

**DEB Notice 043008**

**Effective Date: 04/30/08**

**eVA Vendor Registration**

Substitute the following for Construction and Professional Services Manual, Section 415.0, eVA Business-To-Government Vendor Registration:

**Section 415.0 eVA Vendor Registration**

When procuring construction, professional services and non-professional services, attach the applicable vendor registration statement (either DGS-30-384 or DGS-30-385) to the following documents: Request for Proposals, Invitation for Bids, Notice of Intent to Award, Notice of Award, A/E Contracts, and Construction Contracts.

Use **DGS-30-384** when the quantity of orders that will be issued is known, and insert that number in the blank provided (e.g., one, twelve, monthly, etc.).

Use **DGS-30-385** when the quantity of orders that will be issued is unknown.

These statements may be downloaded from the DGS Forms Center (<http://forms.dgs.virginia.gov>).

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Substitute the following for Construction and Professional Services Manual, Section 809.6, eVA Registration.

**Section 809.6 eVA Vendor Registration**

When procuring construction, professional services and non-professional services, attach the applicable vendor registration statement (either DGS-30-384 or DGS-30-385) to the following documents: Request for Proposals, Invitation for Bids, Notice of Intent to Award, Notice of Award, A/E Contracts, and Construction Contracts.

Use **DGS-30-384** when the quantity of orders that will be issued is known, and insert that number in the blank provided (e.g., one, twelve, monthly, etc.).

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The eVA Vendor Registration wording on the following standard forms and formats has been revised to coordinate with this notice and updated versions are now available on the DGS Forms Center:

- DGS-30-016 / CO-3 (A/E Contract)
- DGS-30-020 / CO-3.1 (A/E Term Contract)
- DGS-30-028 / CO-3.2 (A/E Contract for Selected Services)
- DGS-30-055 / CO-7a (Instructions to Bidders)
- DGS-30-064 / CO-9 (Construction Contract)
- DGS-30-065 / CO-9DB (Design Build Contract)
- DGS-30-067 / CO-9.1 (Notice of Intent to Award)
- DGS-30-068 / CO-9.1a (Notice of Award)
- DGS-30-256 (Notice of Invitation for Bids)
- DGS-30-300 (RFP for A/E Services)
- DGS-30-304 (RFP for Term A/E Services)
- DGS-30-308 (RFP for Non-Professional Services)
- DGS-30-320 (RFP for Testing Services)
- DGS-30-324 (RFP for Value Engineering Services)

The revised eVA vendor registration wording now included within the above documents reads as follows:

**“eVA Vendor Registration:** The bidder or offeror shall be a registered vendor in eVA. See the attached **eVA Vendor Registration Requirements”**.

Attach a current copy of either DGS-30-384 or DGS-30-385, as appropriate, to the above forms. When using DGS-30-384, remember to include the appropriate quantity in the blank provided.

For convenience, copies of the initial versions of both DGS-30-384 and DGS-30-385 are attached to this notice. Refer to the DGS Forms Center for any subsequent revisions to these and other CPSM forms and formats.

### **eVA Vendor Registration Requirements**

***eVA Vendor Registration:*** *The eVA Internet electronic procurement solution, [www.eVA.virginia.gov](http://www.eVA.virginia.gov), streamlines and automates government purchasing activities for the Commonwealth. The eVA portal is the gateway for vendors to conduct business with state agencies and public bodies. All vendors desiring to provide construction and/or professional services to the Commonwealth shall participate in the eVA electronic procurement solution whether through the eVA Basic Vendor Registration Service or through the eVA Premium Vendor Registration Service. All bidders or offerors must register in eVA; failure to register will result in their 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 August 16, 2006 and after, the Vendor Transaction Fee shall be:*
  - (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.*

***eVA 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 August 16, 2006 and after the Vendor Transaction Fee shall be:*
  - (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.*

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- 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 August 16, 2006 and after, the Vendor Transaction Fee shall be:*
  - (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.*

***eVA Contracts and Orders:*** *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.*

- a. *For orders issued August 16, 2006 and after the Vendor Transaction Fee shall be:*
  - (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.*