

## **WWW.eva.virginia.gov** Quick Steps for Submitting an Electronic Response to an RFP Solicitation

Need help? *Call eVA Customer Care at 866-289-7367 or Email eVACustomerCare@dgs.virginia.gov* General Requirements

- Your business must be eVA registered and in <u>active</u> status.
- <u>AVOID</u> 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.

1	Login to eVA	Login	with your eVA account user name and password @
	8	https:/	/vendor.cgieva.com/loginEngine/index.jsp ** If you have not
		registe	ered, use the <i>Register</i> button.
2	Find the Solicitation	i.	Enter solicitation number/description into the Search field.
		ii.	Click the Search icon
		iii.	Click the View Opportunity button on the solicitation you wish to view.
			Didn't find it? Use the Advanced Search filters.
3	<b>Review Solicitation</b>	i.	Review the solicitation posting and attachments.
	& begin the response	ii.	Click Respond Online
4	<b>Response Steps:</b>	i.	Click on +Solicitation Summary for a summary of the solicitation.
	1: Response Header	ii.	Attach Your Files. *The maximum size allowed for each file is 60.0MB.
		NOTE	<ul> <li>a. Click Add Attachment button</li> <li>b. Click Browse/Choose File, locate the file you want to attach, and click Open, select file attachment Type: Standard, Pricing, or Proprietary; repeat this step as necessary to attach more files.</li> <li>c. Click Attach File(s) button</li> <li>If you need to attach more than five files, repeat a-c.</li> </ul>
		111.	Respond to <b>Evaluation Criteria, Reminders,</b> and enter any <b>Overall</b> <b>Response Comments (Optional)</b> as applicable.
		iv.	Click Next
	2: Subcontractor Plan	NOTE	Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.
		i.	Click Next
		NOTE	A warning pop-up confirmation message will appear if you have not answered the subcontractor plan questions, "Who will be doing the work?". Click <b>Cancel</b> to edit response and add a subcontractor plan or click <b>Continue</b> to review and submit the respond.
	3: Review & Submit	<b>i.</b> ii.	Review response and click <b>Submit</b> Confirm submission of response by clicking the <b>Submit</b> button on the pop up.

	Review & Submit	NOT	E: You will receive a <b>"Your response has been submitted. Click Close to</b>
	(cont d)	exit."	Confirmation screen once your response has successfully submitted.           /seed Star Starket         Central Canter Gene the Bit 28 / 28 / 28 / 28 / 28 / 28 / 28 / 28
			Your response has been submitted. Click Close to exit.
		iii.	Click Close
5	Verify Acceptance / Review Response	i.	From the <b>Home</b> page, Click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).
		ii.	Find the solicitation number and corresponding Response ID, if labeled <b>"Submitted"</b> your response has been accepted.
		iii.	To Review the response, click the View/Edit Response button and navigate
		iv.	through each step. Click <b>Exit</b> to close out of the response, click <b>Exit</b> once more on the confirmation message. <b>NOTE</b> : You will receive an " <b>Action is now complete. Click Close to exit.</b> "
		eva	VENDOR STEF STREET Contrast Contrast Contrast Data ME 2007 2007           VENDOR STEF STREET         Contrast
			Action is complete. Click Close to exit.
		V.	Click the Close button
6	Amend Response	i.	From the <b>Home</b> page, click the <b>My Business</b> dropdown box and click the <b>Responses</b> link (top of page).
		ii.	Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.
		iii.	Click Edit button (top of page), status will now be showing "Not Submitted"
		iv.	Update information as necessary to this page
		<b>v.</b>	Click Next
		NOT	E: Small Business Subcontracting Plan Submission, refer to the instructions provided in the solicitation.
		vi.	Click Next
		<b>vii.</b> viii.	Review response and click <b>Submit</b> Confirm submission of response by clicking the <b>Submit</b> button on pop up.
		NOT	E: You will receive a "Your response has been submitted. Click Close to exit." confirmation screen once your response has successfully submitted.
		eva, Vin	NOE STEE STEER Contant Coultment Counter Free Hild 200 2007 Welcome, Cannari Smith Sign Out
			Your response has been submitted. Click Close to exit.
		ix.	Click Close
7	Withdraw Response	i.	From the Home page, click the My Business dropdown box and click the
			Responses link (top of page).
		ii.	Find the latest version of your solicitation response and click the <b>View/Edit Response</b> button.
		iii.	Click Withdraw (top of page)

	Withdrawn Response (cont'd)	iv. Confirm and click <b>Withdraw</b> on pop up <b>NOTE:</b> You will receive a <b>"You have withdrawn your response. Click Close to</b> <b>exit."</b> confirmation screen once your response has successfully submitted.	
		You have withdrawn your response. Click Close to exit.	
		<ul><li>v. Click Close</li><li>vi. Status under Response will now be Withdrawn</li></ul>	
8	Print Response	<ul> <li>i. From the Home page, click the My Business dropdown box and click the Responses link (top of page).</li> <li>ii. Find the latest version of your solicitation response and click the View/Edit Response button.</li> <li>iii. Click the Next button to navigate to Step 3: Review &amp; Submit</li> <li>iv. Click Print</li> <li>v. Click Exit</li> </ul>	