

July 9, 2003

Dear Consultants:

The Virginia Department of Transportation (VDOT) is working with the Virginia Department of General Services to implement a web based electronic marketplace that brings Virginia Government buyers and sellers together. eVA is the name of this business-to-government marketplace.

To accomplish this we need your assistance in registering your firm with the eVA marketplace. Registering with eVA not only gives you access to VDOT buyers but also provides access and opportunities to do business with other Virginia Government buyers. In order to provide services to VDOT, your firm must be registered with eVA. If your firm is not registered with eVA at the time your Expression of Interest is submitted, it will be considered non-responsive and will be returned.

VDOT has no plans to change the practice by which it procures Consultant professional design services at this time. VDOT will continue to advertise these projects in the same manner as it has in the past for the immediate future.

To participate in this opportunity you will need to register on-line with eVA. We suggest that the first step you take in the registration process is to contact Dun & Bradstreet to obtain a DUNS number for each ordering location that you are registering. There is no charge to obtain a DUNS number. Dun & Bradstreet can be reached toll free at 1-888-814-1435. The DUNS number uniquely identifies each of your locations in eVA and is required for registration.

The next step in the process is to go to the eVA registration site at: <http://eVAregisHelp.dgs.state.va.us>. If you find the website does not provide specific answers to your questions, assistance may be obtained at the following number.

Registration Assistance: 1-866-289-7367

Tell the representative you have questions or require assistance with the eVA registration process. If the representative is not able to answer your questions, you can e-mail the Division of Purchases and Supply (DPS) for assistance at: [eVA-Customer-Care@dgs.state.va.us](mailto:eVA-Customer-Care@dgs.state.va.us)

If you do not have internet access or have other questions regarding eVA registration, call DPS at 804-786-3842.

We appreciate your interest in doing business with VDOT and look forward to doing business with you electronically through the eVA system.

Sincerely yours,

Malcolm T. Kerley, P.E.  
Chief Engineer for Project Development