Guidance on Ordering IT Contingent Labor through eVA

Executive branch agencies that order through eVA should follow the process outlined below when creating eVA requisitions and purchase orders (PO) for IT contingent labor services.

- The hiring manager obtains internal approval for acquiring IT contingent labor.
- When needed for requests related to projects, the hiring manager obtains necessary project and IT strategic plan approvals.
- Contact Computer Aid, Inc. (CAI) for assistance with determining the job classification for the resources needed and/or to discuss the Statement of Requirements for a fixed price engagement.
- For staff augmentation engagements (hourly-based work):
  - Include in the eVA requisition the not-to-exceed hourly rate for the job classification and the number of hours needed in the purchase requisition.
  - After the purchase requisition is fully approved or in the ordered status in eVA, the hiring manager logs into the PeopleFluent system and creates a new requirement by entering the PO number and the required and desired skills.
- For Statement of Work based engagements:
  - Working with assistance from Computer Aid Inc., complete the Statement of Requirements (SOR) and submit to CAI. After the subcontractor is selected, the hiring manager creates the eVA requisition and attaches the completed Statement of Work (SOW).
- If the request is equal to or greater than $100,000, the request is submitted for VITA approval by "V" coding the eVA requisition.
- If the request is equal to or greater than $250,000, the request is submitted for chief information officer (CIO) approval by "V" coding the eVA requisition. (Note: If an agency procurement governance request (PGR) is required for project or CIO approval, the requisition should not be submitted in eVA prior to the PGR being approved and the PGR number should be included on the eVA requisition).
- If the request is less than $100,000 the request is submitted directly to the supplier by "R" coding the eVA requisition.

  In the eVA requisition:

  - **Vendor:** Computer Aid, Inc.
  - **Vendor Contact:** Computer Aid, Inc.
  - **Commodity Code:** 96269
  - **Quantity and Price:** *[in accordance with the IT contingent labor contracted rate card and hours; or SOW total price]*
  - **Contract Number:** VA-130620-CAI
  - **Bill-to Address:** Agency, Institution or Locality placing order
  - **PO Category: VR1** *[for orders greater than $100,000]*;
  - **PO Category: R1** [*for orders less than $100,000*]
  - **Description:** <**Sample description for staff augmentation**> IT Services for *XXX* hours in accordance with the terms and conditions of the above referenced contract: FROM*: 01/01/2014 – 06/30/2014*; Contractor's Name: *[name];* Title: [*job title, e.g., Business Analyst*]; Rate of Pay: *[hourly amount]*
  - **Description:** <**Sample description for SOW**> IT Services for [*Title of Project*]: accordance with the terms and conditions of the above referenced contract: FROM*: 01/01/2014 – 06/30/2014*; Subcontractor's Name: *[name];* SOW Total: *[Total engagement cost]*
  - If the requisition is for an SOW, attach the statement of work.

- Computer Aid, Inc. invoices the public body per the fee and payment schedule in the PO.

For public bodies that do not utilize eVA, the PO is obtained via their agency process and faxed to CAI.

For VITA IT contingent labor program information, see the VITA website at:
https://www.vita.virginia.gov/supply-chain/it-contingent-labor/