

Exhibit F- eCMS Vendor Portal Instructions and Guide

Please request an account on the VA eCMS Vendor Portal at your earliest convenience.

- When the Government requires work under the IDIQ, an RFP/RFQ, will be issued, as appropriate, normally posted with a RFP/RFQ number to which you have been invited. The task orders will be limited competition to those Contractors who receive an IDIQ contract award and **only those Contractors invited in the Vendor Portal who have obtained a basic IDIQ contract will be able to view the task order RFP/RFQ.** Projects will be of varying size and complexity. The request will include information such as a statement of work, guide specifications, partial or full drawings, attachments, information pertaining to a site visit and any other requirements for submission (e.g., proposal requirements, price schedule, etc.). Projects may include, but are not limited to, complete plans and specifications for all elements of work or limited specifications. When complete plans and specifications are not provided the Master Specifications will apply for elements of work not addressed by a project specific specification.

- Site:

<https://www.vendorportal.ecms.va.gov/eVP/Login.aspx?ReturnUrl=%2feVP%2fdefault.aspx>

- Click on “**Request a user account**”.

The process to register is fairly simple and there is no limit as to how many individuals may be registered for each company. Attached is a guide for vendors on how to use the VA eCMS Vendor Portal for your convenience.