

## Options for Using Job Order Contracting

The 2020 Edition of the CPSM, Rev. 0 (effective 07/01/20) includes the addition of Section 7.4 on Job Order Contracting (JOC). This section describes two options for utilizing Job Order Contracting:

### Statewide Job Order Contracts

The first, and simplest, is to utilize the Statewide Job Order Contracts. As of January 13, 2021, the Division of Purchases and Supply (DPS) Statewide JOC Term Contract is available for use by all public bodies in Virginia. DPS has awarded multiple term contracts including Virginia Department of Small Business & Supplier Diversity (DSBSD) Certified contractors. Each term contract is limited to the \$6 million annual limits established in the Code of Virginia [§ 2.2-4303.2](#). To utilize these contracts, the Agency would select one of the statewide JOC contractors and complete the Job Order Development process for the project per the Supplemental General Conditions for Job Order Contracting (Form DGS-30-520) and CPSM Section 7.4.4. It is important to remember that, per the Code of Virginia, individual Job Orders are limited to a maximum of \$500,000 and that this limit includes any change orders.



### Agency Specific JOC Term Contract

The other option for utilizing JOC is to create an agency specific JOC Term Contract. An agency may wish to establish their own JOC Term Contract in cases where the agency needs are expected to consume much of the \$6 million annual limit of a JOC Contract, where the agency desires to more specifically define the region, where an agency may have specific qualifications or requirements of the JOC contractor, or where the agency would desire more control over the assignment of projects to JOC contractors. In these cases, the agency specific JOC Term Contract should be procured utilizing the procedures described in Section 7.4 of the CPSM. To facilitate these JOC Term Contract procurements, on October 15, 2019, DPS established a Statewide JOC Services Contract with Gordian which provides the Construction Task Catalog®, JOC program management software, and optional project management services.

Details for the use of both the Statewide Job Order Contracts and the Statewide JOC Services Contract can be obtained by contacting Tonia Perry at DPS ([tonia.perry@dgs.virginia.gov](mailto:tonia.perry@dgs.virginia.gov)).

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### Upcoming Events

CPSM Webinar : Spring 2021  
[Link to CPSM Expression of Interest Form.](#)

VCCO Webinar: Spring 2021  
[Link to VCCO Expression of Interest Form](#)



# Construction Procurement: Electronic Bid Receipt using eVA

During the Covid-19 pandemic, many agencies have been taking advantage of the electronic bid receipt in eVA (<https://eva.virginia.gov>) which is the Commonwealth's electronic procurement system. This system is used by Virginia State and Local Municipalities for procurement of professional and non-professional services, building construction and goods, such as office supplies and more. With such a wide range of uses, there may be confusion on how to utilize this system for construction bidding both for the agency and the contractors bidding the work.



The Virginia Business Opportunity (VBO) solicitation and award posting system is called Sourcing & Contracting. Solicitations created using VBO Sourcing & Contracting will automatically be posted to the eVA public posting page.

For construction procurements, eVA allows Agencies to upload bid advertisements (Invitation for Bid or IFB), including all bid documents. eVA also allows Vendors (bidding contractors) to submit electronic responses (bid packages, including the completed and signed bid form) that are authenticated, time-stamped, encrypted and stored in a secure electronic IFB Vendor portal.

Agency VCCOs create the Solicitation IFB in eVA and upload all bid documents (drawings, project manual (specifications), bid forms, instructions to bidders, any other documents, including addenda) that will be required for Bidders to submit a complete and responsive bid. If Agency VCCOs have questions regarding using eVA, your DPS Account Executive is there for support: <https://dgs.virginia.gov/procurement/policy-consulting--review/find-my-account-executive/>

- ◆ Agencies can designate Solicitations for procurement as Design-Bid-Build and when approved by the DEB Director, as Design-Build or Construction Management at Risk
- ◆ The VCCO can create "Reminders" when they set up the IFB, where Bidders can provide (mandatory or optional) answers to specific questions, such as;
  - ◇ Did you include the Contractor's License Class and Virginia License Number?
  - ◇ If required, is the Bid Bond included in eVA documents?
  - ◇ Did you include your Proposed Small Business Participation Plan on the Bid Form?

During the Covid-19 pandemic, many Agencies are not accepting paper bids in favor of electronic bid receipt in eVA. If an agency will allow paper bids in addition to the electronic receipt, the VCCO is required to scan delivered, paper bids and upload them to the Project IFB Solicitation portal, prior to



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### Quick Links

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webpage.

generating the Bid Tab for distribution. Agencies should select the appropriate method of receipt in eVA.

If the Agency is accepting bids in both electronic and paper format, they should ensure that, after the Bid opening, the mandatory form data is entered in the IFB solicitation for each paper bid Vendor, creating that Vendor's separate portal. Once all Bids are included in eVA, the Agency can create the Bid Tab report and evaluate the bids that have been deemed responsive and responsible.

Vendors (Bidders) are allowed to submit and alter bid documents up to the IFB established bid close time and day. On their website, eVA offers many guides for Vendors: <https://eva.virginia.gov/eva-vendor-training.html>. More information on how to submit construction bids electronically in eVA can be found on the ["Quick Steps for Submitting Construction Bids"](#) document. Some highlights of the electronic bid submission process are:

- ◆ When bidders respond to an IFB in eVA, each Vendor's submittal is secured in a separate Vendor portal within the Project's IFB solicitation portal.
- ◆ The Vendor needs to respond to all mandatory Line Items and Reminders included by the Agency in the eVA IFB project portal
- ◆ Bid modifications shall be submitted in eVA and can be made up to the bid deadline in eVA using one of two methods. Enter the Vendor's portal, select the "EDIT" button and then:
  - ◇ Time permitting; the Vendor can remove their bid form and replace it with a revised bid form. This would not be considered a bid modification, as the Agency does not see this activity; the vendor then saves and exits after receiving the eVA confirmation notice or;
  - ◇ Similar to writing on the outside of a bid envelope for a last minute bid modification, the bidder can enter the Vendor's portal, select the "EDIT" button and then in the Overall Response Comments section, the Vendor can make the (additive or deductive) bid modification amount. The vendor then saves and exits after receiving the eVA confirmation notice. Step-by-step instructions for this are included in the Amend Response section of the "Quick Steps for Submitting Construction Bids" document on the eVA website.

- ◇ E-mailed bid modifications are not acceptable per the Instructions for Bidders (CO-7a).

During the open bid period, Agencies have no access to the bid documents within each contractor's secure Vendor IFB Portal. Agencies can only see that bid documents have been submitted. No one can access any documents or Vendor bids until the bid opening day and time, as established in the IFB.

On bid opening day; all Vendor bids submitted through eVA are (automatically) digitally unlocked and accessible to the Agency's VCCO at the time and date indicated in the IFB for the public bid opening.

eVA is free for State Agencies and Local Municipalities to create IFB Solicitations and for Bidders to obtain bid documents and submit their bid packages.

- ◇ When the Agency issues a Purchase Order (PO) the Vendor who is awarded the contract and receives the PO pays a fee to eVA.
- ◇ If an Agency awards a Contract PO to a Vendor who is not registered with eVA, then the Agency pays the fee to eVA.



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Virginia's Total e-Procurement Solution

[www.eva.virginia.gov](http://www.eva.virginia.gov)

### Quick Steps for Submitting Construction Bids

#### Things to know:

- Need technical assistance? Call eVA Customer Care at 1-866-289-7367 or email [evaCustomerCare@dgs.virginia.gov](mailto:evaCustomerCare@dgs.virginia.gov).
- Questions about specifications or requirements? Contact the buyer listed on the solicitation.
- Your business must be eVA-registered to bid. Click [here](#) to register.
- Your response must be submitted **BEFORE** the system's close date and time of the solicitation.
- AVOID waiting until the day the solicitation closes to submit your response. Delaying submission could put your response at risk of not being accepted on time.
- **You can choose to exit the response without submitting it.** When you return, you will need to click **Edit** on the response and then navigate through the response to the Response Summary to submit your response, as shown mentioned in Step 6 below.

#### To Begin:

1. Log in to eVA at [eva.virginia.gov](http://eva.virginia.gov).

#### Find the Solicitation:

1. Enter solicitation number/description into the **Search** field.
2. Click the **Search** icon
3. Click the **View Opportunity** button on the solicitation you wish to view.  
Didn't find it? Use the **Advanced Search** filters.

#### Review Solicitation & Begin the Response:

1. Review the solicitation posting and attachments.
2. Click **Respond Online**

#### Response Steps:

1. Solicitation Response:
  - a. Click on **+Solicitation Summary** for a summary of the solicitation.
  - b. Attach Your Files (**Required**). \*The maximum size allowed for each file is **60.0MB**.
    - i. Click **Attach Files** button
    - ii. Click **Browse/Choose File**, locate the file you want to attach, and click **Open**, select file attachment **Type**: Standard, or Proprietary; repeat this step as necessary to attach more files.
    - iii. Click **Attach File(s)** button**NOTE:** If you need to attach more than five files, repeat a-c.
  - c. Respond to **Reminders** and enter any **Overall Response Comment** as applicable.
  - d. Click **Next: Line Items**  
**NOTE:** A warning pop-up confirmation message will appear if there were no attachment/s added. Click **Cancel** to edit response and add an attachment or click **Continue** to respond to the Line Items.
2. Line Items:



# DEB Recognized By NASCA for Virtual Inspections

With the onset of the COVID-19 pandemic, construction sites became a risk for transmission of COVID-19 to all participants. To mitigate this risk, DEB rapidly developed and implemented a virtual construction inspection program. Construction inspection to ensure compliance with the Building Code is an essential service provided by DEB. Pivoting from on-site to virtual construction inspections enabled DEB inspections to be conducted in a timely manner while keeping DEB staff and others safe, allowing construction to proceed and buildings to be safely occupied.

The Department of General Services submitted DEB's virtual construction inspection program for recognition by the National Association of State Chief Administrators

(NASCA). Virginia's "Virtual Building Inspections" was one of four state initiatives that the NASCA Program Committee selected to showcase during their virtual Winter Thought Leadership Series. The other states featured for their innovative practices are Colorado for "Employer of Choice Initiative," Missouri for "Professional Development Transformation," and "Texas for "Energy Conservations Initiative."



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For DEB's presentation at NASCA's Winter Thought Leadership Series, a video was created describing how DEB developed virtual inspections, highlighting DEB's goals for the initiative, describing DEB's virtual inspection methodology, and featuring the DEB Director and several DEB staff. The video was presented nationwide by NASCA during their December 2020 meeting as part of their [Winter Thought Leadership Series](#).

As a continuation of their Winter Thought Leadership Series, NASCA hosted live virtual discussions In January 2021 focusing on each of the four selected State initiatives. The DEB team participated in an interactive panel discussion about virtual construction inspections, discussing the challenges of implementing the virtual construction program so rapidly and the resulting benefits.

By conducting virtual construction inspections, the DEB team kept all participants safe during a global pandemic, saved travel time and associated travel costs, and had more frequent specialized inspections. Because there is no DEB travel time, DEB can conduct an inspection in Northern Virginia in the morning and another one in Southwest Virginia in the afternoon. Virtual inspections enable multiple inspection participants to focus on a specific construction detail simultaneously, and participate in the discussion to resolve the issues. The DEB virtual inspection procedure is outlined in the June 2020 newsletter.

## THOUGHT LEADERSHIP SERIES

A *Virtual* EXPERIENCE



**NASCA**  
National Association of  
State Chief Administrators

# In Memoriam - Harold Douglas Hamner Jr.

Harold Douglas Hamner Jr., passed away on January 17, 2021. Mr. Hamner served as DEB Director and later, DGS Director between 1966 and 1985, and was instrumental in the development of the VPPA, the Capital Outlay Manual (the predecessor of the CPSM) and the first procedures for Construction Management at Risk and Design-Build procurement.



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## DEB Form Updates

Form Name	DGS Form #	Version	Alternate ID #
DEB Forms Master List	<a href="#">DGS-30-000</a>	01-21	(DEB Forms List)
Vendor eVA Registration Requirements (known quantities)	<a href="#">DGS-30-384</a>	01-21	—
Vendor eVA Registration Requirements (unknown quantities)	<a href="#">DGS-30-385</a>	01-21	—

