



eVA BUSINESS PLAN

Policy Title: eVA Business Plan

Policy Type: Administrative

Policy Number: # 43-34 (2016)

Approved: 08/16/2016

Responsible Office: Procurement Services

Responsible Executive: Vice President for Finance and Administration

Applies to: University Employees

POLICY STATEMENT

eVA is the Commonwealth of Virginia’s web-based purchasing system designed to enable state agencies, authorities, boards, and institutions to solicit and purchase goods and services more efficiently and effectively. The University will utilize eVA as its primary procurement tool. Unless exempted herein, user departments must enter a requisition in eVA and Colleague.

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DEFINITIONS

None

CONTACT(S)

Procurement Services officially interprets this policy. The Vice President for Finance and Administration is responsible for obtaining approval for any revisions as required by BOV Policy #01 (2014) *Creating and Maintaining Policies* <https://www.nsu.edu/policy/bov-01.aspx> through the appropriate governance structures. Questions regarding this policy should be directed to Procurement Services

STAKEHOLDER(S)

University Employees

eVA BUSINESS PLAN POLICY CONTENTS

This policy applies to all University departments procuring goods, services and construction.

PURPOSE

eVA is used to:

- Maximize efficiency and effectiveness in procurement to the maximum feasible degree;
- Increase spend with Small, Women-Owned, and Minority-Owned (SWaM) businesses that have been certified by the Department of Small Business and Supplier Diversity (SBSD)
- Maximize spend with eVA self-registered vendors
- Maximize spend through term contracts
- Increase transparency

eVA ACCESS AND USE

Individuals can request access to eVA by submitting an eVA Acceptable Use Acknowledgement Request Form to Procurement Services. Individuals must also complete up to four hours of contact training. eVA users are assigned a unique user ID and password and can only perform functions that have been assigned to them. Users are able to initiate a purchase and the purchase will be finalized upon completion of the designated eVA approval flow.

Training information and user guides are located on the Procurement Services website at: <https://www.nsu.edu/procurement-services/training>

eVA access is not granted until the following requirements are met:

- A completed eVA Acceptable Use Acknowledgement Request Form is received
- eVA training has been completed by the person requesting an eVA account

PROCUREMENT RECORDS

All eVA generated procurement records are stored in the eVA system and can be accessed by the user at any time. eVA transactions are also entered into Colleague and accessible to Accounts Payable to support payments to vendors. Unless otherwise authorized by Accounts Payable, electronic receiving is required to be completed via Colleague to authorize payments to vendors.

BUSINESS RULES

- Transactions may be processed by decentralized departments and paid via Small Purchase Charge Card (SPCC) in accordance with the University's SPCC Policy #43-13.
- Small Purchase Charge Cardholders who have been trained in eVA have delegated authority to procure most goods and services from contract or non-contract vendors up to the card holder's single and monthly transaction limits via eVA.
- eVA users must have a supervisor/reviewer approve all requisitions created in eVA prior to transactions being processed by Procurement Services. Only transactions created by Procurement Services for other departments are exempt from this requirement.
- eVA users must do business with eVA self-registered vendors to the maximum extent possible. The responsibility of being self-registered in eVA is that of the vendors.
- Unless otherwise authorized by Procurement Services, eVA purchase orders must be issued prior to contractors performing any work. However, should Procurement Services concur it is necessary to issue any eVA confirming orders, the confirming orders must be placed in eVA within five (5) days after directing the contractor to proceed. This includes orders imported to eVA from ERPs (enterprise resource planning systems).

All purchase transactions, regardless of funding source, shall be processed through eVA by issuing the order to the vendor including purchases to mandatory sources (VCE, VDC, and VIB); and coding the requisition with the appropriate purchase order category ending in "1" (e.g., R01, P01, VR1, VP1, etc.)

Mandatory Use of eVA for Purchases Exempted from Assessment of Fees. The following transactions shall be processed through eVA by issuing the order to the vendor and coding the requisition with the X02 purchase order category.

eVA Fees: These transactions are exempt from eVA agency and vendor transaction fees; however, use of eVA is mandatory to enhance transaction transparency, analysis and reporting.

1. Advertisements such as in newspapers, magazines, journals, radio, television, etc.
2. Entertainment (speakers, lecturers, musicians, performing artists)
3. Honoraria
4. Accreditation fees and academic testing services
5. Exhibition rental fees for exhibitions of historical artifacts or original works of art. (The rental fee may include charges other than the rental of the exhibition, such as transportation costs.)
6. Medical (Health Care) Services when the service is provided by a hospital or an individual licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition. Contracts and purchase orders between the University and temporary service providers or independent laboratory testing companies are not exempt from purchasing through eVA.
7. Purchases made using the DPS authorized multi-state drug contract
8. Revenue contracts, e.g., scrap, recycling or contracts with \$0 payment made by the Commonwealth, e.g., contracted out Bookstore, Food service operations
9. Government-to-Government purchases
10. Purchases from public auctions (non-electronic)

11. Purchases of State and Federal Surplus property
12. Financing when goods/services procured from one source are being financed by another (i.e., third party) source. The financing exclusion does not apply to lease purchases.
13. Purchases with public and private hospitals, as well as pharmacy chains and independent pharmacies, that are licensed and authorized by law to dispense controlled drugs and other medications based on prescriptions written by medical practitioners licensed to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to pharmacy students enrolled in state institutions of higher education.
14. Purchases with public and private hospitals, medical practices, and medical clinics that are licensed and authorized by law to engage in the prevention, diagnosis, or treatment of human illness, injury, or physical disability, mental health, mental retardation, substance abuse, or emotional condition, when the purpose of the contract is to provide on-site mentoring and practical experience to medical students enrolled in state institutions of higher education.
15. Purchases with individuals providing instructional services in conjunction with a contract between an institution of higher education, including community colleges, and a local business or industry for non-credit workforce development classes to be provided by the institution of higher education.

Optional Use of eVA for Purchases Exempted from Assessment of Fees. At the option of the University, and to enhance transaction transparency, analysis, and reporting, non-procurement (payment) transactions and the following procurement transactions may be processed through eVA, by issuing the order to the vendor and coding the requisition with the X02 purchase order category.

eVA Fees: These transactions are exempt from eVA agency and vendor transaction fees.

1. Over the counter small purchase charge card (SPCC) purchases that are made at the site of the sale and picked up by the individual cardholder.
2. Real Estate Leases
3. Professional organizational membership dues and training classes sponsored by the professional organization when payment is made directly to the professional organization sponsoring the training class. A “professional organization” is generally defined as a group of professional individuals in a like occupation charged with educating, certifying or lobbying for its members.
4. Conference registrations
5. Award of grants (disbursement of grant funds) by the University and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by the University for the purchase of goods and/or services
6. Public Utilities (electric, natural gas, water, sewer)
7. Purchases made using the DPS statewide contract for Express Delivery Services
8. Voyager (fuel) charge card purchases.

9. Travel and lodging
 - (a) Individual travel and lodging
 - (b) Group (i.e., two or more individuals) travel up to \$50,000 per group travel event
 - (c) Group travel-related lodging
10. Business and/or financial transactions to which public procurement regulations do not apply. Examples include debt service payments, Medicare and Medicaid payments, and child support payments.

PUBLICATION

This policy will be widely published and distributed to the University community. To ensure timely publication and distribution thereof, the responsible Executive will make every effort to:

- Communicate the policy in writing, electronically, or otherwise, to the University community, including current and prospective students within 14 days of approval.
- Submit this policy for inclusion in the online Policy Library within 14 days of approval.
- Post the policy on the related webpages; and
- Educate and train all stakeholders and appropriate audiences on the policy's content if necessary.

REVIEW SCHEDULE

- Next Scheduled Review: 04/03/2021
- Approval by, date: President, 08/16/2016
- Revision History: 08/17/2017; 04/03/2018
- Supersedes: *None – New Policy*

RELATED DOCUMENTS

1. CAPP Topic 20355
https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics/20355.pdf
2. Small Purchase Charge Card Policy #43-13
<https://www.nsu.edu/policy/admin-43-13.aspx>

FORMS

eVA Acceptable Use of Acknowledgement

<https://eva.virginia.gov/library/files/localgovernment/eVA-Acceptable-Use-Acknowledgement-v2.pdf>