



**COMMONWEALTH OF VIRGINIA**  
*Office of the Governor*

**Timothy M. Kaine**  
Governor

**MEMORANDUM**

To: Heads of Executive Branch Agencies and Institutions of Higher Education  
From: Wayne M. Turnage, Chief of Staff to the Governor  
Date: October 8, 2008  
Subject: eVA, Virginia's Electronic Procurement System

A handwritten signature in black ink, appearing to read "Wayne M. Turnage", written over the "Date:" line.

Virginia has made significant strides towards more efficient and cost-effective purchasing and more public visibility and accountability of state purchases through the use of technology. eVA is the statewide electronic procurement solution that enables agencies and institutions to purchase goods and services over the Internet and to do so faster, easier, and cheaper, and for the public to review what is being purchased daily. eVA allows us to collect valuable data to leverage the Commonwealth's buying power. Currently 171 state agencies, 12,600 state agency users, 490 local governments, and over 32,600 vendors use eVA.

Electronic procurement continues to be a high priority for Governor Kaine and I am directing each Executive Branch agency and institution to use eVA for all procurement actions, including technology and construction, unless otherwise authorized, in writing. eVA meets the objective of providing one procurement system for the Commonwealth enterprise thereby avoiding the additional cost and administrative inefficiency of multiple systems.

Many agencies and institutions have made significant investments in enterprise resource planning (ERP) systems, and they are certainly not being directed to abandon them. Rather, all agencies and institutions with ERPs are expected to use eVA as their purchasing system beginning at the point of requisitioning. Where necessary, agencies shall integrate their ERP systems with eVA to capture eVA purchase transaction data in their ERP system for purposes of budget checking, encumbrance, payment processing, etc. Unless otherwise authorized in accordance with the provisions of the Restructured Higher Education Financial and Administrative Operations Act, agencies and institutions currently using eVA interface capabilities to transmit ERP purchasing data to eVA shall submit a written transition plan that accomplishes compliance with the required use of eVA no later than June 30, 2010. This plan must be submitted to the Director of the Department of General Services no later than October 31, 2008, and follow one of the following courses of action:

- Transition to eVA and integration with current version of agency ERP;
- Transition to eVA and integration with agency ERP at time of next major ERP update or new development release; or
- Transition to eVA and integration with agency ERP at time of next ERP upgrade or replacement.

eVA gives the Commonwealth "one electronic procurement face", enabling all agencies, institutions, localities and vendors to participate in electronic procurement via the eVA Internet portal. *Code of Virginia* § 2.2-4301 requires all procurement solicitations to be posted on the eVA Internet portal, and the eVA portal is also to serve as the single vendor registration system for all agencies and institutions.

I have directed the Department of General Services (DGS) to continue assisting each agency and institution as needed to fully implement this directive and to report to me periodically on both progress and utilization of eVA by all agencies and institutions. I have further delegated, to the Director of DGS, authority to make temporary exceptions to the directives set forth in this memorandum on a case-by-case basis.

The Governor and the legislature are committed to the continued success of eVA. It is therefore incumbent on all state agencies and institutions to continue working toward this same goal.