

I-Gov Short-Term Goals Matrix

11/08/04

| No. | Source(s) | Goal | Explanation | Statutory or Administrative | VITA PROREFORM ADMINISTRATIVE PROPOSALS | STATUS |
|-----|---|--------------------------------------|--|-----------------------------|---|---|
| 1 | Ron Jordan Craig Kennedy Fred Norman | Revise state procurement manual | -Allow educational communication -Include the estimated budget for the procurement -Include evaluation weighting | Administrative | <ul style="list-style-type: none"> VITA released its <i>"Buying Smarter, Faster, Better: VITA's Guide to Technology Procurement"</i> on July 1, 2003. VITA is exempt from DGS's Vendors Manual and APSPM for IT procurements. | <ul style="list-style-type: none"> COMPLETED |
| 2 | Ron Jordan Chris Law Fred Norman | Standardize terms and conditions | -Reasonable limitation of liability clause | Administrative | <ul style="list-style-type: none"> VITA has adopted a revised limitation of liability clause which limits the suppliers's liability for damage to government property to 2X the value of the contract or annual value of the contract or \$1M whichever is greater. VITA has prepared standardized hardware, software and services agreements with standardized terms and conditions. VITA is in the process of training procurement staff on the use of the new agreements. Standardized agreements will be available on VITA's website at www.vita.virginia.gov/procurement. | <ul style="list-style-type: none"> COMPLETED |
| 3 | Chris Law | Standardize contracts | -Negotiate once, not every project -Focus on negotiating Statement of Work/Deliverables | Administrative | <ul style="list-style-type: none"> SEE ABOVE. Standardized RFPs have also been developed. | <ul style="list-style-type: none"> COMPLETED |
| 4 | Ken Anderson Greg Phillips Ron Jordan | Allow Term contracts for IT services | - A term contract for firms would allow firms to bring all of their expertise, experience, and flexibility to bear in | Administrative | <ul style="list-style-type: none"> VITA has begun to adopt several variations for its IT solutions for COVA IT services including a | <ul style="list-style-type: none"> COMPLETED |

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| | | | accomplishing specific tasks. They are then held accountable for results. -E.g. Ohio approach uses GSA schedule contract price as benchmark. | | vendor-management solution or asking for a supplier partnership solution. | |
| 5 | Ron Jordan Greg Phillips | Develop a task order/mini RFP process | -For small projects -North Carolina approach -Solution-oriented contract | Administrative | <ul style="list-style-type: none"> • A task order/mini RFP process is a central component of VITA's new IT procurement process and this can be accomplished easily through the online order process in eVA once VITA has established contracts with qualified suppliers. • VITA has established multi-supplier contracts which provide for SOWs/task orders. • eVA provides e-Mall and catalog-type functionality which can be adapted for this purpose. | <ul style="list-style-type: none"> • COMPLETED |
| 6 | Dan Galloway Joy Hughes Greg Phillips | Allow agencies to piggyback on beneficial contracts established by other entities | -Contracts by entities such as GSA, state and local govt., VDOT and higher education (e.g. VASCUPP). | Administrative | <ul style="list-style-type: none"> • VITA follows the cooperative procurement statute (§2.2-4304) which allows public bodies to use the contracts of other public bodies if the solicitation contained the language "for use by other public bodies." | <ul style="list-style-type: none"> • COMPLETED |
| 7 | Ken Anderson | Allow professional procurement procedures for some specific types of information technology | -Some information technology services are much like professional services (e.g., accounting, architecture, etc.) yet the Code does not allow this procedure since it is limited to those specifically designated as professional services. | Statutory | | |

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| 8 | Ben Lewis Fred Norman | Establish a pre-approved vendor list. | -Suppliers accepted through any competitive process should be pre-qualified for other contracts. -Similarly, if suppliers are awarded and successfully complete a competitively award contract, they should have the ability to be added to a blanket contract every year. | Administrative | <ul style="list-style-type: none"> • VITA will be utilizing the RFI process to prequalify our suppliers for certain commodity codes and in certain service categories. • VITA will prequalify our suppliers for participation in reverse auctions. • Some of this prequalification will be achieved through prenegotiated master contracts allowing multi-supplier SOWs, etc. | <ul style="list-style-type: none"> • ON-GOING |
| 9 | Fred Norman | Pre-approve out-of-state vendors | -Amend the Fair Procurement Act to allow vendors, their products and services, selected through competitive bid process in other states, and, that agree to Virginia's Terms and Conditions to be added to Virginia's approved vendor, products and services lists. | Statutory | | |
| 10 | Fred Norman | Increase the dollar thresholds associated with particular procurements | -Increase the dollar thresholds that determine when each type of procurement procedure is required, increasing procurement cards purchasing limits accordingly. | Statutory | | |
| 11 | Dan Galloway | Create a library of RFPs and IFBs | -Drawn from state agencies as well as local governments so that government organizations do not have to "reinvent the wheel" every time they need to do a major IT procurement. | Administrative | <ul style="list-style-type: none"> • VITA has developed RFP template forms and will utilize the eVA IFB template. • VITA procurement staff has been trained on use of new templates. • Template forms will only change on a pre-scheduled basis and will be available via the web. | <ul style="list-style-type: none"> • COMPLETED |

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| | | | | | <ul style="list-style-type: none"> Suppliers will know if they are interested in participating on a certain commodity, what the RFP or IFB will look like and the T's and C's standardized to that commodity code. | |
| 12 | Dan Galloway | Extend the old DIT "Body Shop" contract | -Extend at least through the end of this fiscal year. This will allow those organizations that are currently using consulting companies off that contract that did not get awarded the new contract enough time to develop a plan for a smooth transition to the use of other types of services, or to hire FTEs to replace these consultants if appropriate. | Administrative | <ul style="list-style-type: none"> VITA has awarded its Advanced Resources for IT Services contract to 5 industry partners. VITA has staff augmentation contracts with a myriad of suppliers to supplement agency IT staffing needs. | <ul style="list-style-type: none"> COMPLETED |
| 13 | Joy Hughes | For "approval to purchase" process for large procurements, set measurable goals for timeliness of response | -Also, hold DTP accountable for meeting those goals; also raise the approval threshold significantly now that agencies are required to include all kinds of costs in their determination of project costs. | Administrative | <ul style="list-style-type: none"> VITA is committed to providing an online process tracking system for all IT procurements which would be available to its customers and suppliers. "Best practices" working time frames from receipt of complete specs to award will be established based on commodity code. | <ul style="list-style-type: none"> Web-enabled procurement tracking dashboard will be available soon on VITA's website. Template forms, eVA will reduce procurement timelines. |
| 14 | Fred Norman | Establish a vendor liaison with Secretary of Technology | -Would act as a single point of contact for IT vendors to navigate the maze of the Commonwealth. | Administrative | <ul style="list-style-type: none"> VITA has established a single point of contact for suppliers wishing to do business with VITA. Suppliers may access www.vita.virginia.gov/newsuppliers.html Wayne Robertson is the single | <ul style="list-style-type: none"> COMPLETED |

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| | | | | | point of contact for IT suppliers to the Commonwealth. | |
| 15 | Fred Norman | Agencies provide timely notification of short list selections | -Once the short list is chosen, it should be published and vendors notified so that they can commit resources to other projects instead of being left waiting for an answer. | Administrative | <ul style="list-style-type: none"> • VITA is utilizing many solutions to decrease the time involved for its suppliers in IT procurements, including prequalification and multi-vendor contracts. • Publishing a “short list” of “intended awards” may leave VITA open to protest and reduces VITA’s negotiating ability. | <ul style="list-style-type: none"> • COMPLETED |
| 16 | Chris Long | Initial review of whether service or good being procured is an appropriate role for government | -Commonwealth should consider whether government should be involved in the function before it seeks to procure goods or services to achieve it. That review should be based on merit and appropriateness of the function and requires openness and public comment. | Administrative | <ul style="list-style-type: none"> • This requires a policy determination that is outside of VITA’s statutory IT procurement responsibilities. • §2.2- 2012(c) requires VITA to be procurement vehicle for all IT. | <ul style="list-style-type: none"> • |
| 17 | Diane Horvath Bud Oakey | Establish IT procurement best practices | | Administrative | <ul style="list-style-type: none"> • VITA’s recommendations are based on the following “best practices” for IT procurement:: • Use of technology brokering services, when appropriate. • Solution-oriented IFBs and RFPs • Value-based purchasing – the state buys the best IT solution available, not the one that costs the least. • Long-term strategic partnerships with qualified suppliers. • Shared risks and benefits between the VITA and its suppliers. | <ul style="list-style-type: none"> • COMPLETED |

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| | | | | | <ul style="list-style-type: none">• Pool of qualified suppliers.• Enterprise-wide architecture for COVA. | |

I-Gov Long-Term Goals Matrix

09/03/03

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|-----|-------------------------|---|---|-----------------------------|--|--|
| 1 | Ron Jordan | Enact a Public-Private Technology Partnership Act | -Allow unsolicited proposals -Encourage vendor consortiums -State does not have the general fund resources to successfully develop, implement and operate large ERP projects/systems | Statutory | "Technology infrastructure" was added as a "qualifying project" under the PPEA in the 2003 General Assembly session. (HB 1925, Patron: Nixon). | |
| 2 | Ron Jordan Bud Oakey | Establish a Technology Trust Fund similar to Higher Education Trust Fund for Technology | -Debt financing for major general fund projects and for technology upgrades -Direct appropriations to the fund buy-down the cost of borrowing by agencies -Agencies repay loans through operating appropriations on a pre-determined basis -Assures funding continuity for general fund multi-year projects without getting caught in the budget process each year. | Statutory | A "Technology Infrastructure Fund" is part of VITA's statutory authority. It is funded through cost savings but has several approvals required for its use. | |
| 3 | Ron Jordan | Establish a single entity and review process | -Review the business case and agency capacity -Review the total cost of ownership or return on investment as appropriate -Monitor progress on an exception basis | Administrative | This goal is being addressed by VITA's Strategic Management Services division. | <ul style="list-style-type: none"> • COMPLETED |
| 4 | Bud Oakey Bruce Wine | Replace the existing state PC contract with a subscription to WSCA. | -Western States Contracting Alliance (WSCA) is a contracting vehicle available to all government entities where the volume of purchases is pooled with other members of the alliance to obtain the very lowest prices. Over 30 states including Louisiana and Georgia currently use WSCA nearly exclusively. Over \$2Billion has been purchased through WSCA since October of 1999. | Administrative | VITA's research reveals a 3-4% across the board savings could be possible for purchases made through WSCA vs. COVA present negotiated volume discounts. <ul style="list-style-type: none"> • VITA is conducting an ongoing evaluation whether it would be more beneficial to COVA to join WCSA (and diminish its IFA recovery)/develop a WSCA-like entity with a beneficial IFA recovery mechanism. • New VPPA PC contracts show a | <ul style="list-style-type: none"> • COMPLETED |

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09/03/03

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| | | | | | 10-15% savings over WSCA. | |
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