



## eVA Transition: Procurement Process During Conversion Guidance

As you know, the Commonwealth of Virginia’s migration to a new Procurement system has been **rescheduled to go-live on November 1, 2022**. To reduce disruption to your College, SSC Procurement would like to take a different migration approach. Specifically, we are minimizing the deadlines to support a more seamless business function transition for colleges. Please note, the following migration conditions are still in effect for this planned conversion, please review the detailed deadline plan carefully:

- The VCCS (all Colleges, SO and SSC) may transact in eVA until the deadlines listed in the chart below allowing for the maximum amount of transaction time for end users as possible.
- Any requisition that is **not fully converted to a purchase order or is in a composing status at Noon on October 28, 2022, will be purged and will NOT convert** to the new system.
- *SSC will continue to process requisitions until the integration shutdown at 4:00 PM on October 27, 2022.* End users will be provided a listing of their submitted orders **after** the integration shutdown. End users will be strongly encouraged to extract any information needed from their requisition prior to the eVA blackout period which starts at Noon on October 28, 2022. As noted in the bullet above, any requisition not fully converted to a purchase order, or is in a composing status as of Noon on October 28, 2022, will be purged. End users may resubmit these requisitions upon the SSC communicated opening of the new eVA system.

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](mailto:help@ssc.vccs.edu).

<b>Conversion Deadlines:</b>			
Requisition Thresholds/Other	Procurement Method / Other Noted	FIRM SSC Submission Deadline	Details
Any amount	<ul style="list-style-type: none"> <li>• A VCCS, State or Approved Cooperative Contract</li> <li>• Micro Source, Single Quote</li> <li>• Purchase order changes</li> </ul>	<b>October 26, 2022 at 5:00 PM</b>	SSC will complete requisitions until integration shutdown at 4:00 PM on 10/27/22. End users will need to re-enter in the new system any requisitions that did not complete (see above).
\$10,000 - \$100,000	<ul style="list-style-type: none"> <li>• New Sole Source or Cooperative Justifications</li> <li>• Quick Quote Solicitations</li> <li>• Sealed Solicitations</li> </ul>	NA	Electronic responses for solicitations, including quick quotes, will be paused by DGS on <b>10/14/22</b> . SSC will schedule around the pause or use paper responses for urgent cases.
Any amount	<ul style="list-style-type: none"> <li>• State entered Suppliers</li> </ul>	<b>October 24, 2022</b>	
eVA Set-up Changes	<ul style="list-style-type: none"> <li>• Changes to users, new users, addresses, approval flows, etc.</li> </ul>	<b>October 1, 2022</b>	Except for deactivations or security-related changes, all changes paused starting <b>10/1/22</b>
Receiving in eVA	NA	<b>October 28, 2022 at 12:00 PM (Noon)</b>	Receiving in eVA is available through October 28, 2022, at Noon. Invoices received after this date must be received in the new system when it becomes available.
<p><b>For urgent procurement requests that cannot be delayed until after the system conversion:</b>            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.</p>			

**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 October 28, 2022, at 12:00 PM (Noon) – November 1, 2022 (available for acceptance testers and available to all users upon completion of the live validation noted in Go-Live Overview section above).
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 October 27, 2022, at 4:00 PM.
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 practically 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 <a href="#">Master List of Contracts</a> ).