

2021

Electronic Vendor Application of Qualifications (eVAQ) Manual

VENDOR MANUAL

2/16/2021

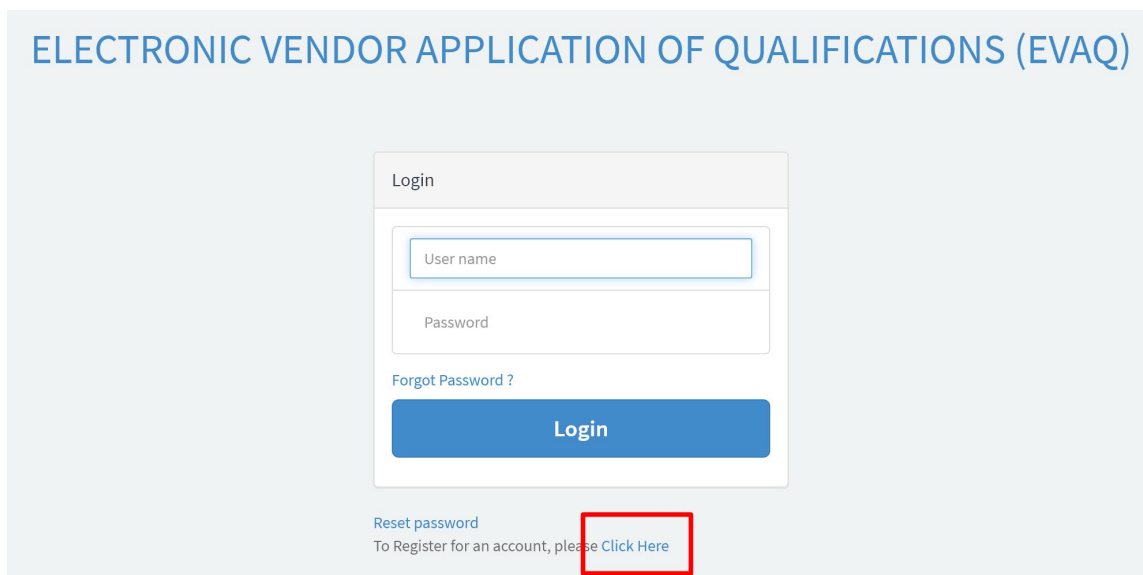
Electronic Vendor Application of Qualifications (eVAQ)

Vendor Process

You can access the eVAQ portal through the following URL:

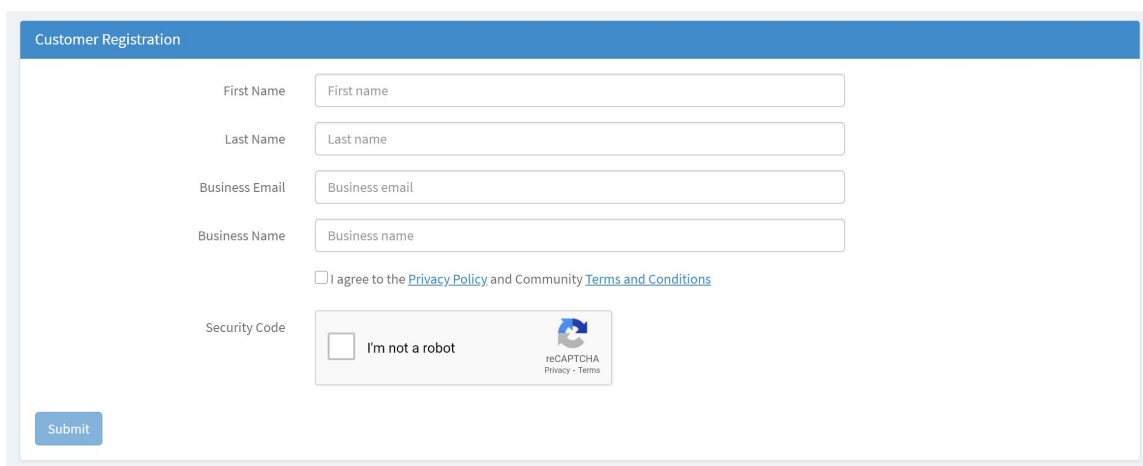
<https://cadtprod.service-now.com/vendor>

The first page you will encounter is the login page. If you do not have an account, you will be able to select the "Register for an account" option:



The screenshot shows the login page for the Electronic Vendor Application of Qualifications (EVAQ). The page has a light blue background. At the top, the title "ELECTRONIC VENDOR APPLICATION OF QUALIFICATIONS (EVAQ)" is displayed in blue. Below the title is a white login box with a grey header labeled "Login". Inside the box, there are two input fields: "User name" and "Password". Below these fields is a link "Forgot Password ?" and a blue "Login" button. Below the login box, there is a link "Reset password" and a line of text "To Register for an account, please Click Here" where "Click Here" is highlighted with a red rectangle.

The registration of a user account will gather the following data:



The screenshot shows the "Customer Registration" form. The form has a blue header with the title "Customer Registration". Below the header, there are four input fields: "First Name", "Last Name", "Business Email", and "Business Name". Below these fields is a checkbox labeled "I agree to the Privacy Policy and Community Terms and Conditions". Below the checkbox is a "Security Code" section with a checkbox labeled "I'm not a robot" and a reCAPTCHA widget. At the bottom left of the form is a blue "Submit" button.

When you hit submit, you will receive the following confirmation:

Your request has been submitted and is pending review. You will receive an email when your request is processed. Register an Account

Customer Registration

First Name

Enea

Last Name

Antonicelli

Business Email

evaqttest1@gmail.com

Business Name

Evaq Test Business

☒ I agree to the [Privacy Policy](#) and [Community Terms and Conditions](#)

Security Code

 I'm not a robot


reCAPTCHA
[Privacy](#) - [Terms](#)

Submit

Once the request has been approved by STP staff, the you will receive an email that looks like the following:

Customer Registration Processed

 IT Service Desk <cadtddev@service-now.com>
To:  Antonicelli, Enea@CIO
Retention Policy CDT Retention Policy - Default (90 days) Expires 2/11/2021

Reply

Reply All

Forward

...

Fri 11/13/2020 1:48 PM

CAUTION: External Email. Do not click links or attachments unless you recognize the sender and know the content is safe.

Hello Enea,

The account you requested for accessing the Service-now system has been processed.
You may now access the application using the following credentials:
<https://cadtddev.service-now.com/>

User ID: evaqttest1@gmail.com
Password: g4FZjk2h

Best Regards,
Customer Support

[Unsubscribe](#) | [Notification Preferences](#)

Ref:MSG0004015_5Pwpl9bBv3tZlb5ZFUA3

After logging in with the temporary user account, the you will need to change your password:

System administrator requires you to change your password

Change Password

User name:

evaqttest1@gmail.com

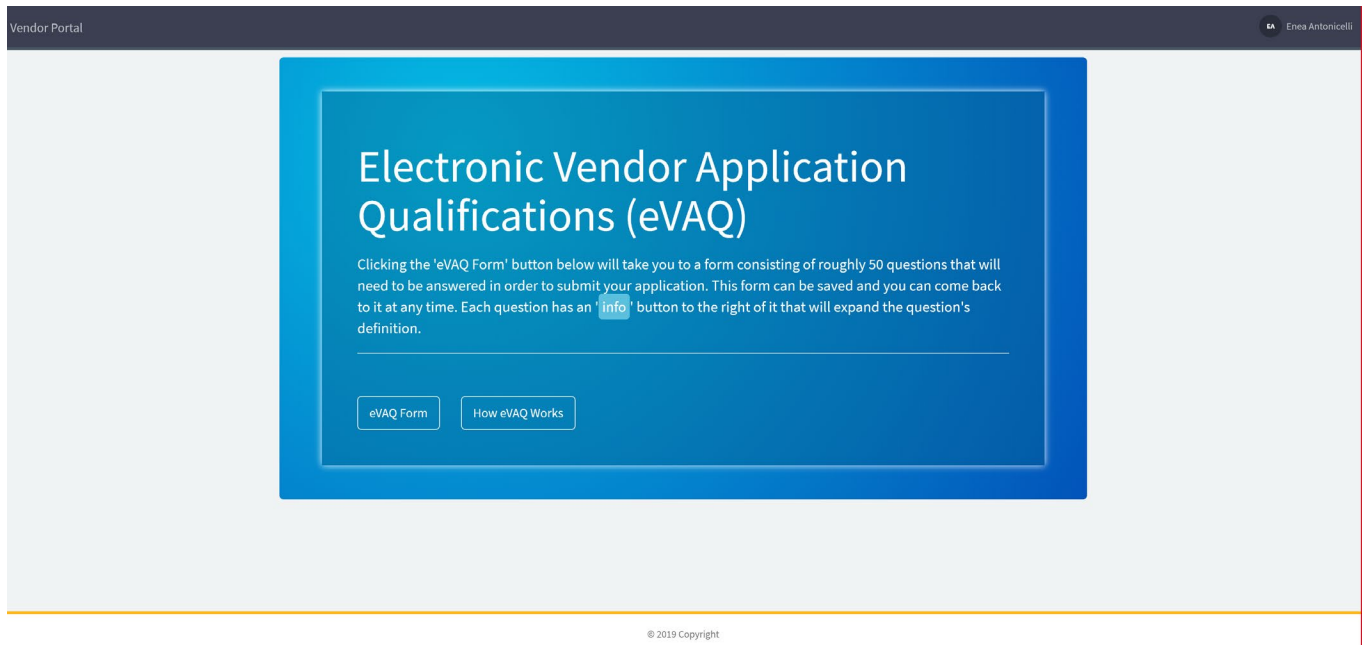
Current Password:

New password:

Confirm New Password:

Submit

When you log in, you will land on the main page:

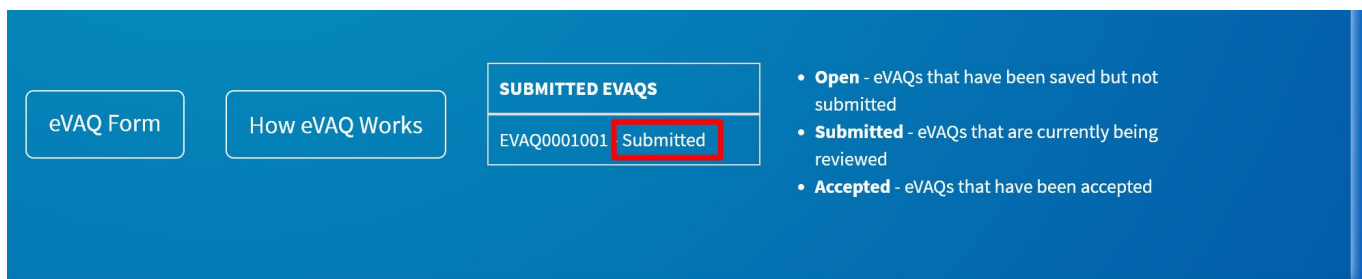


The first button will take you to the form you will need to fill out in order to complete the eVAQ.

The second button expands an area at the bottom which provides you with information explaining the eVAQ.

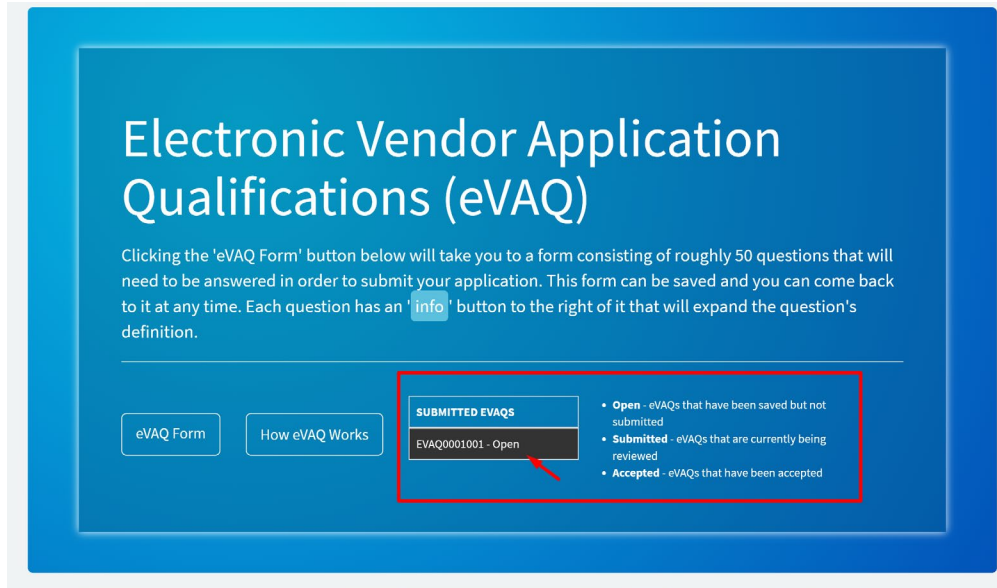
The empty space on the right of the buttons is reserved for when you save or submit an eVAQ.

It ends up looking like the screenshot below when a record has either been saved (open) or submitted (submitted).



The key on the right explains the three possible states.

The eVAQ number field can be clicked on, and it will take you to your saved, submitted, or accepted eVAQ.



eVAQ Form

The eVAQ form provides the vendor with the same questions that used to be on the traditional PDF form. They are split into 5 pages.

A screenshot of the "eVAQ VENDOR FORM" interface. At the top is an "Add Attachment" button. Below is a header "eVAQ VENDOR FORM" and a navigation bar with tabs for "Instructions", "Page 1", "Page 2", "Page 3", "Page 4", and "Page 5". The main content area shows three questions: "Q1: New or Existing eVAQ" with a dropdown menu and an "info" button; "Q2: Certified Small Business (SB)" with radio buttons for "Yes" and "No" and an "info" button; and "Q3: Disabled Veteran Business Enterprise (DVBE)" with radio buttons for "Yes" and "No" and an "info" button.

Each question has an info button on the right which expands the explanation for that question.

Q1: New or Existing eVAQ *

info

Q2: Certified Small Business (SB) *

info

Check the applicable box(es) to identify if your company as a California Certified Small Business (SB) and/or Disabled Veteran Business Enterprise (DVBE). Small Businesses that are not certified by the State of California as an SB will be shown as a large business on any subsequently awarded contract during Phase 2 and 3.

If your company is a California Certified SB and/or DVBE, include your certification number in the space(s) provided.

For information on SB and DVBE certifications, visit the [Office of Small Business & Disabled Veteran Business Enterprise Services' \(OSDS\) website](#) Or call (916) 375-4940.

For the purpose of this eVAQ, SB and DVBE incentives and preferences are not applicable, as this is a non monetary Agreement. The State is requesting this data for informational purposes only. The incentives and preferences may be utilized in Phase 2 of the eVAQ process.

☐ Yes ☐ No

Adding and saving attachments

Required forms can be located on the “Required Forms” tab:

eVAQ VENDOR FORM

Instructions

Page 1

Page 2

Page 3

Page 4

Page 5

Required Forms

1. [STD 204](#)

2. [Corporate Experience Summary and References](#)

3. [Federal Debarment](#)

4. [Confidentiality Statement](#)

5. [California Civil Right Laws Certification](#)

6. [Iran Contracting Act of 2010](#)

Previous

Next

Save

Submit

The form has an attachment button at the top and bottom of each page for ease of access.

The data on the form can be saved at any time. If a record is saved, when you log back in, the data you entered last will persist.

Q6: Payee Data Record (STD 204) *

☐ Yes ☐ No

Previous Next Save Submit

Add Attachment

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If you attach documents and save the form, the show attached files button will be displayed.

Add Attachment

eVAQ VENDOR FORM

Show Attached Files Some files have already been attached. Hit the button to display them.

Instructions Page 1 Page 2 Page 3 Page 4 Page 5

The Electronic Vendor Application of Qualifications (eVAQ) is a continuous application process and is the first phase of California Department of Technology (CDT), Statewide Technology Procurement's (STP) effort to elicit information technology (IT) and/or telecommunications (Telecom) pre-qualified vendor participation in solicitations.

The purpose of the eVAQ process is to streamline the submission and assessment phase for repetitive administrative requirements. The eVAQ process will allow for an ongoing expansion of products and services, in addition to allowing the State to add qualified Contractors to the eVAQ list at any time, thereby enabling further participation and competition in future IT and/or Telecom solicitations.

Additionally, approved eVAQ Contractors will have the ability to reapply to add Acquisition Models (AcMods) Categories and/or Subcategories to their offering(s) on an ongoing basis. Only approved eVAQ Contractors will be allowed to compete for any AcMod Category and/or Subcategory during Phases 2 and/or 3

Previous Next Save Submit

This button, when expanded, will show a list of everything that has already been attached. It can be maximized and minimized at any time to keep the list neatly tucked away.

eVAQ VENDOR FORM

Show Attached Files

Some files have already been attached. Hit the button to display them.

File	Last Modified
STPLOGO.png	2021-01-14 22:07:22

Instructions

Page 1

Page 2

Page 3

Page 4

Page 5

The Electronic Vendor Application of Qualifications (eVAQ) is a continuous application process and is the first phase of California Department of Technology

Submitting the form

The form cannot be submitted until all questions are answered. If you attempt to submit without filling everything out, you will receive an error and the questions that still need to be filled out will turn red. You will need to navigate to the various pages and ensure all the red questions have been answered:

A screenshot of the eVAQ Vendor Form interface. At the top, a red warning banner reads: "Please fill in the required fields indicated on the form. The fields in red need to be filled out." Below this, the form contains several questions, some of which are highlighted in red to indicate they are required and have not been answered. These include: Q7: I agree to the terms of the contract (with a radio button for 'Yes' selected), Q8: eVAQ GPs, Q9: GSPD-401 IT, Q10: eVAQ SPs, Q11: Cloud computing GPs, Q12: Cloud SPs SaaS, Q13: Cloud SPs IaaS & PaaS, and Q14: Payee Data Record (STD 204). Each red question has a radio button for 'Yes' and a radio button for 'No'. At the bottom of the form, there are buttons for 'Previous', 'Next', 'Save', and 'Submit'. An 'info' button is also present next to Q7 and Q14.

Once you submit the form, you will be taken to the main splash page where you can see the newly submitted record. Clicking this record will take you to a different form view in ServiceNow which gives you access to the comments section towards the bottom of the form:

Activity

Type your message here... Post

☐ Work notes

The diagram shows a vertical flow. At the bottom is a green circle labeled 'Start'. A line goes up from 'Start' to a grey circle labeled 'EA'. From 'EA', a line goes up to a message box. The message box contains the text 'Enea Antonicelli', a clock icon followed by '4d ago', and 'EVAQ0001002 Created'. To the right of the message box is a vertical scrollbar. The entire activity feed is enclosed in a light grey border.

You will utilize this area to interact with your eVAQ administrator.

Contact Us

For any questions on the usage of this portal, or to report any bugs you may be experiencing, please contact: enea.antonicelli@state.ca.gov and I will get back to you within 48 hours.