



UNIFIED REGULATORY PLAN OF THE VIRGINIA IT AGENCY FOR FISCAL YEAR 2023

July 1, 2022 – June 20, 2023

DESCRIPTION OF AGENCY

The Virginia Information Technologies Agency (VITA) is the Commonwealth's central information technology (IT) agency. VITA's agency head is the Chief Information Officer of the Commonwealth (CIO). VITA's statutory responsibilities (which may be found in [Chapter 20.1 of Title 2.2 of the Code of Virginia](#)) fall into four primary categories:

- Governance and protection of the Commonwealth's information security programs;
- Operation of the IT infrastructure for 65 executive branch agencies;
- Governance of IT investments and projects; and,
- Procurement of IT for VITA and on behalf of other state agencies.

VITA has no regulations and does not intend to promulgate regulations, but VITA does create and update policies, standards, and guidelines in IT procurement, project & investment management, enterprise architecture, and cybersecurity. Prior to 2022, VITA did not access the Virginia Regulatory Town Hall or post guidance documents directly with the Registrar of Regulations.¹

Below are the proposed changes to VITA guidance documents for the upcoming fiscal year.

Title of Proposed Regulatory Action or Guidance Document	
Commonwealth Project Management Guideline	
Brief Overview	
The primary objective of the Commonwealth Project Management Guideline is to provide guidance on the application of the COV Project Management Standard and the use of common industry best practices in the management of IT projects within Virginia Executive Branch Commonwealth agencies.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Recent and emerging project management methodologies are being employed in the Commonwealth. The update will include additional information on these emerging methodologies.

¹ Beginning in 2019, VITA provided to the Registrar an annual list of documents (pursuant to Virginia Code § 2.2-4103.1 that was intentionally overbroad in scope, including links and documents that provided context and promoted transparency but were not statutorily guidance documents. For the purposes of filing guidance documents in the Virginia Regulatory Townhall in compliance with Governor Youngkin's Executive Order 19 (EO19), reports, templates, and technical requirements are not included because they are not guidance documents.

Expected Date	June 2023
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Title of Proposed Regulatory Action or Guidance Document	
Project Management Standard	
Brief Overview	
This standard applies to Commonwealth-level IT projects and IT procurements. It establishes the mandatory procedures and required documentation for governance and oversight over the lifecycle of these IT projects and investments.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Procurement and approval processes are being streamlined. The update will include such improvements.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
Technology Management Policy	
Brief Overview	
The Chief Information Officer of the Commonwealth (CIO) and VITA have a broad range of statutory technology management responsibilities. These assignments cover specific tasks related to technology security, reporting, budgets, sourcing and projects, and overarching responsibilities for technology policy, IT strategic planning, value creation, and leadership. The Commonwealth Technology Management Policy is intended to provide overarching guiding principles for use by executive branch agencies and institutes of higher education for the management of IT. Standards are issued to implement this policy and provide specific direction and requirements on particular topics. Guidelines are issued to assist agencies with the execution of standards or this policy.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	This policy has not been reviewed since 2018. It is the overarching policy over all IT policies, standards, and guidelines pertaining to IT investments, and the intent is to review and update it to ensure appropriate changes are made, if necessary.

Expected Date	June 2023
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Title of Proposed Regulatory Action or Guidance Document	
IT Investment Management Standard	
Brief Overview	
The intent of the Information Technology Investment Management (ITIM) Standard is to establish a methodology for the identification, selection, management, and evaluation of IT investments in order to maximize the business value of those investments. The ITIM methodology uses a lifecycle approach and portfolio management process to minimize risks and maximize the return on IT investments while supporting executive branch agency decisions to maintain, migrate, improve, retire, or initiate IT investments. The standard will define the ITIM methodology, describe the phases of the ITIM lifecycle, establish the basis for measuring the value of an IT investment, identify the required actions associated with each phase, position those actions within a portfolio management process, and assign roles and responsibilities for those actions. Since the Commonwealth and agency IT strategic planning process embodies the ITIM methodology, the standard also defines and describes related portions of that process.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	The intent is to incorporate an IT Planning Standard into the ITIM Standard.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
Telecommunications Waiver Policy	
Brief Overview	
This document provides guidance on the waiver process component of telecommunications procurement – namely, the granting of waivers to agencies to allow them to use non-VITA contracts for the procurement of telecommunications goods and services.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.

Expected Date	June 2023
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Title of Proposed Regulatory Action or Guidance Document	
Small Purchase Policy	
Brief Overview	
This document provides the details of VITA’s small purchase card policy, defines small purchases up to \$200,000, specifies the delegation of small purchases up to \$250,000, and describes the set asides that apply to small purchase up to \$100,000 under EO35.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
Sole Source Procurement Policy	
Brief Overview	
This document delineates the criteria for when executive branch state agencies can use a sole source procurement method for IT goods and services; and provides the process for agencies to obtain sole source approval.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
Emergency Procurement Policy	

Brief Overview	
This document provides the criteria and guidance to executive branch agencies for their use of the emergency procurement of IT goods and services pursuant to Virginia Code § 2.2- 4303(F). It also provides the process for obtaining emergency procurement approval.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
IT Procurement Policy for Enhancing Small Women and Minority-owned Businesses	
Brief Overview	
This document provides procurement guidelines to executive branch agencies, and is designed to enhance and expand contracting opportunities for small businesses, including micro businesses, women-owned, minority owned, and service-disabled veterans (SWaM) owned IT and telecommunications small businesses, to participate in the Commonwealth’s procurement process. This document interprets EO 35 for agencies purchasing IT; includes definitions for what is a SWaM business; and informs agencies of set asides under certain procurement amounts and required processes.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule <input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute <input type="checkbox"/> Discretionary action
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document	
Policy for Procuring and Managing Contingent Labor Resources	
Brief Overview	
This document provides policies for the procurement and management of contingent labor resources; specifically, it provides guidance on the procurement of IT contingent workers through Staff Augmentation or a Statement of Work (SOW) through the managed service provider (MSP) program for all executive branch agencies and institutions of higher learning.	

Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule	<input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule	<input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
Deregulatory Component	The intended update reduces the burden by eliminating the requirement for agencies to provide to VITA justification for named exceptions.	
Expected Date	June 2023	

Title of Proposed Regulatory Action or Guidance Document		
BUY IT Manual		
Brief Overview		
This manual contains guidance and best practices for executive branch agencies procuring IT goods and services within their delegated authority limits.		
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule	<input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input type="checkbox"/> Exempt Rule	<input checked="" type="checkbox"/> Guidance Document
Legal Authority	<input type="checkbox"/> Action required by federal statute <input checked="" type="checkbox"/> Action required by state statute	<input type="checkbox"/> Discretionary action
Deregulatory Component	In addition to reflecting statutory and executive policy changes, the intended update will eliminate situations where this manual was perceived as imposing requirements that reduced flexibility for agencies. VITA also intends to look to shorten the manual where that can be done without losing valuable information.	
Expected Date	June 2023	

Title of Proposed Regulatory Action or Guidance Document		
Policy, Standard and Guideline Formulation Standard (GOV101)		
Brief Overview		
This standard establishes a comprehensive and uniform process for developing, adopting, maintaining, and retiring, Commonwealth of Virginia Information Technology policies, standards, and guidelines (PSGs).		
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Final Rule	<input type="checkbox"/> Emergency Rule <input type="checkbox"/> Fast-Track Rule
Additional	<input type="checkbox"/> Expedited Rule	<input checked="" type="checkbox"/> Guidance Document

Description	<input type="checkbox"/> Exempt Rule
Legal Authority	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Discretionary action <input checked="" type="checkbox"/> Action required by state statute
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	June 2023

Title of Proposed Regulatory Action or Guidance Document Enterprise Architecture Policy (EA200)	
Brief Overview Establishes the Commonwealth’s Enterprise Architecture as the primary source for providing IT direction and technical requirements that govern the acquisition, use, and management of IT resources by executive branch agencies. This document contains policy statements related to applications systems development and open source software and the process used to govern agency requests for changes and exceptions to EA requirements and to ensure that all recommendations and requests for changes or exceptions are logged, reviewed, and responded to in a timely manner	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Fast-Track Rule <input type="checkbox"/> Final Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input checked="" type="checkbox"/> Guidance Document <input type="checkbox"/> Exempt Rule
Legal Authority	<input type="checkbox"/> Action required by federal statute <input type="checkbox"/> Discretionary action <input checked="" type="checkbox"/> Action required by state statute
Deregulatory Component	Updates will be made as necessary, in compliance with statutory and executive policy changes.
Expected Date	January 2023

Title of Proposed Regulatory Action or Guidance Document Commonwealth Security and Cloud Requirements	
Brief Overview This document provides clarification and guidance to executive branch agency procurement personnel on Commonwealth Security and Risk Management requirements for Enterprise Cloud Oversight Service.	
Regulatory Stage (check one box)	<input type="checkbox"/> NOIRA <input type="checkbox"/> Emergency Rule <input type="checkbox"/> Proposed Rule <input type="checkbox"/> Fast-Track Rule <input type="checkbox"/> Final Rule
Additional Description	<input type="checkbox"/> Expedited Rule <input checked="" type="checkbox"/> Guidance Document <input type="checkbox"/> Exempt Rule

