



VITA Guidance on eVA Coding for IT Staff Augmentation Transition Labor

Requisitions for staff augmentation transitions should be coded in eVA as follows:

In the eVA requisition,

- **Vendor:** Computer Aid, Inc.
- **Vendor Contact:** Computer Aid, Inc.
- **Commodity Code:** 95239
- **Quantity and Price:** [in accordance with the IT Contingent Labor transition rate or for new requests in accordance with rate card]
- **Contract Number:** VA-051123-CAI
- **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: 01/01/2011 – 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.