



COMMONWEALTH of VIRGINIA

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To our BUY IT Users,

In order to stay compliant with ever-changing procurement laws and practices, VITA's IT Procurement Policy Manual: BUY IT (BUY IT Manual) is updated annually. Content is based on statutory requirements from the Virginia Public Procurement Act, VITA's procurement policies and best-practice IT procurement practices that are designed to mitigate risk and improve the quality and success of information technology (IT) acquisitions and projects.

The manual was developed with end users in mind. Our comprehensive audience includes VITA's Supply Chain Management Division (SCM) and all Commonwealth users. We strive to make the manual user-friendly, highly interactive and informative for those unfamiliar with the differences and complex issues surrounding the acquisition of IT products, solutions and services. The goal of the BUY IT Manual is to enhance consistency in the Commonwealth's processes for IT acquisition and inform individual procurement professionals of critical IT acquisition principles.

SCM is in the process of making this e-version of the BUY IT manual easily searchable by our end users. We will continue to add additional user tools and templates, an updated index and glossary and supplementary chapters. Please e-mail all suggestions for improvements or comments to: scminfo@vita.virginia.gov.

Thank you.

A handwritten signature in blue ink that reads 'Philip Pippert'.

Philip Pippert
Director, Supply Chain Management