

Office of Regulatory Management  
Economic Review Form

<b>Agency name</b>	Virginia Information Technologies Agency (VITA)
<b>Virginia Administrative Code (VAC) Chapter citation(s)</b>	N/A
<b>VAC Chapter title(s)</b>	N/A
<b>Action title</b>	N/A
<b>Date this document prepared</b>	January 2024
<b>Regulatory Stage (including Issuance of Guidance Documents)</b>	Revision/Amendment of Guidance Document, focusing on Chapters 1-3, 5-8, 10 & 20

**Cost Benefit Analysis**

Complete Tables 1a and 1b for all regulatory actions. You do not need to complete Table 1c if the regulatory action is required by state statute or federal statute or regulation and leaves no discretion in its implementation.

Table 1a should provide analysis for the regulatory approach you are taking. Table 1b should provide analysis for the approach of leaving the current regulations intact (i.e., no further change is implemented). Table 1c should provide analysis for at least one alternative approach. You should not limit yourself to one alternative, however, and can add additional charts as needed.

Report both direct and indirect costs and benefits that can be monetized in Boxes 1 and 2. Report direct and indirect costs and benefits that cannot be monetized in Box 4. See the ORM Regulatory Economic Analysis Manual for additional guidance.

**Table 1a: Costs and Benefits of the Proposed Changes (Primary Option)**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: \$0.00 – The changes to this document have no monetary impact Indirect Costs: \$0.00 – The changes to this document have no monetary impact Direct Benefits: \$0.00 – No monetary impact Indirect Benefits: N/A	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00
(3) Net Monetized Benefit	\$0.00	
(4) Other Costs & Benefits (Non-Monetized)	Periodic updates to procurement guidance documents are needed to ensure continued compliance and currency with Virginia law and policy and to promote increased knowledge of the VPPA and other procurement laws for procurement professionals. VITA also intends to streamline Buy IT in accordance with administration goals and policies; the current update is the first step in that direction. In addition, the Office of the Attorney General suggested clarifying edits related to use of GSA contracts.	
(5) Information Sources	§§ <u>2.2-3103.1</u> and <u>30-103.1</u> of the <i>Code of Virginia</i>	

**Table 1b: Costs and Benefits under the Status Quo (No change to the regulation)**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There is no monetary impact resulting from the changes Indirect Costs: There is no monetary impact resulting from the changes Direct Benefits: N/A Indirect Benefits: N/A	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00

(3) Net Monetized Benefit	\$0.00
(4) Other Costs & Benefits (Non-Monetized)	Lesser knowledge regarding current requirements for compliance with Virginia procurement law and policy; decreased awareness for procurement professionals of the VPPA and other procurement laws, policies, and executive actions.
(5) Information Sources	§§ <u>2.2-3103.1</u> and <u>30-103.1</u> of the <i>Code of Virginia</i>

**Table 1c: Costs and Benefits under Alternative Approach(es)**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There are no monetary costs resulting from the changes Indirect Costs: There are no monetary costs resulting from the changes Direct Benefits: here. N/A  Indirect Benefits: N/A	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00
(3) Net Monetized Benefit	\$0.00	
(4) Other Costs & Benefits (Non-Monetized)	N/A	
(5) Information Sources	N/A	

**Impact on Local Partners**

Use this chart to describe impacts on local partners. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 2: Impact on Local Partners**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There are no monetary costs resulting from the changes Indirect Costs: There are no monetary costs resulting from the changes
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	Direct Benefits: N/A Indirect Benefits: N/A	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00
(3) Other Costs & Benefits (Non-Monetized)	None	
(4) Assistance	None	
(5) Information Sources	N/A	

**Impacts on Families**

Use this chart to describe impacts on families. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 3: Impact on Families**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There are no direct monetary costs to families resulting from the changes Indirect Costs: There are no indirect monetary costs to families resulting from the changes Direct Benefits: This document is intended to guide state agency IT procurement and has no impact on Virginia families. Indirect Benefits: This document is intended to guide state agency IT procurement and has no impact on Virginia families.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00

(3) Other Costs & Benefits (Non-Monetized)	There is no impact on families as this manual is intended to assist state agencies with IT procurement.
(4) Information Sources	§§ <u>2.2-3103.1</u> and <u>30-103.1</u> of the <i>Code of Virginia</i>

**Impacts on Small Businesses**

Use this chart to describe impacts on small businesses. See Part 8 of the ORM Cost Impact Analysis Guidance for additional guidance.

**Table 4: Impact on Small Businesses**

(1) Direct & Indirect Costs & Benefits (Monetized)	Direct Costs: There is no direct cost to small businesses. Indirect Costs: There are no indirect costs to small businesses. Direct Benefits: There are no direct benefits to small businesses. Indirect Benefits: Small businesses may indirectly benefit as state agencies use this manual to carryout IT procurements.	
(2) Present Monetized Values	Direct & Indirect Costs	Direct & Indirect Benefits
	(a) \$0.00	(b) \$0.00
(3) Other Costs & Benefits (Non-Monetized)	Increased transparency into the purpose, scope and set-aside requirements for agencies benefits DSBSD-certified small businesses, and our continued compliance with SWaM requirements promotes open competition and participation of DSBSD-certified small businesses in public contracting.	
(4) Alternatives	N/A	
(5) Information Sources	§§ <u>2.2-3103.1</u> and <u>30-103.1</u> of the <i>Code of Virginia</i>	

**Changes to Number of Regulatory Requirements**

**Table 5: Regulatory Reduction**

For each individual action, please fill out the appropriate chart to reflect any change in regulatory requirements, costs, regulatory stringency, or the overall length of any guidance documents.

*Change in Regulatory Requirements*

VAC	Initial Count	Additions	Subtractions	Net Change
None	N/A	N/A	N/A	N/A

*Cost Reductions or Increases (if applicable)*

VAC Section(s) Involved	Description of Regulatory Requirement	Initial Cost	New Cost	Overall Cost Savings/Increases
N/A	N/A	N/A	N/A	N/A

*Other Decreases or Increases in Regulatory Stringency (if applicable)*

VAC Section(s) Involved	Description of Regulatory Change	Overview of How It Reduces or Increases Regulatory Burden
N/A	N/A	N/A

*Length of Guidance Documents (only applicable if guidance document is being revised)*

Title of Guidance Document	Original Length	New Length	Net Change in Length
IT Procurement Manual (BUY-IT)	396	382	-14
Revised Guidance Document	Initial Count	Additions	Subtractions
IT Procurement Manual (BUY-IT)	465 Statutory; 948 discretionary	7 statutory requirements	- 95 requirements (52 statutory & 43 discretionary)