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- I. **Purpose.** This document covers policies and procedures for procurement of temporary IT contractors through a Statement of Work. All executive branch agencies and non-exempt institutions of higher education are subject to these policies and procedures, except those agencies and institutions explicitly exempted by the *Code of Virginia*. The purpose of the IT Contingent Labor Statement of Work policies includes:
- providing a common acquisition process for agencies to obtain deliverables-based resources in a Statement of Work through the managed service provider program,
 - establishing distinction between contracting for staff augmentation vs. contracting for a project (turn-key approach), and
 - providing a process for deliverables-based Statement of Work procurement that reduces costs to the Commonwealth.

Policies- What you need to do

- II. **General**
- § 2.2-2010 of the *Code of Virginia* requires the Virginia Information Technology Agencies (VITA) to: "Develop and adopt policies, standards, and guidelines for the procurement of information technology and telecommunications goods and services of every description for state agencies." As directed by § 2.2-2012 of the *Code of Virginia* VITA has established a "Mandatory Use" contract for the procurement of IT-related contingent labor for use by all executive branch agencies and institutions of higher education that are not exempt from, but subject to, VITA's IT procurement authority. Executive branch agencies and non-exempt institutions do not have authority to sponsor, conduct or administer an IT contingent labor procurement arrangement unless such authority is delegated by VITA. Authorized users for this contract include all public bodies, including

VITA, as defined by §2.2-4301 and referenced by §2.2-4304 of the *Code of Virginia*.

III. **Statements of Work (SOW) or deliverables-based IT contingent labor budget policy:**

- The maximum value for SOWs under the program is \$2M.
- Listing of specialty areas for SOW as of 6/1/10:
 - Application Development
 - Business Continuity Planning
 - Business Intelligence
 - Business Process Reengineering
 - Enterprise Architecture
 - Enterprise Content Management
 - Back Office Solutions
 - Geographical Info Systems
 - Information Security
 - IT Infrastructure
 - IT Strategic Planning
 - Project Management
 - Public Safety Communications
 - Radio Engineering Services
 - Other IT Specialties

IV. **Statement of Work approvals**

Requisition approval is in accordance with the agency approval process.

V. **Statement of Requirements**

All new statements of requirements are created by a Hiring Manager or Procurement Officer in eVA and submitted in ZC Web.

Procedures- How you implement the policies

VI. **Statement of Requirements**

The Statement of Requirements document is attached to the ZC Web requisition and distributed to the suppliers for review.

VII. **Distribution to Suppliers**

The ZeroChaos PMO distributes the Statement of Requirements to the suppliers vetted for the specialty area needed.

VIII. **Supplier SOW Submission & Engagement**

- Suppliers submit SOW's using ZC Web; attachments are included to communicate all milestone and deliverable information.
- Proposals are forwarded to the COV requestor for review and selection.
- The approval process is triggered when the final SOW is selected via ZC Web
- Final engagement amount is approved in eVA.

Authority Reference(s)

§ 2.2-2010 of the *Code of Virginia*; Directs VITA to develop policies, standards and guidelines for the procurement of IT goods and services.

§2.2-2012 of the *Code of Virginia*; Directs that information technology and telecommunications goods and services of every description shall be procured by (i) VITA for its own benefit or on behalf of other state agencies and institutions or (ii) such other agencies or institutions to the extent authorized by VITA.