Ordering staff augmentation services in eVA

Purpose

This job aid provides instructions on how to place catalog orders in eVA for staff augmentation services ordered through the CAI contract.

Responsibility

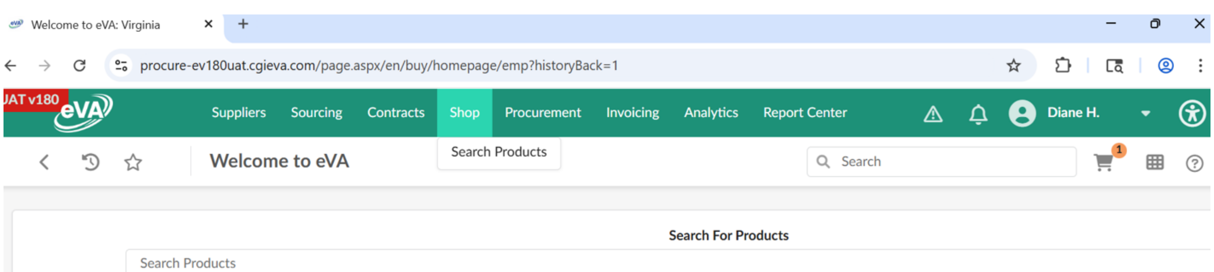
All Commonwealth of Virginia (COV) employees who are assigned the eVA procurement ordering role within your organization.

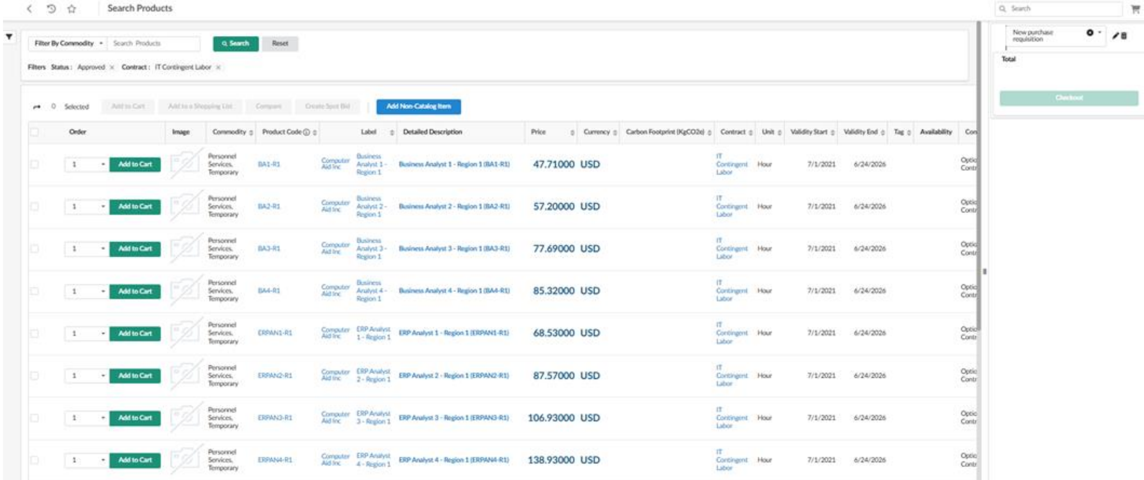
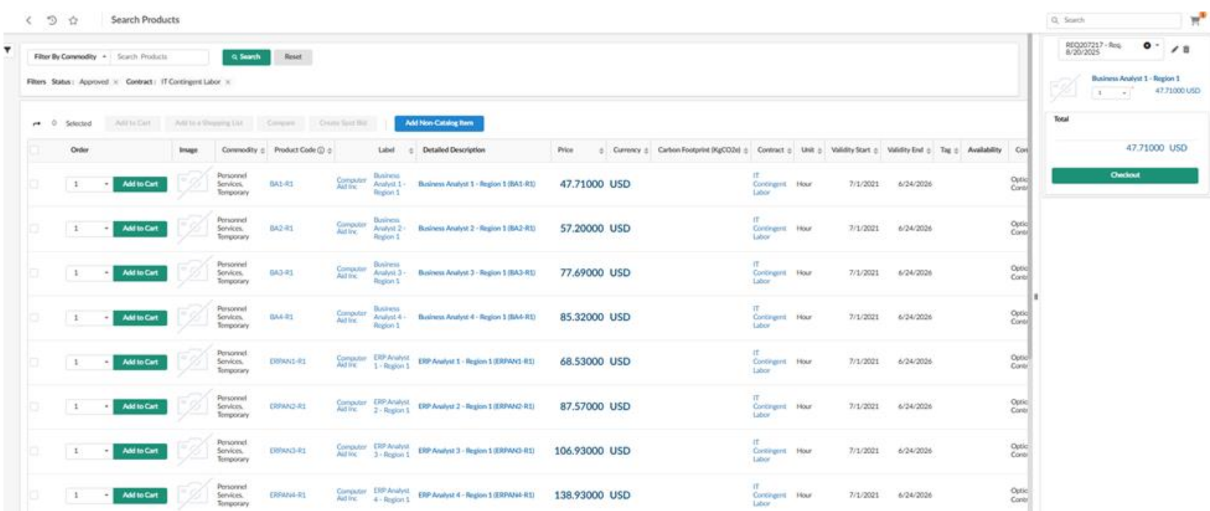
Sections

A. Standard procedure
B. Exception procedure
C. Helpful tips
D. Statement of work (SOW) purchase orders (POs)

Procedures

A. Standard procedure

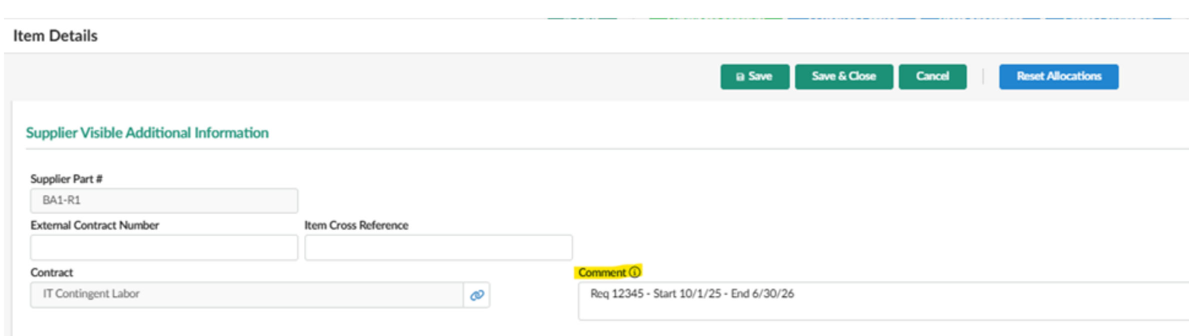
1.	Log into eVA at https://eva.virginia.gov/
2.	Hover your mouse over **Shop** on the top ribbon and click **Search Products** 
3.	Click the small **funnel** **image** on the left of the screen to open the filter options
4.	Search for the CAI catalog using the contract description OR supplier name ▪ Contract = IT Contingent Labor ▪ Supplier name = Computer Aid, Inc
5.	The CAI catalog will load

	
6.	Search for the applicable catalog item (job title) using the **Search Products** field. Example – enter **Project Manager, ERP Analyst, Applications Architect,** etc. **Note:** Each job title has two catalog line items - one for Region 1 (R1) and a second for Region 2 (R2). Region 2 is Northern Virginia only. Region 1 is all other locations in Virginia. Make sure you are selecting the correct line item.
7.	Click to add a check mark to the applicable line items(s) and then click **Add to Cart** to add applicable line item(s) to your eVA shopping cart
8.	After adding items, click **Checkout** when you are ready to complete your requisition  **Note:** Each job title added to your cart will default to the maximum Not to Exceed hourly rate from the CAI rate card. If the proposed hourly rate is **<u>lower</u>** than the Not to Exceed rate, you can edit the rate on the next screen. Rates **<u>cannot</u>** exceed the Not to Exceed hourly rate for any given job title. See Section B below for **Exception procedure**.
9.	Complete all required fields under **Header** on the eVA requisition • **Name:** Use your agency's standard naming convention to name your PO and save the file in eVA. Examples: ○ VDH - PO123456 - Project Manager 4

- DOA – ERP Analyst 3 – John Smith – FY26 Renewal
    - VITA – Programmer Analyst 2 – Hiring Manager Bob Jones
- **PO Category:** Click **VR1-Technology-Routine**. ALL CAI POs must use VR1-Technology-Routine.
- Complete **Ship to** and **Bill to** information on the right. Make sure an email address is included in the **Bill to** field. This is usually the email address of your agency's accounts payable department. CAI will email invoices to the email address provided.
- **Procurement Transaction Type:** Click **Non-professional services – Technology**
- Use the **Comment** field below the **Ship to** and **Bill to** information to communicate additional relevant information to CAI and the staffing company. Comments entered in this field will appear at the bottom of each PO above the PO terms and conditions. DO NOT use the **Comment** field for important information that needs to be populated on the PO line item. See **Note** below in #10.
- Under **Items and Services**, click the **pencil icon** to edit each line item.

10. You will be taken to the **Item Details** page where you will complete the following:

- **Ordered Qty:** Update with applicable number of hours
- **Estimate Costs:** Update **Unit Price** if required. **Note:** The hourly rate CANNOT exceed the Not to Exceed hourly rate.
- **Deliver To:** Enter name of the hiring manager
- **Supplier Contact:** Not required
- **External Contract Number:** Not required
- **Comment (Supplier Visible):** Use this field to communicate additional relevant information to CAI and the staffing company. Comments entered in this field will appear at the bottom of each PO above the PO terms and conditions.
- **Additional Details:** Not required
- **Internal Comments:** For internal agency use. Comments entered in this field will not appear on the PO or be sent to CAI or the staffing company.
- **Allocations:** Complete allocations ensuring the total allocations equal 100%.



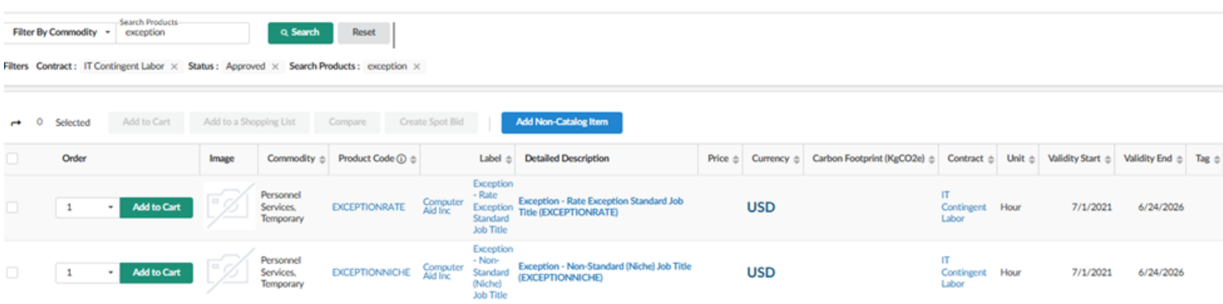
Note: CAI requires the following minimum information be provided in the **Comment** field:

<table>
<tr><td></td><td>✓ Vector Vendor Management System (VMS) requisition number OR contractor name
✓ Start date – use TBD if exact start date is unknown
DO NOT include unnecessary information in the Comment field. For example:
× Job descriptions
× Total number of hours - this is already populated in the Quantity field
× Rate - this is already populated on the line item</td></tr>
<tr><td>11.</td><td>When all information has been entered, click Save and Close</td></tr>
<tr><td>12.</td><td>Click Submit for Approval</td></tr>
</table>

B. Exception procedure

The CAI catalog includes two catalog items for staff augmentation exceptions:

<table>
<tr><td>1.</td><td>Rate Exception – Standard Job Title: To be used when the hourly rate exceeds the Not to Exceed rate card for an existing job title</td></tr>
<tr><td>2.</td><td>Exception – Non-Standard Job Title (Niche): To be used when the job title/skill set being hired is not represented on the rate card</td></tr>
<tr><td>3.</td><td>



Agencies must use one of the two exception catalog items when processing POs for staff augmentation exceptions. <u>The eVA catalog item selected must match the requisition class selected in Vector VMS by the hiring manager.</u></td></tr>
</table>

C. Helpful tips

<table>
<tr><td>1.</td><td>Agencies should review their internal process for hiring staff augmentation contractors to ensure the correct catalog item is recorded on internal forms sent to agency procurement staff. It is critical that the eVA buyer selects the catalog item that matches the requisition class used to create the Vector VMS requisition.</td></tr>
</table>

	Prior to creating the Vector requisition, agency hiring managers should work with their CAI account manager to ensure they have selected the correct requisition class in Vector and that it matches the job function/skill set being hired.
2.	Rates entered into eVA for existing job titles on the CAI rate card CANNOT exceed the Not to Exceed hourly rates for those job titles. eVA buyers must use one of the two exception catalog items for rate exceptions or for niche skill sets not represented on the rate card. **Example 1**: The agency is hiring an Applications Architect for a position in Richmond at the hourly rate of $125.00. The maximum Region 1 hourly rate for an Applications Architect is $95.30. The Applications Architect catalog item cannot be used because the proposed hourly rate exceeds the rate card. The eVA buyer must use the **Rate Exception – Standard Job Title** catalog item when creating the PO. The eVA requisition class must match the requisition class used by the hiring manager in the Vector VMS requisition. **Example 2**: The agency is hiring an Oracle EBS subject matter expert. This job title is not represented on the current rate card. The eVA buyer must use the **Exception – Non-Standard Job Title (Niche)** catalog item when creating the PO. The eVA requisition class must match the requisition class used by the hiring manager in the Vector VMS requisition.
3.	CAI will reject any PO where the eVA catalog item selected for the PO does not match the requisition class used by the hiring manager in the Vector requisition.

D. Statement of work (SOW) purchase orders (POs)

SOW POs will continue to be entered in eVA as non-catalog items. There are no changes to the current eVA ordering process for SOWs under the CAI contract.

Job aid current as of Sept. 9, 2025