

How to get an IT Sole Source approved:

- See: [Sole Source Procurement Policy](#).
- Is the sole source procurement valued at \$250,000 or more? If yes, then complete the Sole Source Procurement Approval Request Form and attach to your Procurement Governance Request (PGR). Need to know more about PGRs? Go here: <https://www.vita.virginia.gov/supply-chain/scm-policies-forms/summary-of-vitas-procurement-delegation/>
- Does this request involve a cloud based solution? If yes, then submit the ECOS work request and follow the [ECOS High Level Process and Oversight Touch Points](#) and [Third Party Use Policy](#).
- Is the sole source procurement anticipated to result in a “high risk contract,” as defined by [§ 2.2-4303.01](#) of the *Code of Virginia*? If yes, then see below.

Items to Remember:

You are responsible for posting the sole source award in eVA and for following the Virginia Public Procurement Act (VPPA) and all VITA procurement and security policies when conducting the procurement.

Additional items to remember:

- The *Code of Virginia* ([§ 2.2-2009](#)) – information technology contracts require compliance with all applicable laws and regulations pertaining to information security and privacy.
- If the solution is an off-premise (cloud hosted) solution, you must comply with the [ECOS High Level Process and Oversight Touch Points](#) and IT Operations Policies & Procedures for [Third Party Use Policy](#).
 - A Security Assessment of the cloud service will need to be completed and approved and special Cloud Services Terms & Conditions included in the contract prior to execution.
- If the sole source procurement is anticipated to result in a “high risk contract” (as defined in [§ 2.2-4303.01\(A\)](#)), the procuring agency must submit the contract to VITA and the Office of the Attorney General (OAG) for review.
 - Reviews will be completed within thirty (30) business days and evaluate the following:
 - The appropriateness of the solicitation/contract’s terms and conditions, as well as their compliance with applicable state law;
 - The inclusion of distinct and measurable performance metrics, including clearly defined incentives, as well as penalties and enforcement provisions in the case that the performance metrics are not met.