eVA Conversion and Fiscal Yearend Preparation

February 21, 2022, Revised March 10, 2022

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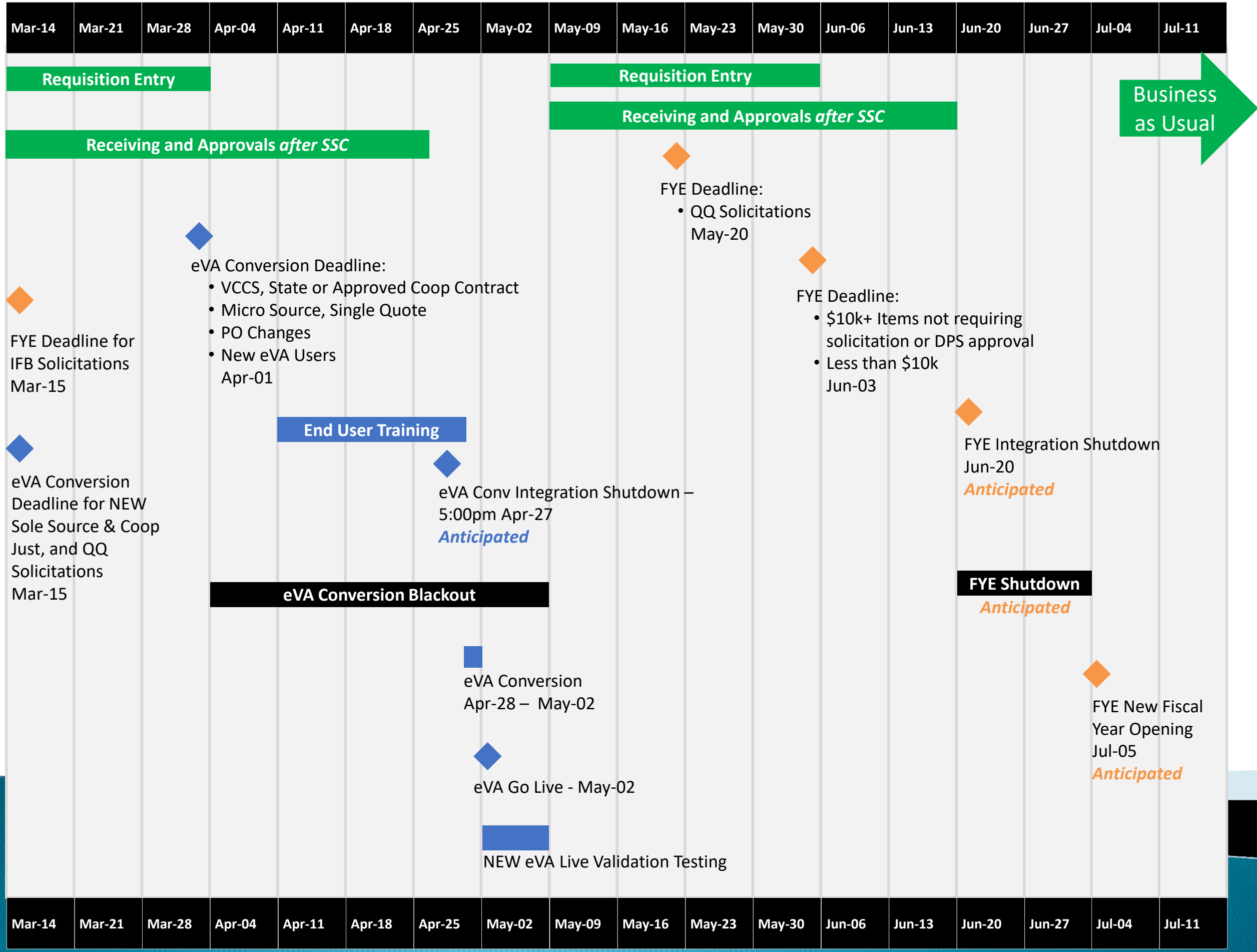
Schedule of Procurement Deadlines 'At a Glance'



Planning Concept

All College Deadlines are designed to allow all of us to meet the DGS Blackout Deadlines.

In other words, the deadlines were determined by starting with the DGS Blackout Deadlines and backing them up to a date that allows us to complete the necessary work to meet the Blackout Dates.

Requisitions that are not approved to purchase orders before the conversion will be LOST.

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Solicitation Planning

Challenge: With the eVA Conversion 'blackout periods' and Fiscal Yearend occurring back-to-back, *we will need to be exceptionally organized with our solicitation needs*

For Example:

- FF&E
- ETF
- Fiscal Yearend Spending
- Special projects (eg Name Change)
- Etc, Etc, Etc

College Deadline to submit **New, Invitation for Bids over $100K** is ***March 15, 2022.***

Procurement will complete these requests by the blackout periods:

1. The April 15th eVA Conversion Blackout Period
2. The June 20th Fiscal Yearend "Blackout Period"

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Solicitation Planning (Cont'd)

College Deadline to submit

- **New solicitations under $100K (quick quote)**
- **New cooperative justifications**
- **New sole source justifications**

College Deadline	*Procurement will complete these requests by:*
March 15, 2022	eVA Conversion Blackout Period -- **April 15th**
No College Submissions (Blackout) April 2 – May 9	
May 9 - May 20, 2022	Fiscal Yearend "Blackout Period" - **June 20th**
No College Submissions (Blackout) June 21 – July 4	

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Solicitation Alternatives

Alternatives:

1. Use an existing contract
2. Use an existing approved cooperative contract

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Requisition Planning

College Deadline to submit

- **Using an existing contract**
- **Using an already approved cooperative contract**
- **Under $10K single quote**
- **Under a competitive exemption threshold**
- **Complete a change order….**

College Deadline	***Procurement will complete these requests by:***	
April 1, 2022	eVA Conversion Blackout Period -- **April 28th**	*All requisitions must be fully approved and converted to Purchase Orders by April 28 NOON. Any requisition left will be purged and lost!!!*
No College Submissions (Blackout) April 2 – May 9 ** Complete approvals after SSC & receiving ******		
May 9 – June 3, 2022	Fiscal Yearend "Blackout Period" - **June 20th**	Plan (hope!): FY23 requisitions can be submitted May 9 to be held until July 5, 2022.
No College Submissions (Blackout) June 21 – July 4 ** Complete approvals after SSC & receiving ******		

Colleges with approvals after SSC

- NRCC
- PDCCC
- RCC
- PVCC
- DSLCC
- JTCC
- CVCC
- TNCC
- SWCC
- TCC

Colleges with approvals after SSC at as listed

- SSCC ….. >$2K
- DCC ….. >$5K
- NVCC …. >$100K
- JSRCC …. >$5K
- ESCC …. >$1K
- PHCC …. >$2500
- WCC …. .$50K
- BRCC …. >$5K
- VHCC …. >$3K
- GCC …. >$25K
- MECC …. >$100K

Please note: VCE is planning to stop accepting orders on April 25, 2022. VIB & VDC are accepting purchase orders until the DGS shutdown time of 12:00PM (NOON) on April 28, 2022.

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To-do April 4 – May 6, 2022

(eVA Conversion Blackout period)

	To Do List:	*Notes*
1	Complete all new DGS **Learning Journeys** by April 8, 2022	• *Access Learning Journeys on Virginia Institute of Procurement LMS* • *DGS scheduling staggered release of Learning Journeys from about March 15 through 23* • *Learning Journeys are to be completed prior to VILT training*
2	Attend any of the **training sessions** hosted by the SSC.	• *Virtual Instructor Led Training (VILT) or Live training walk-throughs* • *15 session options available from April 12 – 28, 2022*
3	Review Quick Reference Guides (QRGs) any time on the following pages	• *DGS eVA Transition Training* • *SSC eVA Transition Project Quick Reference Guides*
4	Complete **approvals** of all requisitions in your queue and any receiving that needs to be completed	• *April 1 – April 26*
5	If you are part of the **Live Validation** team attend the refresh meeting and then complete your requisitions and approvals	• *Live Validation: May 2-6, 2022*
6	Watch for an SSC Communication alerting your team that New eVA is Open for Business to begin Fiscal Yearend	

Key Points for New eVA for Yearend Requisitions

Keep in Mind:

- You will *not* be able to
  1. do a change order on migrated purchase orders…
     you will cancel them and create new requisitions
  2. add approvers anywhere in the approval flow…
     you can add them only at the end of the flow
  3. Mandatory source orders to VCE, VDC and VIB will no longer bypass SSC…

- You will complete blanket orders the same way you do now

- You will need to make sure we can accept FY23 orders before you put one in…
  we will test and communicate

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Urgencies and Emergencies

The blackout periods are extensive… things happen…

- For Emergencies that fit the Commonwealth's definition… (Safety of People or Property)
  - ➢ Find a vendor to resolve the emergency
  - ➢ Fill out the Emergency Justification form
  - ➢ Attach it to a confirming order, when eVA is available again

- For Urgencies that cannot wait and do not fit the Commonwealth's definition… (classroom item, exam access, etc)
  - ➢ Following procurement regulations… Be Compliant
  - ➢ Use your Agency's Pcard
  - ➢ Complete a confirming order, when eVA is available again

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Additional Guidance for Urgencies

For “Urgencies”:

During the eVA Conversion Blackout, for “Urgencies” (*A purchase that would stop your operations that could not be planned*) we will deviate from the business rules.

If an “Urgency” arises at your college, please follow these steps:

1. We MUST follow compliance rules and regulations
2. Place an order with the vendor using your college pcard
3. Include a statement on your pcard log

   *“This procurement is urgent and cannot wait until after the eVA conversion because…[**College explanation**].”*
4. Enter a confirming order in eVA upon system availability and include the statement from #3 above in the comments.
5. Update your pcard log with the purchase order number once obtained after go-live.

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Questions

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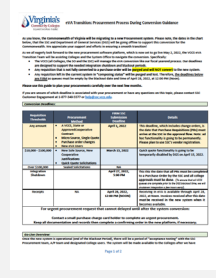
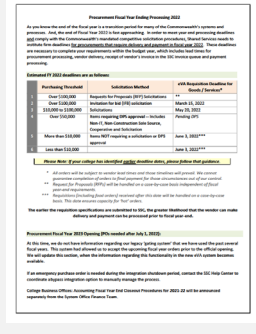
Reference Documents

- ***eVA Conversion Procurement Guideline v9***



- ***Procurement Fiscal Year Ending 2022 010722***