



eVA Transition: Procurement Process During Conversion Guidance

As you know, the **Commonwealth of Virginia will be migrating to a new Procurement system**. Please note, the dates in the chart below, that the SSC and Department of General Services (DGS) will be going offline to support this conversion for the Commonwealth. We appreciate your support and efforts in ensuring a smooth transition!

As we all eagerly look forward to the new procurement software platform, which is set to go live in early January 2022, the VCCS eVA Transition Team will be assisting Colleges and the System Office to navigate the conversion. Specifically:

- The VCCS (all Colleges, the SO and the SSC) will manage the eVA conversion like our fiscal yearend process. Our deadlines are designed to support the needed integration shutdown and blackout periods.
- Any requisition that is **not fully converted to a purchase order will be reset to “composing status”** in the new system.
- Any requisition **left in the current system in “composing status” will be purged and lost**. Therefore, the deadlines below are FIRM as queues must be empty before the yearend Holiday break (December 22, 2021).

Please use this guide to plan your procurements carefully over the next few months.

If you are unsure of which deadline is associated with your procurement or have any questions on this topic, please contact SSC Customer Engagement at 1-877-340-5577 or help@ssc.vccs.edu.

Conversion Deadlines:

Requisition Thresholds	Procurement Method	FIRM SSC Submission Deadline	Details
Any amount	<ul style="list-style-type: none"> • A VCCS, State or Approved Cooperative Contract • Micro Source, Single Quote 	December 3, 2021	This deadline includes change order. Note: ad hoc functionality is going to be permanently disabled by DGS on October 15, 2021. Please plan to use SSC's vendor registration.
\$10,000 - \$100,000	<ul style="list-style-type: none"> • Sole Source, New Cooperative Justifications • Quick Quote Solicitations 	October 29, 2021	Quick quote functionality is going to be temporarily disabled by DGS on December 15, 2021.
Over \$100,000	Sealed Solicitations	NA	
Receipts	NA	December 17, 2021	Receiving in eVA is available through December 17, 2021. Invoices received after this date must be received in the new system. Note: this is not a deadline for receiving all open orders.

For urgent procurement request that cannot be delayed until after the system conversion:

**Contact a small purchase charge card holder to complete an urgent procurement.
Keep all documentation and records then complete a confirming order in the new platform, if necessary.**

Go-Live Overview:

Once the new system is operational (end of the Blackout Period), there will be a period of “acceptance testing” with the SSC Procurement team, A/P team and designated College users. The system will be made available to the Colleges after we have completed a live test for each college. An SSC Communication will be sent to announce each college’s authorization to begin processing in the new eVA platform.

Emergencies:

If you should experience a situation that requires an emergency procurement as defined by the Commonwealth, then you should follow the emergency procurement method (refer to [APSPM 9.1](#) for details).

Glossary:

Terms	Definition
Acceptance Testing	Completion of live testing in the production environment through all transaction steps in order to ensure that all functionality is operating as intended.
(DGS) Blackout Period	The period of time in which the system is unavailable to login. This will be December 31, 2021 – January 3, 2022.
Composing State	The status in which a purchase requisition is in draft status visible only to the requestor.
Conversion	All of the activities associated with migrating from one system to another
Cooperative Justification	The review and authorization process required to utilize another public entity's contract to procure our needs.
Emergencies	An occurrence of a serious and urgent nature that demands immediate action. Emergencies are defined as those involving the protecting of personal safety or property.
Integration Shutdown Date	The date in which a purchase order will no longer be sent to our financial system (AIS) to encumber funds. This will be December 22, 2021 at 12:00 PM (Noon).
Micro Source, Single Quote	For purchases of \$10,000 or less, we are required to procure from a "Micro Business." A Micro Business is one that meets the requirements and is certified as a Micro Business by the Virginia Department of Small Business and Supplier Diversity (DSBSD). Although, competition is always encouraged, these purchases may be completed with a single quote.
Procurement Method	There are seven allowable methods for procurement in the Commonwealth of Virginia. The following are tools we shall use to procure purchasing requirements for colleges that are within the allowable methods and contained within this guide: Micro source, single quote, Quick Quote Solicitation, Sealed Solicitation, Cooperative, Sole Source and emergency.
Quick Quote Solicitation	A procurement need that is expected to total less than \$100,000 may be procured using an unsealed bidding process that generally can be completed more quickly than a sealed process.
Sealed Solicitation	A procurement need that is estimated to total over \$100,000 for the life of the entire procurement need that shall be procured using an open competitive process.
Sole Source Justification	The review and authorization process to procure on the basis that a product or service is practicably available from only one source.
Submission Deadlines	The final date in which requisitions can arrive at the SSC's inbox and every attempt will be made to complete the request to a purchase order.
Submitted Status	eVA PR status immediately following draft status and prior to an awarded status.
Urgencies	A purchase requirement that has arisen that is mission critical to the operation of the institution; however, does not fit the state definition of emergency.
VCCS, State or Approved Cooperative Contract	A purchase that is being procured under an existing contract solicited by the VCCS, the State or a Cooperative Contract that SSC procurement has approval to use (cooperative contracts and the college is authorized to use the contract are listed in the Master List of Contracts).