



VITA Guidance on using IT Contingent Labor Services

Guidance on using the services of IT Contingent Labor through eVA

Authority for Procurement of IT contingent labor services is retained by VITA. Orders for IT contingent labor must be routed to VITA for review and approval.

The process for acquiring IT Contingent Labor is as follows:

- Executive Branch agencies and other public body gains internal approval for acquiring IT contingent labor.
- IT contingent labor is acquired by Executive Branch agencies and other public bodies through eVA either as Staff Augmentation or as a Statement of Work (SOW).
- For public bodies who do not utilize eVA, contact ZeroChaos using the contact information below.

In the eVA requisition,

- **Vendor:** ZeroChaos
 - **Vendor Contact:** ZeroChaos
 - **Commodity Code:** 95239
 - **Quantity and Price:** [in accordance with the IT Contingent Labor contracted rate card]
 - **Contract Number:** VA-100212-ZCS
 - **Bill-to Address:** Agency, Institution or Locality placing order
 - **PO Category:** VR1
 - **Description:** <Sample description> IT Services for 1920 hours in accordance with the terms and conditions of the above referenced contract: FROM: 07/01/2010 – 06/30/2011; Consultant's Name: [name]; Title: [job title, e.g., Business Analyst]; Rate of Pay: [hourly amount]
 - If the requisition is for an SOW, attach the statement of work.
 - Attach APR to the eVA requisition. Applicable to Executive Branch agencies and institutions only.
- The VITA IT Contingent Labor Program Manager reviews the request and communicates with the hiring manager.
 - If total requisition cost is \$100,000 or greater, the Program Manager submits the request for CIO approval. (The requisition follows the approval workflow in eVA set up by the agency and VITA.)
 - Upon completion of the eVA approval process, VITA issues a subsequent PO to ZeroChaos for the agreement amount.
 - ZeroChaos invoices the public body per the fee and payment schedule in the PO.

For VITA IT Contingent Labor processing support, please contact the ZeroChaos PMO at COVPMO@zerochaos.com.

For VITA IT Contingent Labor program information, see the VITA website at: <http://www.vita.virginia.gov/scm/default.aspx?id=11906>