



DEPARTMENT OF MATERIEL MANAGEMENT • 4401 Powhatan Avenue, Suite 111 • Norfolk, Virginia 23529
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Dear Vendors:

In February 2003, Old Dominion University went “live” with the Commonwealth of Virginia’s web based marketplace, eVA. Effective July 1, 2006, in compliance with the Commonwealth of Virginia’s new FY 2007 “business plan” for eVA, Old Dominion University will continue to use eVA for all procurement transactions, and will actively target all non-registered vendors doing business with Old Dominion University, to register with eVA. This will be the only portal used by the University for any and all procurement transactions, and registering with eVA will not only provide you access to Old Dominion University contract opportunities, but also provides access and opportunities to do business with other Commonwealth of Virginia government agencies and universities.

To participate in Old Dominion University’s purchasing opportunities, it will be necessary for you 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.virginia.gov

If you do not have internet access or have other questions regarding eVA registration, please call DPS at 804-786-3842. For specific questions regarding Old Dominion University’s participation in eVA, please call 683-3105.

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

Information on eVA Registration for Vendors

eVA is the Commonwealth of Virginia's web-enabled electronic procurement system. eVA includes an on-line virtual shopping mall (an eMall) and a bid servicing center. Over 171 state agencies and 492 local governments use eVA to purchase goods and services.

The cost of eVA is shared by state agencies, local governments, and vendors. Vendors pay a registration fee of \$25.00 and a transaction fee of 1%, capped at \$500 per order for DMBE Certified Small, Woman and Minority Owned Vendors and \$1,500 per order for all other vendors who do not meet the DMBE certification requirements. The registration fee is invoiced annually and the transaction fee is invoiced monthly.

Registration Level - The registration fee is \$25.00. Premium registration entitles the supplier to receive electronic solicitation notifications via email and fax. Registration levels can be modified under Account Maintenance, after logging into eVA. The registration fee is charged yearly, for as long as your company remains registered in the eVA System. Premium registration entitles the supplier to receive electronic solicitation notifications via email and fax.

Basic:

- Public access to solicitations (downloadable in .pdf format), awards and other procurement notices
- Vendor visibility to Commonwealth buyers
- Access to commodity history associated with specific solicitations
- On-line vendor registration updates
- Available for bidders list and electronic submission of bid responses and proposals
- Electronic order receipt (including email or fax)
- Vendor catalog posting in the eVA eMall
- Ability to research historical procurement data
- Ask questions & view buyer answers for specific solicitations

Premium:

- All of the basic level
- Ability to receive solicitation notification and use spend analysis reports.

If you respond to procurement solicitations, it will be easy to recognize the additional value in the Premium level eVA registration. When registering on eVA you will indicate which commodities (goods/services) you provide. When a state agency or participating local government publishes a solicitation in eVA, eVA searches commodity listings of the premium members and when a match is found then eVA notifies that member of the new procurement opportunity immediately, either by fax or by email.

The Commonwealth's Department of General Services will bill the eVA vendor transaction fee to your company each month that an order is placed through eVA for your goods or services. They will use the billing address you provide when you register. In the event that an order is placed and not shipped or canceled, DGS should be notified for an adjustment or a refund.

eVA Order Terms

TERMS AND CONDITIONS & INSTRUCTIONS TO VENDORS

These terms and conditions apply to purchases between the agency or institution and the contractor.

1. Unless otherwise stated in the body of the order, this contractual agreement is subject to the terms and conditions of the Commonwealth of Virginia Vendors Manual and any revisions thereto, as published by the Department of General Services, Division of Purchases and Supply.
2. Goods or Services delivered must be strictly in accordance with bid referred to and shall not deviate in any way from terms, conditions or specifications of the bid. Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test upon receipt. If rejected, same shall remain the property of the vendor.
3. Purchase Order number shall be shown by vendor on all related invoices, delivery memoranda, bills of lading, packages and/or correspondence.
4. A SEPARATE INVOICE FOR THIS PURCHASE ORDER OR FOR EACH SHIPMENT THEREON SHALL BE RENDERED IMMEDIATELY FOLLOWING SHIPMENT. ALL COPIES SHALL BE FORWARDED DIRECT TO AGENCY AT INVOICE ADDRESS SHOWN.
5. STATE SALES AND USE TAX CERTIFICATE OF EXEMPTION, FORM ST-12 WILL BE ISSUED UPON REQUEST, IF YOU DO NOT HAVE SAME ON FILE.
6. DELIVERIES AGAINST THIS ORDER MUST BE FREE OF EXCISE OR TRANSPORTATION TAXES, EXCISE TAX EXEMPTION REGISTRATION NO. 54-73-0076K MAY BE USED WHEN REQUIRED.
7. In the absence of other contractual terms, payment shall be due 30 days after receipt of proper invoice, or material/service, whichever is the later.
8. If discount for prompt payment is allowed, the discount period will begin on the date of receipt of proper invoice, or material, whichever is the later.
9. In case of default by the successful bidder, or failure to deliver the supplies or services ordered by the time specified, the Commonwealth after due notice (oral or in writing), may procure them from other sources and hold vendor responsible for any excess cost occasioned thereby.
10. No substitution, change or deviation shall be made without written authority from the Commonwealth by Purchase Order Change.
11. Vendors and contractors providing goods to the Commonwealth of Virginia under

this order herewith assure the Commonwealth that they are conforming to the provision of the Civil Rights Act of 1964 as amended, as well as the Virginia Fair Employment Contracting Act of 1975 as amended, where applicable.

12. This Purchase Order/Contract shall be governed in all respects, whether as to validity, construction, capacity, performance or otherwise by the laws of the Commonwealth of Virginia.

13. All prices unless otherwise specified are net F.O.B. Destination with transportation charges prepaid.

14. If shipment is made by freight or express and charges added to invoice, the original bill of lading properly receipted shall accompany invoice. All charges must be prepaid.

15. Vendors and contractors performing work on Commonwealth owned or leased facilities or property shall, during the entire term of the contract, maintain at a minimum, the insurance coverage as listed in the Vendors Manual and any revisions thereto.

16. eVA Transaction Fee: Purchase orders processed through the eVA procurement system are subject to an eVA transaction fee as set forth in the eVA Fee Schedule. To obtain a copy of the eVA Fee Schedule, go to www.eVA.virginia.gov and click on "Billing and Payment Portal". For orders issued prior to July 1, 2006, the eVA Transaction Fee will be invoiced by CGI-AMS, the Commonwealth's contracted application services provider. For orders issued July 1, 2006, and later, the eVA Transaction Fee will be invoiced by the Commonwealth's Department of General Services.

Rev. 06/15/2006

Standard eVA Terms and Conditions

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. General Terms and Conditions may be accessed by contacting the ordering public body. NOTE: This public body does not discriminate against faith-based organizations.