



VIRGINIA
IT AGENCY

Contract Kickoff Meeting

Supply Chain Management (SCM)
Telecommunications Contract and
Supplier Management (TCSM)

Broadband Services

VA-260701-XXXX

Aug. 5, 2026

Meeting overview and purpose

This contract kick-off meeting:

- Serves as an introduction to working with SCM/TCSM
- Ensures understanding of supplier responsibilities and resources available
- Enables supplier success



01

Welcome



02

SCM/TCSM
contract
program
overview



03

Contract
key points



04

Supplier
reporting
obligations



05

Supplier
relationship
management



06

Conclusion

Welcome: Meet your SCM/TCSM team



Sourcing consultant

Jimmy MacKenzie
james.mackenzie@vita.virginia.gov

Responsibility:

Facilitates the RFP process, the evaluation and selection of suppliers to meet long-term business needs



Category manager

Doug Leslie
doug.leslie@vita.virginia.gov

Responsibility:

Manages discrete groups of similar/related contracts. Has industry experience in a specific category.



Sales reporting

SCM Info
scminfo@vita.virginia.gov

Responsibility:

General communications, assistance with reporting issues and sales metrics

VITA statewide contract portal

Search the portal to view contract details

VITA statewide contract search

The VITA contract portal maintains contract information and documents available for public view

- 25,000 hits per month!
- How do customers navigate to my contract?
- Is my account information up to date?



1

Contract Details

- Contract #
- Contract title
- Supplier contacts
- Supplier address
- SWaM designation
- Contract term
- eVA CTR#
- Etc.

2

Supplier Contact Information

- Multiple contacts required
- Info confirmed/updated quarterly or when changed
- Include all staff with contract roles, and all escalation points as listed in the VITA Account Mgmt Req's in Exhibit A

3

Contract Documents

- Master agreement and all exhibits

Contract program overview (1 of 2)

Cooperative Contract Vehicle

- VITA has unique statutory authority to establish cooperative IT contracts on behalf of public bodies (“Authorized Users”) and uses its contracts to provide Services to its customers (“Subscribers”)
- VITA contract services are mandatory for executive branch agencies
- VITA contract services are optional use but available to all public bodies

Contract Structure

- Master agreement
 - Scope, T&Cs, price schedule, requirements, SLAs
- VITA is responsible for ordering on behalf of its customers (“Subscribers”) and partners with Calero.com
- VITA can also designate public bodies as Direct Service Plan (DSP) participants who are then Authorized Users with the ability to order services directly
- E-rate eligible entities are typically DSP participants/Authorized Users for e-rate eligible services

Contract program overview (2 of 2)

Multiple Awards

- Multiple awards resulted from the procurement
- Executive branch agencies are required to purchase broadband services from VITA, but the ordering body chooses the supplier/contract according to their needs

Marketing Contract

- VITA requests that suppliers refrain from promoting the contracts or encouraging orders from customers or potential customers until VITA is fully prepared, including website updates and completion of configuration in the TEMS/Calero.com system

Contract Key Points

Contract # VA-260701-XXXX

1

Scope

2

Supplier contact
information

3

Calero/TEMS

4

Supplier priority
model

5

Annual audits

6

Exhibit I - SLAs

7

SWaM
compliance

8

Renewals and
modifications

Supplier reporting obligations

VITA Supplier Reporting System ("SRS")

Supplier Reporting

The Supplier Reporting System ("SRS") is used by suppliers under contract with VITA to fulfill contractual reporting obligations

- Failure to submit accurate and timely monthly reports will impact contract performance
- Please direct all SRS related questions to scminfo@vita.virginia.gov

Monthly sales reports

By the 10th day of each month, submit all revenue received from use of our contract(s) in the preceding month, including the submission of a \$0.00 report if no revenue was received, and must report SWaM commitment performance.

Industrial Funding Adjustment ("IFA")

Standard contractually required IFA fee is 2% of total monthly sales

SRS training

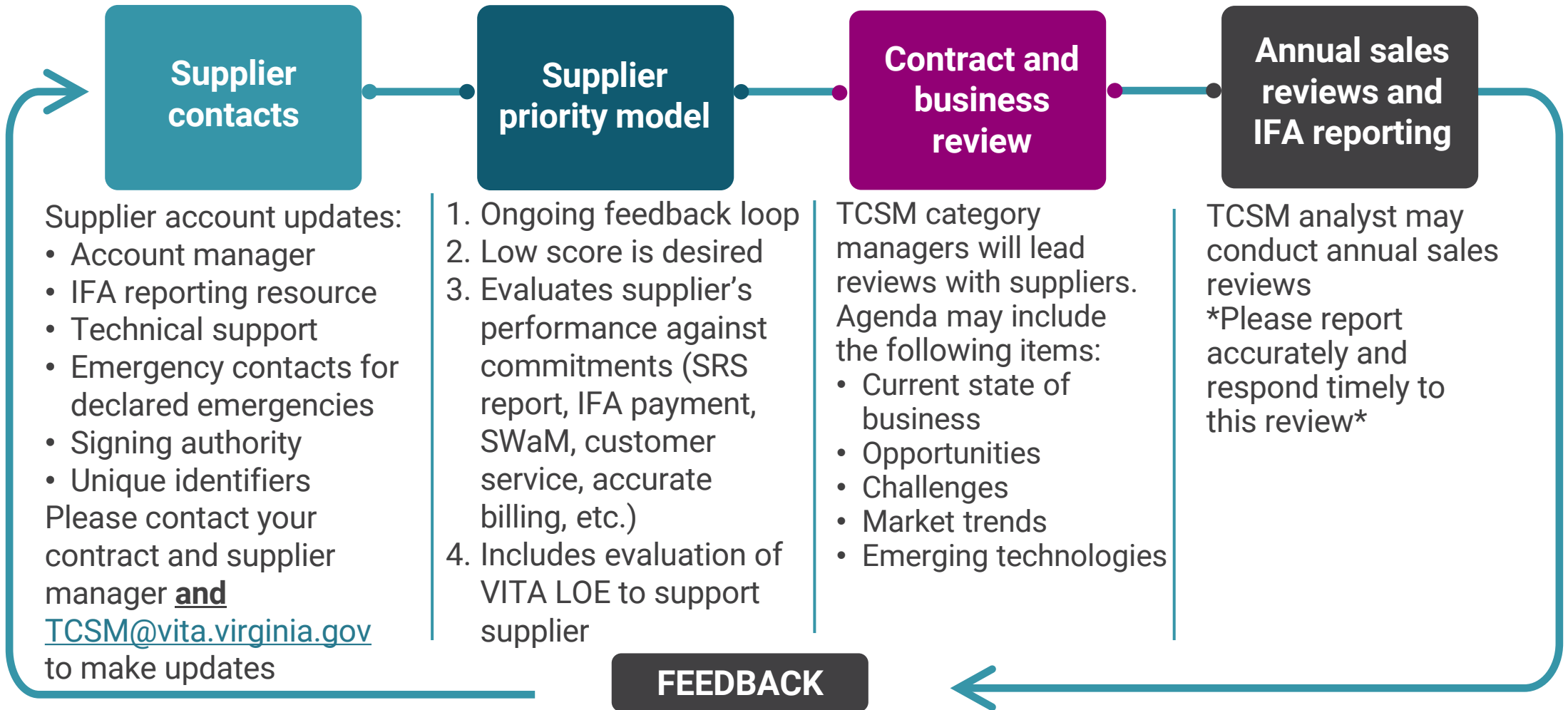
Assigned supplier contact must complete training prior to be given access to the SRS system. Training to be provided via pre-recorded video.

Training link

[SRS training \(required\)](#)

Business relationship alignment

VITA account review and supplier relationship management process



Periodic feedback on this process may be solicited for enhancements.



Welcome to VITA!