

IT Goods and Services Sole Source Procurement Approval Request Form

Refer to the <u>Sole Source Procurement Policy</u> posted on SCM's section of the VITA Web site prior to completing this form. Route the completed form to SCM at <u>scminfo@vita.virginia.gov</u>.

<u>Delegated Purchases</u> - Agencies have \$100,000 delegated authority for IT that is out of scope to VITA (see <u>Authority and Delegation Policies</u>). When the procurement falls within an agency's standing delegation, attach your completed form to your <u>eVA</u> requisition (or order) and file. Approval by VITA SCM is not required.

<u>For purchases that do not fall within an agency's standing delegation</u> - submit the form to <u>scminfo@vita.virginia.gov.</u>

<u>For purchases requiring PGR approval</u> – submit the form along with the PGR.

Note: If this is cloud hosted/SaaS based sole source procurement, see further instructions at end of form.

Date		
Agency/Institution Name	Norfolk State University	
Contact Name		
Telephone Number		
Description of Product or No	on-Professional Service	
Estimated Total Cost of Sole	e Source	
Supplier Name		
JUSTIFICATION:		

- Explain why this is the only product or service that can meet the needs of the agency or institution.
- 2. Explain why this supplier is the only practicably available source from which this product or service can be obtained, and verify that this product or service is not available on an existing statewide contract.
- 3. Document research conducted to prove the price of the product or service is reasonable.

4. Is this application cloud hosted? Yes/No (please circle one)

If yes, then approval of this sole source is contingent upon the following Cloud-based Sole Source Procurement Requirements being met prior to award:

Cloud-based Sole Source Procurement Requirements

Regardless of the dollar amount, the Agency must comply with The Third Party Use Policy located here: Third-Party Use Policy

In addition, Cloud applications are subject to VITA's Enterprise Cloud Offering Service (ECOS):

- (i) Successful approval of the ECOS Security Assessment. More information about ECOS can be found here: Enterprise Cloud Oversight Services. Forms and instructions are available under the Standard Work Request Forms found here: VITA IT ServiceCatalog.
- (ii) 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.

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 sole source procurements established in $\frac{§2.2-4304}{2.2-4304}$ of Title $\frac{2.2}{2.2}$ of the Code of Virginia. Further, any required VITA third-party hosting prerequisites have been fulfilled and are attached hereto.
Signed
Agency Head or Designee
Date
APPROVAL:
Signed
VITA Supply Chain Management
Date