



COMMONWEALTH of VIRGINIA

Department of General Services

Division of Purchases and Supply

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To All Agency and Institution of Higher Education Purchasing Directors:

The purpose of this correspondence is to provide guidance on how agencies handle existing contracts and contract renewals with vendors deactivated from eVA because of delinquent (past due) eVA Fees, as governed by *the Virginia Debt Collection Act, Code of Virginia § 2.2-4800 through 2.2-4809* and the *Commonwealth Accounting Policies and Procedures (CAPP) Manual, Topic 20505*.

Vendors that fail to pay their eVA fees are deactivated from eVA and are no longer eligible to conduct business with state agencies and local governments as an eVA-registered vendor. Any agency that desires to continue doing business with a deactivated vendor that holds an existing contract is encouraged to contact the vendor and remind them of their contractual default. If a vendor agrees to cure its default, the vendor or the agency should contact Bryan Chamberlain, eVA Billing and Collections Manager, to coordinate payment and registration reactivation. If an agency feels compelled to do business with a deactivated vendor, the agency must document the reasons in the procurement file and process the order following the procedures set forth in the *Agency Procurement and Surplus Manual, Section 14.11 b*. for vendors not registered in eVA.

If you have questions or need additional information, please contact me at (804-786-3842 / ron.bell@dgs.virginia.gov), Becky Barnett at (804-225-3689 / rebecca.barnett@dgs.virginia.gov), Bryan Chamberlain (804-225-4046 / bryan.chamberlain@dgs.virginia.gov) or your agency's DPS Account Executive.

Best regards,

A handwritten signature in black ink, appearing to read "Ron Bell".

Ron Bell
Director