



VITA Guidance on using Virginia Interactive services

Guidance on using the services of Virginia Interactive through VITA:

Public bodies must purchase Virginia Interactive (VI) services through VITA as VITA is the authorized user of the contract. Due to VITA's arrangement with VI, no administrative markup will be applied.

The process for contracting with VI is as follows:

- VI continues to market its services to public bodies and develops an SOW to document the services and costs for the specific work to be accomplished.
- The public body initiates an eVA requisition which is to be completed as follows:
 - **Vendor:** Virginia Information Technologies Agency
 - **Vendor Contact:** VITA
 - **Quantity and price:** in accordance with the VI SOW
 - **Contract number:** VA-051214-VIPN
 - **Bill-to address:** Agency, Institution or Locality placing order
 - Attach VI SOW to requisition
- VITA issues a subsequent PO to VI for the SOW amount.
- VI invoices VITA; VITA invoices customer the invoice amount.