from joint and cooperative procurements is not permitted for IT goods and services available on an existing VITA statewide contract or available through a DSBSD-certified small, women-owned or minority-owned (SWaM) businesses (including businesses owned by service-disabled veterans) and including micro businesses if the procurement is below \$100,000. Joint and cooperative

procurement agreements typically should not be used for software purchases or ongoing service level agreements.

(GSA Contracts only)- Competition is required, and the contractor must agree to all of VITA's standard terms and conditions. All procurements from GSA contracts for IT goods and services must be approved in writing and in advance of the procurement by the CIO or his designee.

- V. **CIO Approval.** Regardless of amount, all joint and cooperative procurements shall be approved under the authority of the CIO pursuant to [§2.2-4304](#) of the *Code of Virginia*.

Procedure- How you implement the policies

- VI. **Joint and Cooperative Procurement Requests.** Agencies, as defined by [§2.2-2006](#) of the *Code of Virginia* and legislative, judicial and independent agencies of the Commonwealth, must utilize the following approval process to request use of other joint procurement agreements:
1. Forward a completed IT Joint and Cooperative Procurement Approval Request form to VITA's Supply Chain Management (SCM) at scminfo@vita.virginia.gov. This form is located on the web at: <https://www.vita.virginia.gov/scm/default.aspx?id=3664>
 2. After CIO approval is obtained, agencies, as defined by [§2.2-2006](#) of the *Code of Virginia* and legislative, judicial and independent agencies of the Commonwealth, may proceed with the purchase utilizing [eVA](#).

Authority Reference(s)

[§ 2.2-2006](#) of the Code of Virginia; Defines "agencies."

[§ 2.2-2012](#) of the *Code of Virginia*; Defines the CIO's authority to approve or disapprove, all executive branch agency procurements of information technology

[§ 2.2-4304](#) of the *Code of Virginia*; Outlines the joint and cooperative procurement process and requisite approvals needed.