

Instructions for DPB Form T-1 Project Technology Profile

This form is used to describe the general scope of work and cost estimates for capital projects with a significant technology component. This project should have been included in your agency's IT Strategic Plan submitted to the Virginia Information Technologies Agency (VITA). If it was not included, you must explain on the DPB Form T-1 in Section B, Item 1.

Questions about completing this form can be directed to Constance Scott at the Virginia Information Technologies Agency, constance.scott@vita.virginia.gov.

If you do not have the in-house expertise to complete this form (especially Section B, Items 3 and 4), please contact VITA at the telephone number above for assistance.

Date the form.

A. General Information

Item 1. **Agency Name.** Enter your agency's name.

Item 2. **Agency Code.** Enter the three-digit code for your agency.

Item 3. **Project Title.** Enter the project title.

Item 4. **Building Name.** Enter the name of the building(s) in which the energy project is proposed.

B. Technology Project Information

Item 1. **Description of the technology component of the project.** Enter a brief description of the proposed scope of work for the technology component of the project. **If the proposed project was not included in your agency's IT Strategic Plan that was submitted to VITA, please explain why the project was not included, and why it is now needed and impact if not approved.**

Item 2. **Primary uses of the building included in this project.** Describe the primary uses of the building or buildings that are part of this project. If there are two or more uses, indicate which is primary.

Item 3. **Total technology project cost estimate.** Indicate the technology-related cost of this project, along with the incidental costs of materials, labor, engineering and design, and other costs. Other costs can include such things as the services relating to the analysis, design, placement, training, and monitoring of such equipment or systems.

Item 4. **Explain how the technology cost estimate was developed.** Explain methodology used to develop the technology cost estimate and source(s) of costing information.