

FREQUENTLY ASKED QUESTIONS

Per the Agency Procurement and Surplus Property Manual (APSPM) Annex 7-E

Frequently Asked Questions & provided answers:

FAQ Q1. Are the dates on the solicitation correct? I want to confirm the bid due date and time for “x”.

FAQ A1. Yes. The current solicitation dates and times are found on eVA are updated automatically. You may view opportunities by going to: eva.virginia.gov, clicking “All Opportunities,” and filtering by “Open” and “Buying Entity” (Eastern State Hospital.) All bids must be submitted through eVA.

FAQ Q2. I have a question about the solicitation. Can I have “X’s” contact information?

FAQ A2. You may reach the Eastern State Hospital Information Center at (757) 253-5161. All questions related to this posted opportunity, prior to the award of the bid, are required to be in writing through email to the buyer listed on the solicitation. All questions received will be answered in writing and posted in eVA via a new solicitation round. All questions and answers will be publicly viewable.

FAQ Q3. I have a question about eVA, my account, or how to submit or access a prepared bid.

FAQ A3. Please reach out to eVA support by visiting:

<https://eva.virginia.gov/get-help-customer-care.html>

A reminder for this solicitation: The vendor (potential bidder) should have relevant experience (i.e. marketing) and other related qualifications, including capability to arrange their own pickup and delivery, before reaching out to the manufacturer or distributor to obtain pricing.

There is a set-aside for DSBSD certified Small Businesses with preference to Virginia-based companies. The manufacturer and distributor are unable to answer questions related to this procurement. We request that you please be patient due to the interest in this procurement.