



## Localities and other public bodies– How to use VITA services and contracts

### **VITA CONTRACTS**

Localities and other public bodies are able to procure off of any VITA statewide contract.

To view VITA contracts, click on the link below:

<http://www.vita.virginia.gov/procurement/contracts.cfm> or through eVA

<http://www.eva.virginia.gov> (eVA is a web-based purchasing system used by Virginia government including localities and other localities.)

Once on VITA contracts page, you can search for a contract by supplier name, by a keyword or by contract number. You can also scroll down and see the contracts within their IT category.

When you find a contract you are interested in utilizing, you can click on the contract number where you will be able to view the contract scope, pricing, contact information, etc. This will allow you to determine if the contract is a statewide contract. We ask that you reference our contract number on your purchase order which can be placed in eVA to the supplier. If your agency utilizes eVA, enter a requisition with the supplier using R01 as the PO category. The order will be sent to the supplier.

### **Virtual Private Network (VPN) CONNECTIVITY**

All public bodies must come through VITA for key fobs for VPN connectivity to Commonwealth Executive Branch systems. If your agency utilizes eVA, enter a requisition with VITA as the supplier using VR1 as the PO category. If VR1 is not available for your use, use R01. VITA will then send the order to NG for processing.