



VITA's Sourcing Process

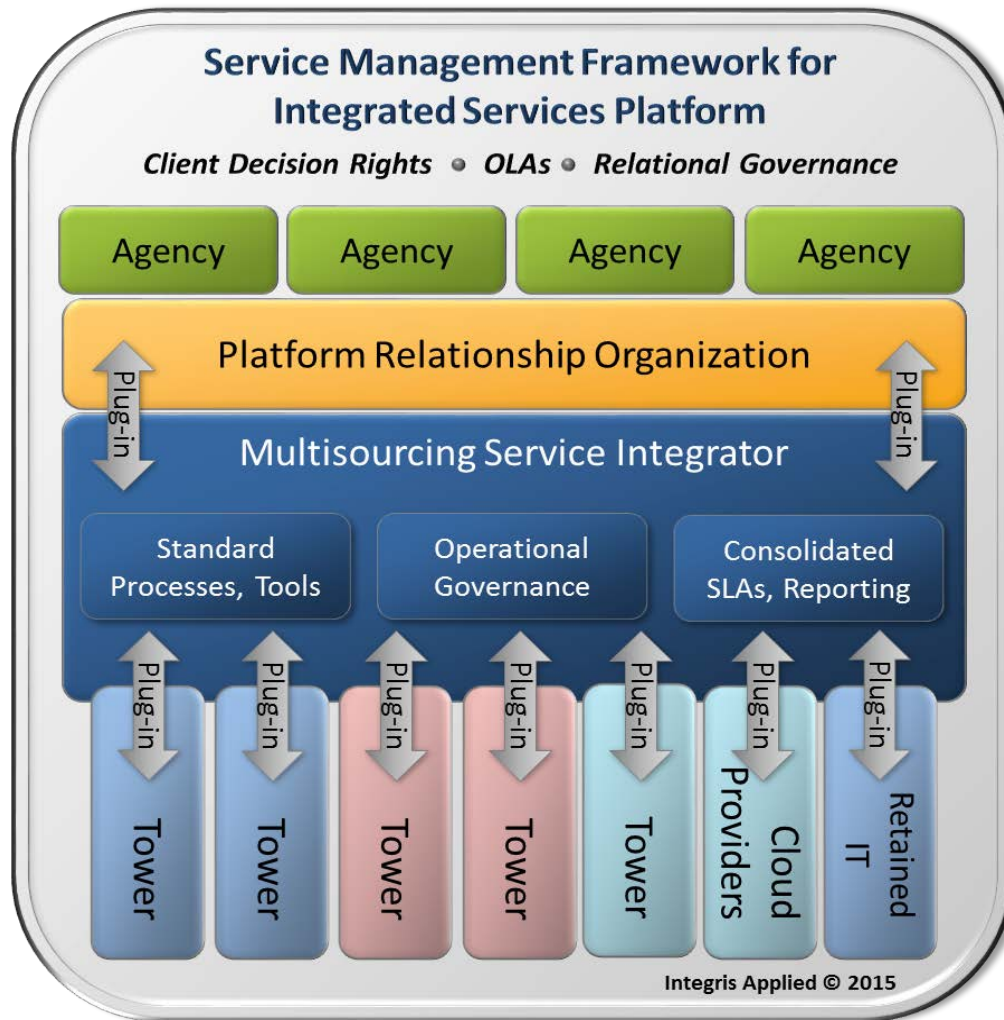
Also: the IT
Infrastructure
Project

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Part 1: The IT Infrastructure Project





New Delivery Model

Designed to:

- Allow for the addition of new suppliers and new technologies
- Provide greater transparency and control
- Provides seamless integration of new services and new suppliers
- Extensive agency involvement

Acquire Replacement Services

VITA will find successor suppliers through three procurement waves:

- Wave 1: Messaging & Mainframe - completed
- Wave 2: MSI, Server/Storage & Managed Security – ongoing; to be awarded summer 2017
- Wave 3: End User Computing, Data, Voice - begin summer 2017

Part 2: VITA Supply Chain Sourcing Process

Agenda

- To delegate or not to delegate?
- SOP
- Market Analysis
- Processes Highlights
- Evaluation
- Negotiation Spreadsheet
- Evaluation Summary
- Process Evaluation by Team

To Delegate or Not to Delegate?

- A look at VITA's "2 X 2" [decision process](#)

Market Analysis –beginning of negotiations

- A brief look at the Market Analysis tool
- [Supply Market Analysis Training modified.ppt](#)

The SOP and its Purpose

- Forces us to develop a clear, crisp definition of the scope of our project.
- ***Situation-***
- ***Objective-***
- ***Proposal-***

Kickoff meetings

Two meetings are held:

- One with the business owner – to be on the same page
- Another with the evaluation team
- [Eval Team Kickoff Meeting_Template.ppt](#)

Process Highlights

- A quick look at our process flowcharts
- [RFP Process Map V-13_page1.pdf](#)
- An example of our step-by-step instructions
- [6.Facilitate Requirements Documentation.doc](#)

The Evaluation Process

- Evaluation scores and records are held electronically:
- [Evaluation Template.xlsx](#)

Negotiations and Award

We have a spreadsheet that we use to aid us in negotiations:

[Negotiation Spreadsheet.xlsx](#)

Summary Report

We fill out a summary report at the end of the process:

[Evaluation Team report 2015-08.docx](#)

- Ensures that the team is in complete agreement
- Is useful when suppliers want to examine the file

Finally, we send out a survey to the team: [Eval Team Customer Satisfaction Survey - Copy.doc](#)

PGR Proecss

- By code, CIO approval is required before release of procurements > \$250K. AITR submits a PGR
- Additional CIO approval is required for contracts > \$1M or those declared as “Major” by SoTech.
- OAG is to review any IT contracts > \$1M

PGR Process

- What happens in the PGR process?
- VITA PMD routes PGR to
 - Security
 - Enterprise Architecture
 - SCM (approves procurement method)
 - CIO for approval
 - Approval letter is sent to agency

Hosting Exceptions

- Hosting applications and data at CESC is the default
- VITA has 3 pre approved contracts that can be used for:
 - Non-sensitive data
 - development and test environments
 - large scale, static storage
 - Non-critical business functions.
 - <http://www.vita.virginia.gov/scm/default.aspx?id=6442470337>

- To host outside of CESC and the pre-approved contracts:
- Fill out an eGov Hosting Exception form.
- <http://www.vita.virginia.gov/scm/default.aspx?id=6442470337>
- For answers to questions:
- eGOVquestions@vita.virginia.gov



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- Questions?