

Notice to Bidders of eVA

The Governor has determined that all commerce with the Commonwealth of Virginia will utilize one central procurement portal that is common to all agencies. It is called eVA for electronic-Virginia. It is operated under the direction of the Department of General Services (DGS), All proposals contain a provision similar to the following:

Section 102 eVA BUSINESS-TO-GOVERNMENT VENDOR REGISTRATION: The eVA Internet electronic procurement solution, website portal www.eVA.virginia.gov 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. All vendors 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 must register in eVA prior to award of any contracts. **Failure to register will result in the contract not being awarded.**

There is no cost for vendors to register. Vendors registration options are as follows:

- a. 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 includes: all benefits of the eVA Basic Vendor Registration Service plus automatic email or fax notification of solicitations and amendments.

Vendor transaction fees are determined by the date the original purchase order is issued and are as follows:

To determine the Transaction Fee, go to <http://www.eva.virginia.gov/billing/pages/Current-eVA-Fee-Schedule.htm> .

Transaction Fees are subject to change. Appropriate notification of any changes will be posted on the eVA website at <http://www.eva.virginia.gov/billing/index.htm>

The specified vendor transaction fee will be invoiced, by the Commonwealth of Virginia Department of General Services, approximately 30 days after the corresponding purchase order is issued and payable 30 days after the invoice date. Any adjustments (increases/decreases) will be handled through purchase order changes.

This provision requires firms to register with eVA and pay the Vendor Transaction fees specified. VDOT will continue to supply all the same services that we have always supplied, including e-mailing of the monthly advertisement schedule. If you are awarded a contract, your firm will be billed a Transaction fee by **eVA based on the information above.**

NOTE: The eVA system is completely separate from all other bidding requirements to participate in VDOT's construction program. All contractors must still be prequalified; and bidders must be enrolled in BidX.

The contract will be awarded only if you are registered in eVA prior to execution of the contract.