



*Future Procurements &
Government to Government*
Posting System

User Guide

March 2016, Version 3

eVA

INTRODUCTION

The Commonwealth has implemented a posting system called Future Procurements. Future Procurements is the official state website for posting upcoming procurement opportunities and Government-to-Government purchases of services meeting specific criteria.

The eVA Future Procurements site provides maximum access to electronic commerce opportunities for businesses in the Commonwealth of Virginia. Postings created using the Future Procurement tool will automatically be posted to the Future Procurement listing on the eVA home page. Information regarding the policy that guides these postings can be found in [Chapter 3](#) of the [Agency Procurement and Surplus Property Manual](#)

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FUTURE PROCUREMENT USER REQUEST

Requesting Login to Future Procurement

To use this application, users will not be able to use their eVA login and must have a login specific to this application. The setup required for a user is quick and can be requested either from the Agency eVA Team Lead.

1. **Users** should provide their Agency eVA Lead the following information when requesting access to Future Procurement: **Agency/Entity Name**
 - **Current eVA User Name**
 - **First & Last Name**
 - **Email**
 - **FAX**
 - **Address**
 - **City, State, Zip**
2. **Agency eVA Leads** will send requests to their Account Executive for review.
3. **Account Executive** approves/disapproves the request. If the login request is approved, the Account Executive emails the eVA Global Security Officer with the information.
4. **eVA Global Security Officer** will create the account and the user will receive an automated email from eVA Customer Care. The eVA Global Security Officer also emails the Account Executive and the Agency eVA Lead to notify them the account was created.

Access Future Procurement

Go to <https://evafutureprocurements.dgs.virginia.gov/default.aspx> and log in with your user name and password.

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eVA Virginia's Total e-Procurement Solution

eVA Home > eVA Future Procurements

eVA FutureProcurement Posting System

System Login

Username:

Password:

Login

Forgot your password? Click here.

Note

- Login credentials are typically sent within one business day
- The first time you login, you will be prompted to change your password
- If you experience any issues, please call eVA Customer Care at 1-866-289-7367 or email eVACustomerCare@dgs.virginia.gov

Contact

Janne Erbe
eVA Global Security Officer
Phone: 804-371-2625
Email: Janne.Erbe@dgs.virginia.gov

CREATE A POSTING

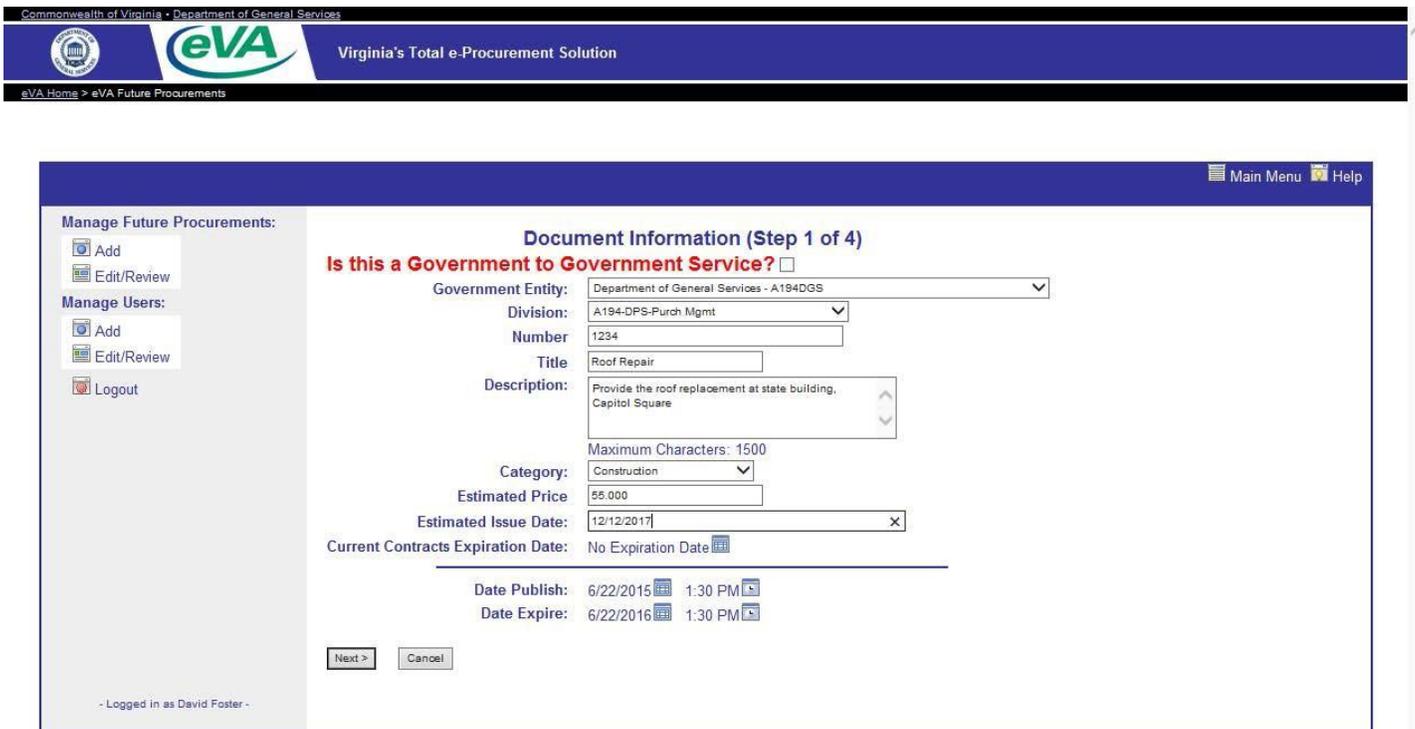
Creating a Future Procurement posting

To post a new or edit an existing Future Procurement, click the “Add” or “Edit/Review” link under the “Manage Future Procurements.” *Note: Throughout this documentation the “Manage Users” section is visible. This section is only visible to Admin Users and should be ignored.*



Step 1 of 4: Document Information

Complete the fields using the table below as a guide. Click “Next” button to navigate to the next step.



Field	Definition
*Is this a Government to Government Service?	Checkbox – By default the box will be blank and, therefore, automatically set as a Future Procurement. Do not select for Future Procurements. Once the posting has been submitted you cannot go back and edit/change this selection
*Government Entity	Department (Agency) that the posting is being created for—your department will be the default value. If you are authorized to place postings for other agencies, use the dropdown menu to select the Department (Agency).
*Division	Unit for which the posting is being created for. Your Unit will default in this field. If you are authorized to place advertisements for other purchasing shops (Units) within your Agency/Organization, use the dropdown menu to select the appropriate Unit.
*Number	Posting Number – must be unique for each advertisement
*Title	Text field (32) for entering a short description of the future procurement. This field will be displayed as the Title on the Future Procurement page in the eVA Home Page.
*Description	Text field (1500) for entering a description of the future procurement.
*Category	Category associated with the document, which vendors will be use as a search value. Select using the dropdown list.
*Estimated Price	An estimated value you anticipate for the future procurement.
*Estimated Issue Date	Date you anticipate posting the solicitation.
*Current Contract Expiration	Optional field to identify when the current contract will end.
*Date Publish	Date that you want the posting to be published on the eVA Future Procurement page. This date can be a current or future date.
*Time Publish	Time that you want the posting to be published on the eVA Future Procurement. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="text-align: center;"><i>WARNING: If the Publish Date/Time passes before submitting, you must go back and change your posting date.</i></p> </div>
*Date Expire	Date will default to expire in 365 days. Select the date you want the posting to be removed from the eVA Future Procurement page.
*Time Expire	Select the time you want the posting to be removed from the eVA Future Procurement page.

Step 2 of 4: Officer Information

The officer information is populated with your user information. This can be changed to another contact if needed at any time. Enter the first and last name of the Contact and update fields as needed.

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 Virginia's Total e-Procurement Solution

eVA Home > eVA Future Procurements

Main Menu Help

Manage Future Procurements:

- Add
- Edit/Review

Manage Users:

- Add
- Edit/Review
- Logout

Officer Information (Step 2 of 4)

Created By: David Foster

Contact Name: David Foster

E-Mail: David.Foster@dgs.virginia.gov

Phone: 804 - 225 - 0000

Address: 1111 East Broad Street

City, State, Zip: Richmond, VA, 23219

< Prev Next > Cancel

- Logged in as David Foster -

Step 3 of 4: Commodity Codes

Type the commodity code number or description of what you are searching for in the Commodity Code Search box and click the search button.

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Commodity Codes (Step 3 of 4)

Commodity Code Search: roof Search

< Prev Next > Cancel

- Logged in as David Foster -

From the Commodity Code results table, find the appropriate commodity code for you future procurement and click the “Add” **button**. Repeat until all commodity codes you would like have been added.

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Commodity Codes (Step 3 of 4)

Commodity Code Search:

Code	Description	
03178	Roof Ventilators, Power Driven (Including Recycled Types)	<input type="button" value="Add"/>
03179	Roof Ventilators, Wind Driven (Including Recycled Types)	<input type="button" value="Add"/>
03195	Ventilation Equipment and Systems (See 031-78, 79 for Roof Ventilators)	<input type="button" value="Add"/>
06544	Hatches, Roof (For Ventilation, Emergency Exit, etc.)	<input type="button" value="Add"/>
09064	Proof Boxes	<input type="button" value="Add"/>
12570	Paper, Reproduction Proofing	<input type="button" value="Add"/>
13574	Tile, Roof, Clay, Burnt Type (See 770-64 for Concrete Roofing Tile)	<input type="button" value="Add"/>
13593	Recycled Tile (Ceramic, Decorative, Fire, Roof, Quarry, etc. (See 360-37 for Other Types)	<input type="button" value="Add"/>
14560	Roofing	<input type="button" value="Add"/>
15086	Trusses, Roof, Wooden	<input type="button" value="Add"/>
21016	Concrete Beams, Channels, Roof Decks, Bollards, etc., Prestressed	<input type="button" value="Add"/>
28090	Weatherproof Cables and Wires, Solid and Stranded, Single and Multiconductor, Aluminum and Copper: Types RR, WP, etc.	<input type="button" value="Add"/>
28513	Compound, Explosion Proof Sealing	<input type="button" value="Add"/>
28556	Lighting Fixtures, Outdoor: Floodlights, Spotlights, Yard Lights, and all other Weatherproof Fixtures (Except Streetlights) (Including Recycled Types)	<input type="button" value="Add"/>

Review all of the selected commodity codes. To remove commodity codes you no longer want to include, click the “Remove” **button**. If you are satisfied with your choice(s) click the “Next” **button**.

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 Edit/Review
 Logout

- Logged in as David Foster -

Commodity Codes (Step 3 of 4)

Commodity Code Search:

Code	Description	
14560	Roofing	<input type="button" value="Remove"/>

< Prev Next > Cancel

Step 4 of 4: Review Summary

Review your information. To make corrections, click the “Previous” **button**. Once you are ready to submit, click the “Submit Document” **button**. The posting will be added to the Future Procurements listing once the publish date and time selected has been reached.

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eVA Home > eVA Future Procurements

Main Menu Help

Manage Future Procurements:
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Edit/Review
Logout

Summary (Step 4 of 4)

Please verify the information below and click on "Submit Document" to submit this future procurement.

Document Information:

Government Entity:	Department of General Services - A194DGS
Division:	A194-DPS-Purch Mgmt
Number:	12343336
Title:	Roof Repair
Description:	Provide the roof replacement at state building, Capitol Square
Category:	Construction
Estimated Price:	55,000
Estimated Issue Date:	12/12/2017
Current FutureProcurement Expiration Date:	No Expiration Date
Date Publish:	Monday, June 22, 2015 1:30:00 PM
Date Expire:	Wednesday, June 22, 2016 1:30:00 PM

Officer Information:

Created By:	David Foster
Contact Name:	David Foser
E-Mail:	David.Foster@dgs.virginia.gov
Phone:	804-225-0000
Address:	1111 East Broad Street
City, State, Zip:	Richmond, VA 23219

Commodity Codes:

Code	Description
14560	Roofing

< Prev Submit Document Cancel

- Logged in as David Foster -

Future Procurement document submitted successfully. Thank You.

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VA Home > eVA Future Procurements

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Main Menu Help

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Future Procurement document submitted successfully. Thank you.



- Logged in as David Foster -

GOVERNMENT-TO-GOVERNMENT POSTING

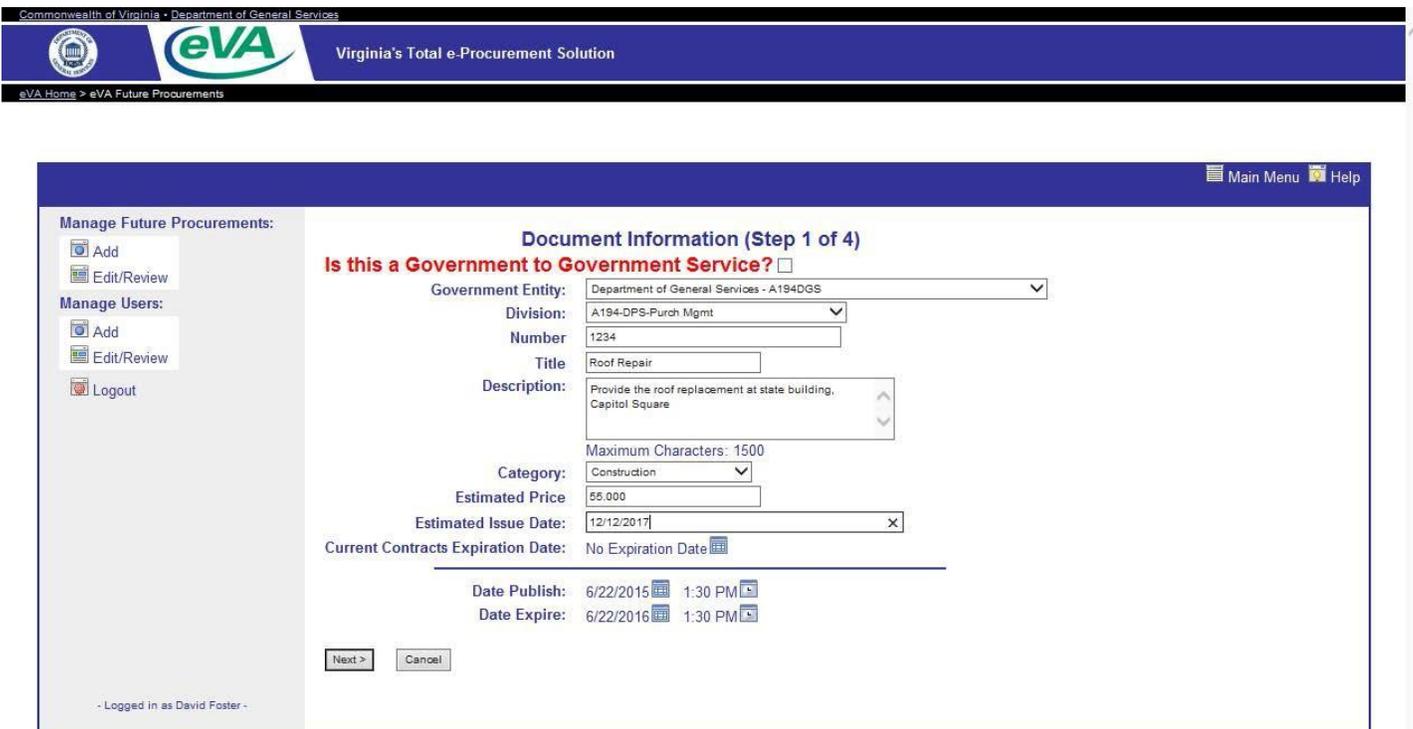
Creating a Government-to-Government Service Agreement Posting

To post a new or edit an existing Government-to-Government Service Agreement, click the “Add” or “Edit/Review” link under the “Manage Future Procurements.”



Step 1 of 4: Document Information

Complete the fields using the table below as a guide. Click “Next” button to navigate to the next step.



Field	Definition
*Is this a Government to Government Service?	Checkbox – By default the box will be blank and, therefore, automatically set as a Future Procurement. Click to fill the checkbox for Government-to-Government Service Agreements. Once the posting has been submitted you cannot go back and edit/change this selection
*Government Entity	Department (Agency) that the posting is being created for—your department will be the default value. If you are authorized to place postings for other agencies, use the dropdown menu to select the Department (Agency).
*Division	Select the appropriate BSO involved in the transaction from the dropdown menu .
*Tracking Number/PO	Posting Number – must be unique for each posting.
*Public Body Procured From	Text field (32) for entering the government entity the agency is procuring the services from. This field will be displayed as the Title on the Future Procurement page in the eVA Home Page.
*Description	Text field (1500) for entering a description of the services provided, ex: "painting services for Moorehouse Building, West Campus."
*Category	This will automatically default to Government-to-Government.
*Price	Enter the price paid for the service.
*Issued Date	Enter the date you began to receive services.
*Date Publish	Date that you want the posting to be published on the eVA Future Procurement page. This date can be a current or future date.
*Time Publish	Time that you want the posting to be published on the eVA Future Procurement. <div style="border: 1px solid black; padding: 5px; text-align: center;"><i>WARNING: If the Publish Date/Time passes before submitting, you must go back and change your posting date.</i></div>
*Date Expire	Date will default to expire in 365 days. Select the date you want the posting to be removed from the eVA Future Procurement page.
*Time Expire	Select the time you want the posting to be removed from the eVA Future Procurement page.

Step 2 of 4: Officer Information

The officer information is populated with your user information. This can be changed to another contact if needed at any time. Enter the first and last name of the Contact and update fields as needed. Click “Next” button to navigate to the next step.

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Officer Information (Step 2 of 4)

Created By:

Contact Name:

E-Mail:

Phone: - -

Address:

City, State, Zip:

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Step 3 of 4: Commodity Codes

Type the commodity code number or description of what you are searching for in the Commodity Code Search box and click the search button.

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Commodity Codes (Step 3 of 4)

Commodity Code Search:

- Logged in as David Foster -

From the Commodity Code results table, find the appropriate commodity code for the service and click the “Add” button. Repeat until all commodity codes you would like have been added.

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Commodity Codes (Step 3 of 4)

Commodity Code Search:

Code	Description	
03178	Roof Ventilators, Power Driven (Including Recycled Types)	<input type="button" value="Add"/>
03179	Roof Ventilators, Wind Driven (Including Recycled Types)	<input type="button" value="Add"/>
03195	Ventilation Equipment and Systems (See 031-78, 79 for Roof Ventilators)	<input type="button" value="Add"/>
06544	Hatches, Roof (For Ventilation, Emergency Exit, etc.)	<input type="button" value="Add"/>
09064	Proof Boxes	<input type="button" value="Add"/>
12570	Paper, Reproduction Proofing	<input type="button" value="Add"/>
13574	Tile, Roof, Clay, Burnt Type (See 770-64 for Concrete Roofing Tile)	<input type="button" value="Add"/>
13593	Recycled Tile (Ceramic, Decorative, Fire, Roof, Quarry, etc. (See 360-37 for Other Types)	<input type="button" value="Add"/>
14560	Roofing	<input type="button" value="Add"/>
15086	Trusses, Roof, Wooden	<input type="button" value="Add"/>
21016	Concrete Beams, Channels, Roof Decks, Bollards, etc., Prestressed	<input type="button" value="Add"/>
28090	Weatherproof Cables and Wires, Solid and Stranded, Single and Multiconductor, Aluminum and Copper: Types RR, WP, etc.	<input type="button" value="Add"/>
28513	Compound, Explosion Proof Sealing	<input type="button" value="Add"/>
28556	Lighting Fixtures, Outdoor: Floodlights, Spotlights, Yard Lights, and all other Weatherproof Fixtures (Except Streetlights) (Including Recycled Types)	<input type="button" value="Add"/>

Review all of the selected commodity codes. To remove commodity codes you no longer want to include, click the “Remove” button. If you are satisfied with your choice(s) click the “Next” button.

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 Edit/Review
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- Logged in as David Foster -

Commodity Codes (Step 3 of 4)

Commodity Code Search:

Code	Description	
14560	Roofing	<input type="button" value="Remove"/>

< Prev Next > Cancel

Step 4 of 4: Review Summary

Review your information. If you need to make any corrections, click the “Previous” **button**. Once you are happy with the summary, click the “Submit Document” **button**. The posting will be added to the Future Procurements listing once the publish date and time selected has been reached.

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Manage Future Procurements:
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Logout

Summary (Step 4 of 4)
Please verify the information below and click on "Submit Document" to submit this future procurement.

Document Information:

Government Entity:	Department of General Services - A194DGS
Division:	A194-DPS-Purch Mgmt
Number:	12343336
Title:	Roof Repair
Description:	Provide the roof replacement at state building, Capitol Square
Category:	Construction
Estimated Price:	55,000
Estimated Issue Date:	12/12/2017
Current FutureProcurement Expiration Date:	No Expiration Date
Date Publish:	Monday, June 22, 2015 1:30:00 PM
Date Expire:	Wednesday, June 22, 2016 1:30:00 PM

Officer Information:

Created By:	David Foster
Contact Name:	David Foser
E-Mail:	David.Foster@dgs.virginia.gov
Phone:	804-225-0000
Address:	1111 East Broad Street
City, State, Zip:	Richmond, VA 23219

Commodity Codes:

Code	Description
14560	Roofing

< Prev Submit Document Cancel

- Logged in as David Foster -

Future Procurement document submitted successfully. Thank You.

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Main Menu Help

Manage Future Procurements:
Add
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Manage Users:
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Edit/Review
Logout

- Logged in as David Foster -

Future Procurement document submitted successfully. Thank you.



EDITING A POSTING

To edit an existing Future Procurement or Government to Government Service click the “Edit/Review” link.



FUTURE PROCUREMENT POSTING

By default you will only see Future Procurement postings. Search for the Future Procurement you want to edit and click the details link to start the edit process.

GOVERNMENT-TO-GOVERNMENT SERVICES POSTING

To edit a Government to Government Service posting, check the box beside “If you are searching for a Government to Government Service check this box --> .” Search for the Government to Government Service you want to edit and click the details link to start the edit process.



DISABLING/ENABLING A POSTING

Disable view a posting

To remove your posting so it is no longer visible to the public on the Future Procurements listing, begin by following the instructions to edit. Once inside the document, click the “Disable Document” **button**. Note that the “Disable Document” **button** will change to “Enable Document.”

Document Information (Step 1 of 3)

Government Entity: Department of General Services - A194DGS
Division: A194-DPS-Admin
Tracking Number/PO: 123456
Public Body Procured From: Parvin's Test
Description: This is Parvin's test - Added Government To Government Service to the list of the Categories. updated June 12
Maximum Characters: 1500
Category: Government To Government Service
Price: 50K
Issue Date: 5/20/2015

Date Publish: 6/12/2015 5:00 PM
Date Expire: 6/26/2015 3:30 PM

Next >
Go to Summary Disable Document Cancel

- Logged in as David Foster -

Last updated on 6/12/2015 4:52:00 PM by pmirshahi

Enable view of a posting

To repost and allow the public to view your existing Future Procurement or Government to Government Service Posting on the Future Procurements listing, follow the instructions to edit and click the “Enable Document” **button**. Note that the Enable button will change to “Disable Document” Your posting will now be visible to the public.



Document Information (Step 1 of 3)

Government Entity: Department of General Services - A194DGS
Division: A194-DPS-Purch Mgmt
Tracking Number/PO: 001
Public Body Procured From: Foster Test
Description: This is GOV To Gov
Maximum Characters: 1500
Category: Government To Government Service
Price: 25,000
Issue Date: 10-25-2015

Date Publish: 5/21/2015 4:00 PM
Date Expire: 6/11/2015 4:00 PM

Next >
Go to Summary Enable Document Cancel

- Logged in as David Foster -

Last updated on 6/25/2015 10:12:00 AM by dfoster