

INTRODUCTION

As indicated in the Preface, the *APSPM* has been significantly reformatted. Regulatory issues have been distinguished from policies and procedures. Violation of rules and regulations may be handled in an administrative manner under the provision of *Code of Virginia*, § 2.2-1115. Violations of policies and procedures contained in this manual will be handled in accordance with *Code of Virginia*, § 2.2-1120.

For the purposes of this manual, the basic distinction between “regulatory” requirements and “policies and procedures” is that the regulatory requirements have their basis in the *Code of Virginia*.

Policies and procedures are administrative implementation intended to inject consistency and clarity in understanding and applying the regulatory requirements. In addition, they represent what is widely viewed in the purchasing profession as the application of sound, generally accepted good purchasing practices.

Every effort has been made to identify regulatory requirements. Users will note in the text of each chapter, references are made to appropriate sections of the *Code of Virginia*. In addition, to assist in identifying and distinguishing regulatory requirements from administrative requirements, i.e., policies and procedures, a new column, entitled “*Code of Virginia*” has been added in the index. Any subject which appears in the code column is considered regulatory in nature. **Text references may represent synopses or abbreviated portions of the applicable code. Precise language should be obtained by referring to the applicable portion of the *Code of Virginia*.**

Each chapter contains annexes. In most cases, the annexes consist of checklists, flowcharts, forms, formats and other types of suggested guidance for users. Throughout the chapters and annexes, every effort has been made to reduce the mandatory requirements, which are usually indicated by the words “shall”, “must”, “will”, etc., to permit user option and flexibility by use of words such as “may”, “should” and “recommended”. Care has been taken to carefully draw the appropriate distinctions.

Your assistance is sought wherever clarification or corrections may be in order. They are certainly appreciated and, if appropriate, will be promptly announced through issuance of the DPS Director’s Procurement Information Memorandums (PIMs).

The Virginia Information Technologies Agency (VITA) has the authority granted under § 2.2-2007 of the *Code of Virginia*, for the purchase of information technology goods and services. References made to the Department of Information Technology (DIT) or the Department of Technology Planning (DTP) are no longer valid, effective 7/1/03. Agencies and institutions must follow the guidance issued by VITA for information technology procurements.