



## VITA CONTRACTS

Localities are able to procure off of any VITA statewide contract. To view these contracts, click on the link below:

<http://vita.cobblestonesystems.com/public/>

On the search page, you can search for a statewide contract by the VITA Contract Number; Supplier Name; SWaM Designation; entering a keyword in the “keyword” field or by the VITA Contract Category (which is a list of VITA’s categories and sub-categories). With the exception of the keyword field, you can search these fields either by finding the item in the dropdown list(s) provided or by typing in the contract number, supplier name, SWaM designation or category until the desired item shows up in the list.

When you find a contract number you are interested in utilizing, you can click on the contract number to add it to the VITA Contract Number field; then click “Search Records” at the bottom of the page. If the contract is active, you will be directed to the screen that shows the Contract Number, Supplier Name, Contract Title and Expiration Date. At this screen, click “view” to the left of the Contract Number. This brings up the contract page that shows the supplier contact information, the VITA contract information and includes the contract and scope document links at the bottom of the page. To view the contract document, click the contract link at the bottom of the page.

We ask that VITA’s contract number(s) is reference on all purchase orders.

## VPN CONNECTIVITY

All public bodies must come through VITA for key fobs for virtual private network (VPN) connectivity to commonwealth executive branch systems. If your agency utilizes eVA, enter a requisition with VITA as the supplier and VITA – (NG) as the location using VR1 as the PO category. If VR1 is not an available PO category for your agency in eVA, use R01. VITA will then submit an order to NG for processing.