



eVA Business Plan
Revised 06/12/2006 and Effective 07/01/2006

1. General Requirements For Use Of eVA – Effective July 1, 2006

- a. All purchase transactions, regardless of funding source and governed by the Virginia Public Procurement Act without regard to agency-specific exemptions, shall be processed through eVA to eVA registered vendors unless otherwise provided below. This includes orders imported to eVA from ERP's (enterprise resource planning systems).
- b. eVA advanced purchasing tools (i.e., Quick Quote or eProcurement) shall be used for all purchase transactions from \$5,000 to \$50,000 requiring competition.
- c. Change orders, regardless of dollar value, shall be processed whenever requested by a supplier to ensure the supplier's eVA transaction fee is accurate, as may be required by internal policy when the actual invoiced amount differs from the purchase order total, and in accordance with the requirements set forth in Sections 3.5 and 10.12 of the *Agency Procurement and Surplus Property Manual (APSPM)*.
- d. Agencies and vendors shall pay eVA fees as set forth in Attachment A, eVA Fee Schedule.

2. Exceptions

APSPM Section 14.9.b lists specific purchase transactions that are exempt from the requirements set forth in Item 1 above.

- a. At the option of the agency or institution, these exempt purchase transactions may be processed through eVA, but the agency or institution placing the order will be required to pay the eVA transaction fee specified in Attachment A, eVA Fee Schedule.
- b. Agencies and institutions shall use the R02, S02, P02, E02, VR2, VS2, VP2, or VE2 eVA Purchase Order Category, as appropriate, to identify such purchases when processed through eVA.

3. Orders To Vendors Not Registered In eVA and Related Fees

There may be times when an agency or institution is compelled to do business with a vendor that refuses to register in eVA (ad hoc vendor) and the specific purchase transaction is not included in the exemption list set forth in APSPM Section 14.9.b. In such cases, the agency or institution is required to process the order through eVA in accordance with one of the following processing options and order transaction fees will be assessed as specified in Attachment A, eVA Fee Schedule.

- a. If the vendor agrees to accept the eVA terms and conditions regarding vendor payment of the eVA transaction fee, the agency or institution shall document the vendor's agreement in an eVA purchase order comment and process the order using the R01, S01, P01, E01, VR1, VS1, VP1, or VE1 Purchase Order Category, as appropriate.
- b. If the vendor refuses to accept the eVA terms and conditions regarding vendor payment of the

eVA transaction fee, the agency of institution shall document the vendor's refusal in an eVA purchase order comment and process the order using the R02, S02, P02, E02, VR2, VS2, VP2, or VE2 Purchase Order Category, as appropriate.

4. **eVA Terms and Conditions**

Starting immediately, agencies and institutions shall implement use of the following eVA Terms and Conditions. Implementation should be complete no later than July 1, 2006.

a. **Enterprise Resource Planning Systems (ERP) Orders**

Any ERP order provided to vendors, in lieu of or in advance of a corresponding eVA order, shall include the following standard eVA order term and condition.

Standard eVA Order Term and Condition: This order is governed in all respects by the laws of the Commonwealth of Virginia, including the Virginia Public Procurement Act, the Commonwealth of Virginia Agency Procurement and Surplus Property Manual, and the Commonwealth of Virginia Vendors Manual copies of which are available at www.eVA.virginia.gov. The stated price(s) include shipping FOB destination unless otherwise stated in the body of the order. In addition, this order is subject to an eVA transaction fee in accordance with the eVA Fee Schedule a copy of which is available at www.eVA.virginia.gov. This fee will be invoiced to your company, approximately 30 days after the order issue date specified above, by the Commonwealth of Virginia, Department of General Services. Any modification to these terms must be agreed to in writing by both parties prior to performance of this order.

b. **General Term and Condition X (Modified)**

This General Term and Condition X shall be included in all solicitations, contracts, and contract renewals. In addition, this General Term and Condition must be incorporated or incorporated by reference in all purchase orders issued by state agencies and institutions except for the procurement types which are excluded in Section 14.9 of the Agency Procurement and Surplus Property Manual (APSPM) or as otherwise provided in APSPM Section 14.10a.

X. eVA Business-To-Government Vendor Registration: The eVA Internet electronic procurement solution, web site portal www.eVA.virginia.gov, streamlines and automates government purchasing activities in the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution either through the eVA Basic Vendor Registration Service or eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in the bid/proposal being rejected.

- a. eVA Basic Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Basic Vendor Registration Service includes electronic order receipt, vendor catalog posting, on-line registration, electronic bidding, and the ability to research historical procurement data available in the eVA purchase transaction data warehouse.

- b. eVA Premium Vendor Registration Service: \$25 Annual Registration Fee plus the appropriate order Transaction Fee specified below. eVA Premium Vendor Registration Service includes all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.
- c. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- d. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, capped at \$1,500 per order.

c. Special Term and Condition 59 (Modified)

This Special Term and Condition 59 shall be included in all solicitations, contracts and contract renewals. If the quantity of orders that will be issued is known, insert the expected number of orders in the blank provided (e.g., one, twelve, monthly, etc.). If the exact quantity is unknown, change the first sentence to read, "It is anticipated that the contract will result in multiple purchase orders (i.e., one for each delivery requirement) with the eVA transaction fee specified below assessed for each order."

59. eVA Business-To-Government Contracts and Orders: The solicitation/contract will result in (_____) purchase order(s) with the eVA transaction fee specified below assessed for each order.

- a. For orders issued prior to August 16, 2006, the Vendor Transaction Fee is 1%, capped at a maximum of \$500 per order.
- b. For orders issued August 16, 2006 and after, the Vendor Transaction Fee is:
 - (i) DMBE-certified Small Businesses: 1%, Capped at \$500 per order.
 - (ii) Businesses that are not DMBE-certified Small Businesses: 1%, Capped at \$1,500 per order.

The eVA transaction fee will be assessed approximately 30 days after each purchase order is issued. Any adjustments (increases/decreases) will be handled through eVA change orders.

Internet electronic procurement solution, web site portal www.eva.state.va.us , streamlines and automates government purchasing activities in the Commonwealth. The portal is the gateway for vendors to conduct business with state agencies and public bodies.

Vendors desiring to provide goods and/or services to the Commonwealth shall participate in the eVA Internet e-procurement solution and agree to comply with the following:

If this solicitation is for a term contract, failure to provide an electronic catalog (price list)

or index page catalog for items awarded will be just cause for the Commonwealth to reject your bid/offer or terminate this contract for default. The format of this electronic catalog shall conform to the eVA Catalog Interchange Format (CIF) Specification that can be accessed and downloaded from www.eVA.virginia.gov. Contractors should email Catalog or Index Page information to eVA-catalog-manager@dgs.virginia.gov.

5. Modification of Existing Contracts

By August 1, 2006, agencies and institutions with existing contracts that will result in new purchase orders issued August 16, 2006, and after, shall modify those contracts to incorporate the new General Term and Condition X and Special Term and Condition 59 specified above if the vendor order transaction fee is affected by the provisions of these new Terms and Conditions and the new eVA Fee Schedule set forth in Attachment A. When doing so, agencies and institutions shall give Contractors the opportunity to adjust contract prices based on any impact to the Contractor resulting from the new order transaction fee.

6. eVA Dashboard Self-Certification and Fees For Non-Compliant Purchase Transactions

Monthly each agency and institution shall submit a self-certification that the agency has or has not complied with all requirements set forth herein. The self-certification shall be completed via the password protected electronic eVA Dashboard that can be accessed via a link on the eVA website. The self-certification shall be electronically signed by the agency or institution purchasing director, chief financial officer, or designee. Attachment B is an annotated print version of the Dashboard's self reporting and certification page.

If the agency or institution certifies that it has not complied with the requirements set forth herein, the following shall also be submitted to the DPS eVA Business Manager, Patrick Henry Office Building, 6th Floor, Room 6012, 1111 East Broad Street, (P.O. Box 1199), Richmond, VA 23218-1199.

- a. a detailed explanation for why the agency or institution failed to comply with the requirements;
- b. a corrective action plan for achieving timely compliance;
- c. an itemized list of all non-compliant purchase transactions (including purchase order number, date, vendor, amount, commodity code, CARS subobject code, and method of procurement); and
- d. a check payable to the Treasurer of Virginia or an IAT directed to the Department of General Services in the amount of 2% of the total amount of all non-compliant purchase transactions.

Self-certifications and any required additional documentation/payment shall be submitted no later than the 15th day following the end of the monthly reporting period (e.g., August 15th, September 15th, October 15th, etc.).

Failure to submit the required monthly self-certification and associated documentation will result in the automatic assessment of a 2% fee based on the agency's or institution's total CARS expenditure less eVA spend for the reporting period.

**Attachment A
eVA Fee Schedule, Revised 6/12/2006**

eVA Registration Fees

Date	Activity	Registration Type	Annual eVA Fee
On or Before 4/30/2006	Original eVA Registration	Basic	\$25
On or Before 4/30/2006	Original eVA Registration	Premium	\$200
On or Before 4/30/2006	Annual Registration Renewal	Basic	\$25
On or Before 4/30/2006	Annual Registration Renewal	Premium	\$200
5/1/2006 or Later	Original Registration	Basic and Premium ⁽¹⁾	\$25
5/1/2006 or Later	Annual Registration Renewal	Basic and Premium ⁽¹⁾	\$25

⁽¹⁾ As of 5/1/2006 vendors may choose either the Basic or Premium registration service for \$25/year. The only difference between Basic and Premium is that Premium includes electronic (email or efax) notification of business opportunities that match the vendor's registered commodities. Basic does not include this service.

Supplier Transaction Fees

Original Order Issue Date	Supplier Type	eVA Fee
On or Before 8/15/2006	All Suppliers	1%, Capped At \$500 Per Order
8/16/2006 or Later	eVA Registered, DMBE Certified Small Businesses	1%, Capped At \$500 Per Order
8/16/2006 or Later	eVA Registered Businesses That Are NOT DMBE Certified Small Businesses	1%, Capped At \$1,500 Per Order
8/16/2006 or Later	Businesses That Are Not eVA Registered But Agree To Pay The Transaction Fee	1%, Capped At \$1,500 Per Order

Ordering Agency Transaction Fees

Original Order Issue Date	Supplier Type	eVA Fee
On or Before 8/15/2006	Businesses That Are Not eVA Registered And <u>Refuse</u> To Pay The Transaction Fee	1%, Capped At \$500 Per Order
7/1/2006 Thru 8/15/2006	All eVA Registered Suppliers	1%, Capped At \$500 Per Order
8/16/2006 or Later	eVA Registered, DMBE-Certified Small Businesses	1%, Capped At \$500 Per Order
8/16/2006 or Later	eVA Registered Businesses That Are <u>Not</u> DMBE Certified Small Businesses	1%, Capped At \$1,500 Per Order
8/16/2006 or Later	Businesses That Are Not eVA Registered But <u>Agree</u> To Pay The Transaction Fee	1%, Capped At \$1,500 Per Order
8/16/2006 or Later	Businesses That Are Not eVA Registered And <u>Refuse</u> To Pay The Transaction Fee	2%, Capped At \$3,000 Per Order

Ordering Agency eVA Dashboard Non-Use Fees

Original Order Issue Date	Supplier Type	eVA Fee
On or Before 6/30/2006	All Suppliers	1%, No Cap
7/1/2006 or Later	All Suppliers	2%, No Cap

Attachment B
Annotated Print Version Of eVA Dashboard Agency Self-Certification And Reporting Form

FY 06	All Purchase Transactions (Note 1)		eVA Purchase Transactions (Note 2)				Local (Non-eVA) Purchase Transactions (Notes 3 and 4)			
	Total eVA and Non-eVA Purchase Transactions		eVA Registered Vendors		Unregistered Vendors		Not Excluded Per APSPM 14.9.b		Agency Fee	Agency Dashboard Status
	Total #	Total \$'s	Total #	Total \$'s	Total #	Total \$'s	Total #	#	Total \$'s	
July 2006	The cells in this column will be automatically calculated by the eVA Self-Certification and Reporting Dashboard.	The cells in this column will be automatically calculated by the eVA Self-Certification and Reporting Dashboard.	The cells in this column will be automatically populated using eVA data.	The cells in this column will be automatically populated using eVA data.	The cells in this column will be automatically populated using eVA data.	The cells in this column will be automatically populated using eVA data.	The agency/institution will enter data in the cells in this column.	The agency/institution will enter data in the cells in this column.	The cells in this column will be automatically calculated by the eVA Self-Certification and Reporting Dashboard.	The cells in this column will be automatically populated when the monthly Dashboard has been certified by the appropriate agency certifier.
Aug 2006										
Sept 2006										
Oct 2006										
Nov 2006										
Dec 2006										
Jan 2007										
Feb 2007										
March 2007										
April 2007										
May 2007										
June 2007										

- Note 1: **“All Purchase Transactions”** includes any purchase transaction governed by the Virginia Public Procurement Act without regard to agency-specific exemptions and regardless of the source of funds. These columns will be calculated by the Dashboard by adding data from the columns that follow.
- Note 2: **“eVA Purchase Transactions”** are orders executed by delivery of an eVA purchase order to the vendor. Not all orders imported from agency ERP’s to eVA meet this requirement (e.g., ERP import orders for unregistered vendors”). These columns will be populated by the Dashboard using eVA data.
- Note 3: **“Local (Non-eVA) Purchase Transactions”** are orders executed by any means other than delivery of an eVA purchase order to the vendor. These columns will be completed by the agency/institution.
- Note 4: **“Agency eVA Fee”** is 2% of the total dollar value of **“Local (Non-eVA) Purchase Transactions Not Excluded Per APSPM 14.9.b”**. This fee must be paid monthly by the agency to the Department of General Services. This column will be calculated by the Dashboard.

By clicking the CERTIFY REPORT button as provided above, I certify that the information provided by the agency is accurate and complete. In addition, I certify that applicable noncompliant order documentation and agency fees will be forwarded to the Department of General Services as required by the eVA Business Plan.

Authorized Agency User(s):

- Certify Data Role: [Displays The Names Of Individuals Authorized By The Agency To Certify The Agency’s Dashboard Report.]
- Manage Data Role: [Displays The Names Of Individuals Authorized By The Agency To Enter and Edit Agency Non-eVA Transaction Data.]
- View Only Role: [Displays The Names Of Individuals Authorized By The Agency To View The Agency Dashboard Report. In addition to the displayed names of individuals authorized by the agency to view the Dashboard, DPS Account Executives and eVA Business Staff have the ability to view all agency dashboards.]