

Detailed Instructions:
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1. As required by Chapter 760, all public bodies as defined in 2.2-4301 of the Code of Virginia, including public institutions of higher education, shall provide a written report for any non-transportation related construction project in excess of \$2,000,000 that was procured by any method other than competitive sealed bidding. "Other than competitive sealed bidding" includes:

- Construction Management at Risk (CM@R) or any variation thereof,
- Design-Build (DB),
- Job Order Contracting (JOC),
- Energy Savings or Energy Performance Contracts (i.e., "ESCO"), and

The **Overall Project Activity Submission (Project Summary Recap)** eForm must be submitted quarterly even if there was no project activity. Public Bodies that do not submit the appropriate e-forms will be reported as non-responsive.

Only report data that is known as of the end of the reporting period.

Project information shall be updated each reporting period to reflect the latest information available for each project.

If one of the alternative procurement methods is indicated on the Overall Project Activity Form, a corresponding form SHALL be submitted for each project utilizing the method indicated. (See navigation instructions below for more information on how to submit these forms.)

For any other non-standard procurement method or questions on reporting requirements, contact the Bureau of Capital Outlay Management at capout@dgs.virginia.gov (please include your name, organization, and phone number and include "Procurement Survey" in the subject line) for reporting requirements

2. Public bodies shall submit survey data to DGS on a quarterly basis. Quarterly submissions are due by the 25th of the month following the end of each quarter through June 30, 2017.

3. The Secretary of Administration Procedures for Construction Management at Risk and Design-Build are available at:
[SOA PROCEDURES](#)

4. A "Construction Method Recommendations" eForm will be available to allow you to make recommendations for improvement of: 1) the method of procuring construction (generally) and 2) the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia).

5. If during the same survey period you need to revise what had been previously submitted, copy the eForm, make the necessary changes, and add the word REVISED to the Title field and Submit.

6. Project information shall be updated each survey period to reflect the latest information available for each project. In future quarterly reporting periods, if there are no new projects to report or no updates to previously submitted survey data, only complete the Overall Project Activity Submission.

If there are new projects or updates to previously submitted forms, then complete the Overall Project Activity Submission, copy the previously submitted applicable eForms, update the project information, and submit.

7. If a project was procured utilizing the provisions of the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA), indicate that fact on the appropriate eForm for the procurement methodology utilized (ex. Construction Manager at Risk, Design-Build) to procure the construction and not the selection of the PPEA.

If a project was procured utilizing the provisions of the Public-Private Education Facilities and Infrastructure Act of 2002 (PPEA), indicate that fact on the appropriate eForm for the procurement methodology utilized (ex. Construction Manager at Risk, Design-Build) to procure the construction and not the selection of the PPEA.

Construction Procurement Survey

Navigation Instructions

1. Access the Construction Procurement Survey through the DEB Website at:
<https://www.dgs.virginia.gov/tabid/1554/Default.aspx>
2. If you have previously registered for the survey click the INPUT SURVEY DATA link.
(If you have not registered, you must complete the registration so that you have access to the survey.
You can register by clicking the REQUEST ACCESS TO INPUT SURVEY DATA link.)

DGS | Division of Engineering and Buildings > Construction Procurement Survey

DGS Home

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Office of Surplus Property Management

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eVA

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eVA Transparency in Procurement

2015 Virginia Acts of the Assembly, Chapter 760 Construction Procurement Survey

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As required by Chapter 760, all public bodies as defined in 2.2-4301 of the Code of Virginia, including public institutions of higher education, shall provide a written report for any non-transportation related construction project** in excess of \$2,000,000 that was procured by any method other than competitive sealed bidding.

The Overall Project Activity Submission (Project Summary Recap) survey must be submitted even if there was no project activity. Public Bodies that do not submit the appropriate Survey will be reported as non-responsive. Project information shall be updated each reporting period to reflect the latest information available for each project.

Please report data only for those projects that meet all three of the following criteria:

- Project construction value is in excess of \$2,000,000
- Project was not procured by competitive sealed bidding
- **If after July 1, 2015 one of the following has occurred:**
 - (a) Construction Management at Risk - Project Request for Proposal was issued.
 - (b) Design-Build - Project Request for Proposal was issued.
 - (c) Job Order Contracting - JOC Contract was awarded or renewed.
 - (d) Energy Savings or Energy Performance Contracts - Back of the Envelope Proposal Request was issued.

REQUEST ACCESS TO INPUT SURVEY DATA

[INPUT SURVEY DATA](#)
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For any other non-standard procurement method or questions on reporting requirements, contact the Bureau of Capital Outlay Management at capout@dgs.virginia.gov (please include your name, organization, and phone number and include "Procurement Report" in the subject line) for reporting requirements.

* See Definitions for more information regarding what qualifies as a non-transportation related project.

3. The login screen will appear. Log-in using the username and password from your registration.
4. After login, the following screen will appear:

The screenshot shows the eVA system interface. At the top right, there are links for 'Home', 'Help', and 'Logout', and the user's name 'Welcome Gray, Michael'. Below this is a navigation bar with 'My Home' and 'My Approvals'. The main content area is titled 'Electronic Forms' and 'FORM11692: Untitled Electronic Form'. It prompts the user to 'Provide the requested information.' There are two dropdown menus: 'Prepared by' (set to 'Gray, Michael') and 'On behalf of' (set to 'Virginia Commonwealth University'). Below these is a dropdown menu for 'eForm' with 'Overall Project Activity Submission' selected. At the bottom right of the form area, there are 'Next' and 'End' buttons, with the 'Next' button circled in red.

If, when first entering the survey, the “Overall Project Activity Submission” eForm is not pre-selected, choose this selection from the dropdown menu as follows:

NOTE ON DROPDOWN MENUS – DO NOT choose from the items first displayed in the dropdown menu. These choices may not be the correct choices for input in that particular dropdown box. (This is a known issue that will be resolved, but is not at this time.) Instead, choose “Search for more...”.

When “Search for more...” is chosen a dialogue box will appear with the correct choices for the dropdown box.

Name ↑	Profile Name	
Construction Management at Risk	CM@R	Select
Construction Method Recommendations	REC	Select
Design-Build	DB	Select
Energy Savings Contracts	ESCO	Select
Job Order Contracting	JOC	Select
Overall Project Activity Submission	OP	Select

Select the appropriate choice.

Click “Next” in the upper right hand corner of the page.

- The Overall Project Activity Submission page will appear. Complete the form.

Overall Project Activity Submission

DEPARTMENT OF GENERAL SERVICES

Data reporting for the Construction Procurement Report. As a reminder, please report data only for those projects that meet all three of the following criteria: 1) Project construction value is in excess of \$2,000,000; 2) Project was not procured by competitive sealed bidding; 3) If after July 1, 2015 one of the following has occurred: (a) Construction Management at Risk - Project Request for Proposal was issued; (b) Design-Build - Project Request for Proposal was issued; (c) Job Order Contracting - JOC Contract was awarded or renewed; (d) Energy Savings or Energy Performance Contracts - Back of the Envelope Proposal Request was issued.

Enter the entity name in the Title field below (if this is a revised submission in the same reporting period, include "Revised" at the beginning of the field):

Title: ← This field MUST be completed on all forms submitted.

Preparer: Gray, Michael

On Behalf Of: x

eForm: Overall Project Activity Submission

Reporting Period:

Select the description which best describes your public body's procurement authority in relation to the VPPA:

This public body has no special construction procurement authorities and must fully comply with all provisions of the VPPA.

This public body has special construction authorities which allow for alternate procedures to the VPPA; these alternate procedures comply with the VPPA.

This public body has special construction authorities which allow for alternate procedures to the VPPA; these alternate procedures vary from the VPPA.

Select only one

Check all boxes that apply to your project(s) and submit the required eForm, if applicable:

No new projects or changes to prior survey data this reporting period ← Select if the entity has no projects meeting the criteria in the gray box above

Construction Management at Risk (submit the required eForm)

Job Order Contracting (submit the required eForm)

Design-Build (submit the required eForm)

ESCO (submit the required eForm)

Select at least one

6. Continue through the form steps by clicking the “Next” button in the upper right hand corner of the screen until you reach step 5 (Summary).

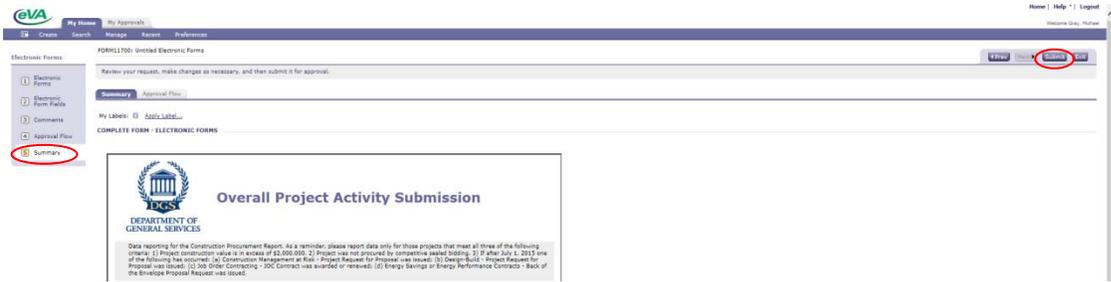
Overall Project Activity Submission

DEPARTMENT OF GENERAL SERVICES

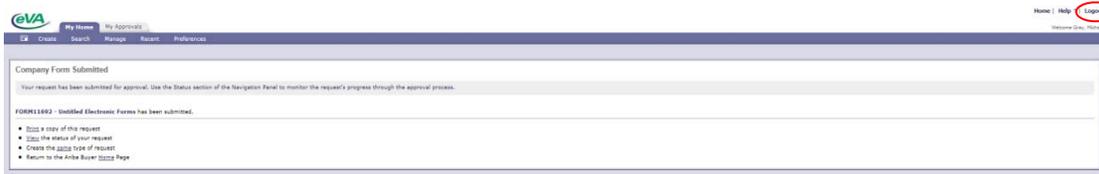
Data reporting for the Construction Procurement Report. As a reminder, please report data only for those projects that meet all three of the following criteria: 1) Project construction value is in excess of \$2,000,000; 2) Project was not procured by competitive sealed bidding; 3) If after July 1, 2015 one of the following has occurred: (a) Construction Management at Risk - Project Request for Proposal was issued; (b) Design-Build - Project Request for Proposal was issued; (c) Job Order Contracting - JOC Contract was awarded or renewed; (d) Energy Savings or Energy Performance Contracts - Back of the Envelope Proposal Request was issued.

Next

7. At the “Summary” step, click the “Submit” button in the upper right hand screen to submit the form.



8. When the following screen appears, take one of the following actions:
- If you have completed the required reporting for this period, click the logout button on the upper right hand corner of the page.



- A separate survey form must be submitted for each individual project.** To access these forms, click the link "Create the same type of request". *This request refers to other electronic survey forms such as Construction Manager at Risk, Design-Build, Energy Performance Contract, or Job Order Contracting. Choose this option to complete project surveys for the projects meeting the criteria for reporting.*

Company Form Submitted

Your request has been submitted for approval. Use the Status section of the Navigation

FORM11326 - P194DPSMINIMUM - OP_Test test has been submitted.

- [Print](#) a copy of this request
- [View](#) the status of your request
- [Create the same type of request](#)
- Return to the Ariba Buyer [Home](#) Page

When you reach the following screen, choose, as shown below, another survey form to complete. Reminder: A separate survey form must be submitted for each individual project.

Select here and choose the appropriate form from the list provided.

Name	Profile Name	
Construction Management at Risk	CM@R	Select
Construction Method Recommendations	K&C	Select
Design-Build	DB	Select
Energy Savings Contracts	ESCO	Select
Job Order Contracting	JOC	Select
Overall Project Activity Submission	OP	Select

c. If you chose the link 'Return to the Ariba Buyer Home page link, you will be taken to the MAIN Ariba Home screen, as shown which will show all of the forms:

The screenshot shows the 'My Electronic Forms' interface. On the left, there are 'Common Actions' (Create, Manage) and 'Recently Viewed' sections. The main area displays a 'My Documents' table with the following data:

ID	Title	Date ↓	Status
FORM11330	P194DPSMINIMUM - CM@R_A Project Request for Proposal	7/24/2015	Approved
FORM11329	P194DPSMINIMUM - OP_Department of General Services	7/24/2015	Approved

Below the table, there is a 'View List...' link with a '(2)' indicator.

To revise a previously submitted survey form for the current reporting period, select a form from the list and click the copy button. When the copied survey form appears, add **REVISED to the beginning of the title, make the necessary changes and re-submit.**

To complete a new survey form from this screen, click on Create – Electronic Forms and repeat the above process.

- When all project survey forms have been completed, logout as shown earlier in step 8a.

The screenshot shows a confirmation message: 'Company Form Submitted'. Below the message, there is a list of instructions for the user to follow after submission.

- Click a copy of this request
- Click the status of your request
- Create the second type of request
- Return to the main screen

- Click Home in upper right hand corner if you need to access the submitted forms listing at a later time to make revisions to a previously submitted project survey form.

The screenshot shows the 'FORM11708: Untitled Electronic Forms' page. The 'Home' button in the top right corner is circled in red. The page includes navigation buttons for 'Prev', 'Next', and 'Exit'.

GETTING ASSISTANCE

For questions regarding the content of these reports, contact DGS, Division of Engineering and Buildings at capout@dgs.virginia.gov and include "Construction Procurement Survey" in the subject line.

For technical difficulties or questions regarding the navigation of these screens, contact:

eVA Customer Care 1-866-289-7367

eVACustomerCare@dgs.virginia.gov