

MEMORANDUM

Date: February 15, 2019

To: State Agencies and Institutions

From: Pete Stamps, Director, Division of Purchases and Supply, Department of General Services

Subject: Procedures when placing Technology Orders

There is no change in the requirement to place orders in eVA for technology purchases. Code of VA §2.2-614.4E. requires any state governmental agency that purchases goods or services from another governmental agency to place the purchase orders for such goods and services in eVA; §2.2-1110 requires all agencies to use eVA as their purchasing system beginning at the point of requisitioning for all procurement actions, including but not limited to technology, transportation, and construction.

The new VITA Service Portal is the integrated system that VITA's multi-supplier integrator (MSI) will use to support IT infrastructure services for the Commonwealth. VITA Service Portal supports the service desk, trouble tickets, requests for solution, hardware and software inventories, billing and supplier invoicing, as well as the service catalog from which agency customers can request services from VITA. Services that previously were not required to be entered in eVA prior to the introduction of the VITA Service Portal, remain unchanged and will not be entered into eVA. Examples would include help desk tickets, requests for system access, work requests, etc.

To assist agencies, and for agencies to remain in compliance with the required use of eVA, below are the procedures to be followed for each situation. DPS has removed the VITA Approvals associated with use of the "V" codes in eVA for all orders under \$100,000. We recommend that agencies review these requisitions to ensure the proper agency IT approver(s) remain in the workflow. If you have any questions please don't hesitate to contact your account executive.

Use the following procedures when placing technology orders:

1. Items out-of-scope to VITA provided infrastructure services (e.g.: use of VITA Statewide contracts):
 - a. Agencies must continue to enter out-of-scope orders in eVA.
 - b. Vendor on contract is PO vendor.
 - c. PO code is V_1* (VR1, VS1, VE1, VP1) (in accordance with APSPM Chapter 14 and 14.9, * unless exempt per 14.9.b or 14.9.c).
 - d. Examples include agency-specific applications and desktop software not included in the standard image (Adobe Acrobat Pro, for instance).

2. Delegated out-of-scope to VITA provided infrastructure services (e.g.: consumables/peripherals) :
 - a. Agencies must continue to enter delegated out-of-scope orders in eVA.
 - b. PO vendor is the actual supplier.
 - c. PO code is V_1.* (VR1, VS1, VE1, VP1) (in accordance with APSPM Chapter 14 and 14.9, unless exempt per 14.9.b or 14.9.c).
 - d. Examples include USB drives, speakers and mice.

3. Items in-scope to VITA infrastructure services:

OPTION A - Services provided through the service catalog in the VITA Service Portal (Keystone Edge):

- a. Agencies continue to enter in-scope orders in eVA
- b. All approvals happen in eVA (Agency determined workflow; i.e. commodity, accounting, dollar, interface and integration). As stated above all VITA approvals under \$100,000 have been removed.
- c. Vendor is still VITA and location is still VITA/SAIC.
- d. PO code is V_1 (VR1, VS1, VE1, VP1)
- e. Agency IT 'approver' currently in your eVA workflow would be the final stop in the workflow
- f. Agency IT approver enters requests for solutions in VITA's Service Portal to place orders in service catalog (Keystone Edge) and obtain price.
- g. Agency IT approver updates and completes the eVA purchase request (without referring workflow).

OPTION B - Services provided through the service catalog in the VITA Service Portal (Keystone Edge):

- a. Agencies use the VITA Service Portal (Keystone Edge) to submit request for solutions.
- b. Agencies places confirming order in eVA within 30 days.
- c. All confirming order approvals happen in eVA (Agency determined workflow; i.e. commodity, accounting, dollar, interface and integration). As stated above, all VITA approvals under \$100,000 have been removed.
- d. Vendor is still VITA and location is still VITA/SAIC.
- e. e. PO code is V_1 (VR1, VS1, VE1, VP1)

It is important that agencies complete Option A step (f) or Option B step (a) in the VITA Service Portal. If you fail to follow these steps, your order will not be fulfilled by VITA.

The above procedures shall be followed until DGS provides further guidance. Thank you for your continued support. We are working with VITA and look to provide joint messaging to agencies in the future.