

Small Purchase Procedures

Small Business Set-Asides are mandatory for procurements up to \$50,000. Departmental Purchasers are responsible for selecting appropriate vendors for all **small purchases regardless of procurement method.

Set –Asides for DMBE Certified Small Businesses:		
Estimated Cost	Required Number of Bids	Required Number of DMBE Certified Small Business
Up to \$5,000	1	1
Over \$5,000 to \$50,000	4	4

Definitions:

- Set-Aside - A requirement to solicit a price quote from a specified vendor type
- Small Purchases - Any good or service for purchase up to \$5,000.00
- Small Business - A DMBE Certified Small Business as viewed in eVA Vendor searches
- Bid - The vendor’s price quote either verbally or via the eVA order
- DMBE - Department of Minority and Business Enterprise
- Procurement method - Means of purchasing goods or services, which includes use of the MasterCard

**Users may have higher spending limits.

How to Find DMBE Certified Small Business Vendors

Always review mandatory, internal, and optional contracts before searching for vendors on the open market. Contracts can be viewed on purchasing website, or call purchasing for assistance.

Other sources are the phonebook, internet, supplier catalogs, asking co-workers, and other state agencies. If internal and external contacts prove unsuccessful, eVA provides a report tool, called the Bidders List, to help buyers search by commodity code and geographic region for specific goods or services.

The Bidder’s List will help you identify the vendors who can provide the goods and services that are the right quality, quantity, price, at the right place and time.

Bidder’s List

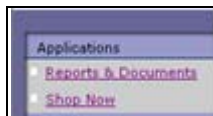
Within eVA, an Advanced Tools section tab holds many reports available for information needs. One such report, called a Bidder’s List- allows users to obtain a list of DMBE certified suppliers for a specific good or service by geographic region. The report can be printed, exported to Excel, or saved to desktop, if desired. The report will also provide a direct link to the Commonwealth’s book of Commodity Class Codes (NIGP Commodity Codes) which will serve as a search aide.

The Bidder’s List can only be accessed once logged into eVA.

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Step 1. Reports and Documents

Access the Bidder's List by selection Reports & Documents from under the Applications Menu.



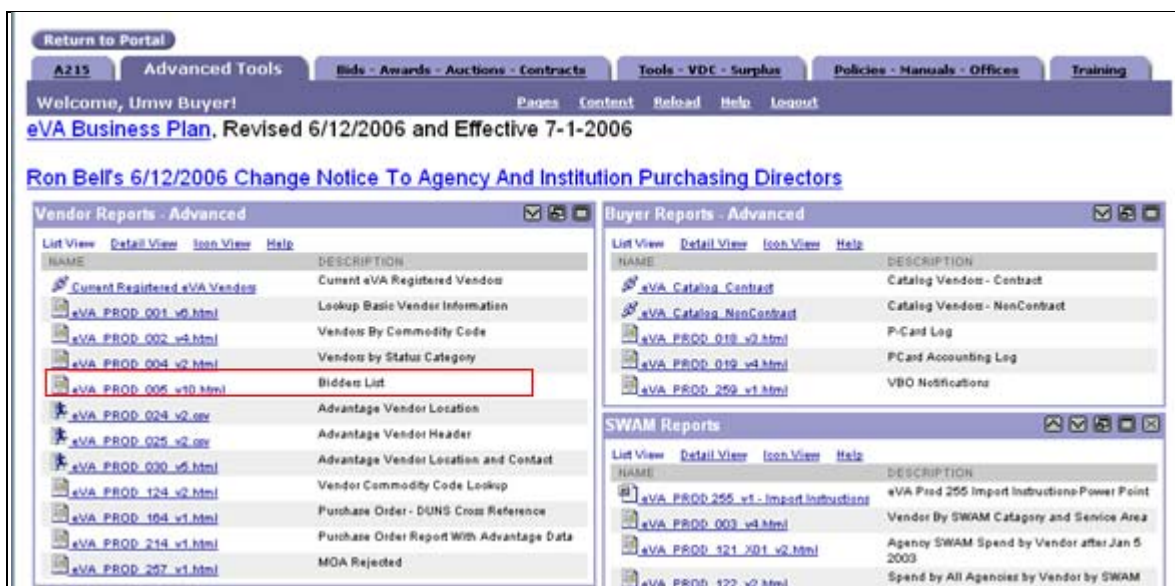
Step 2. Advanced Tools Tab

Selecting Reports and Documents will bring you to several tabbed areas within eVA. Your particular tabs may look different than all options seen below. Choose the Advanced Tools tab to continue.



Step 3. Select Bidder's List

Within the Advanced Tools tab are individual areas for specific report needs. To the right of the form is an area called Vendor Reports- Advanced, containing the Bidders List. Select the Bidder's List report by clicking on the eVA PROD 005 blue hyper-link.



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Screen shot of eVA Bidder's List

Report Description

Based on your search criteria, this report will display contact information for every vendor that has registered for the entered commodity or commodities. The same company may appear multiple times if more than one individual is designated to receive solicitation notices.

There are three search options available in this report which may be used individually or together to find eVA registered vendors:

- **Commodity Code & Class:** enter the 5-digit NIGP Commodity Code(s) that best represent the goods/services being procured. In this same field, enter a 5-digit Class Code that corresponds to each of the Commodity Code(s) already entered. For example, for a Commodity Code of "00505", you should also enter "00500". You should separate each of these codes with a comma (e.g. 00505,20464,00500,20400). Codes can be entered in any order (e.g. "00505,00500,20464, 20400" or "00505,20464,00500,20400"). The report will not provide the applicable commodity for the displayed vendor.
- **Service Area:** you may select "All Service Areas", a single Service Area or a combination (hold the Ctrl key while selecting). If you are not familiar with the eVA Service Areas, please click on one of the Map links to view the Service Area(s). **Fredericksburg is area 99. The report will always bring in area 10 as well, which is the full Virginia area.**
- **Business Types (SWAM):** this field will allow you to either select specific certified SWAM vendor types or use the "All Business Types" entry to select all vendors (SWAM and non-SWAM). As with Service Areas, you may make multiple selections using the Ctrl Key while selecting.

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Step 4. Searching for Commodity Codes

Commodity Codes are found under the NIGP Lookup link. This hyperlink will allow a search by keyword(s) and/or a complete download of the Commodity Code Book in PDF format. Select the NIGP Lookup link to begin the search for either method.

Enter 5 Digit Commodity Code PLUS
enter the 5 Digit Class:


[NIGP Lookup](#)

Keyword Search

Use the Keyword area to type in the good or service (or select the Commodity Code Book in PDF format as seen below).

Keyword(s): Search View All

[Download the Complete Commodity Code Book in PDF Format](#)

 Our standard for on-line documents is Adobe Acrobat. Some of these documents are in a PDF format and will require the Acrobat plugin to your browser. You may click on the Adobe icon to download the plugin.


NIGP Code	Description
04040	Fish, Brood and Fingerling
04042	Fish (Not Otherwise Classified)
04045	Fish, Tropical
12005	Agitators, Fish Tank
12012	Bait, Fish
12037	Fish Locators and Shockers
12038	Fish and Marine Life Incubators, Accessories and Related Equipment

Example of the word 'fish' and the resultant NIGP codes brought forth for use on the Bidder's List form.

Commodity Code Book

See the results of your search

COMMONWEALTH OF VIRGINIA

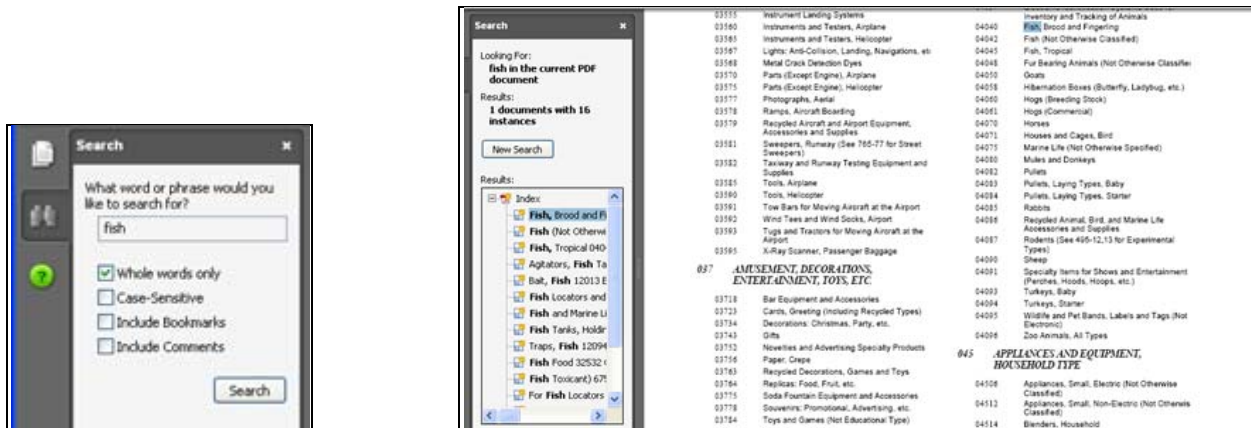


COMMODITY CLASS AND ITEM BOOK

GOODS AND SERVICES


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If desired, select the binoculars to allow for a keyword search within the Commodity Book. Below shows the results of when “fish” was used as the search word.



Step 5. Enter Commodity Codes, Service Area, and Business Type on Bidder’s List form

Enter the Commodity Codes and/or Class codes (the higher level 3 digit code followed by two zero’s), select the appropriate service area (Fredericksburg is zone 99), and select Small Business for the Business Type. Submit when complete.



eVA Bidder's List

Enter 5 Digit Commodity Code PLUS
 enter the 5 Digit Class: 5-digit codes separated by a comma
(00505,00500,20464,20400)

[NIGP Lookup](#)

Select Service Areas:
[Map \(.pdf\)](#)
[Map Detail \(.xls\)](#)


All Service Areas
 Zone - 10
 Zone - 97
 Zone - 98
Zone - 99
 Zone - 100
 Zone - 101
 Zone - 102
 Zone - 103
 Zone - 104
 Zone - 105
 Zone - 106

Select Business Types:

All Business Types
 Minority-Owned Business
Small Business
 Woman-Owned Business

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Sample Bidder's List Report



Wed Jan 09 16:58:23 2008
[CSV Output](#) [Excel 97 Output](#)

eVA Bidders List
 Commodity Code = 04000
 Service Area = 99 ,10
 SWAM = Small Business

Vendor Name	Vendor ID	FIN	HQ Name	HQ ID	HQ FIN	Mailing Address	Contact	Email	Zone	Service Type	SWAM
Advantage Wildlife Solutions	V30000006980	230923613	Advantage Wildlife Solutions	V30000006980	230923613	105 Second Street, Shenandoah, VA, 22649	Bryan Nelson, Phone: 540-435-4949, Ext. 652-6021	redfostrapper@aol.com	10,	Premium	S
Heritage Home Center dba Cahill, Inc.	V30000009759	541783728	Heritage Home Center dba Cahill, Inc.	V30000009759	541783728	1558 Fairystone Park Highway, Stanleytown, VA, 24168	Beth Cahill, Phone: 276-629-2595, Ext. 629-4564	csullivan@yahoo.com	10,	Premium	S
Maddox Feed Store for Bradley T. Pleasants	VC0000068060	541093706	Maddox Feed Store for Bradley T. Pleasants	VC0000068060	541093706	103 Church Ave. P.O. Box 357, Louisa, VA, 23093	Bradley Pleasants, Phone: 540-967-0669, Ext. 967-3265	maddoxfeedstoreforbradleytpleasants@noemail.com	99, 101,	Basic	S

Save the Results- At the top-left of the report you will see the links "CSV Output" and "Excel 97 Output" which will allow you to save the report as either a delimited text file or an Excel spreadsheet.

What to do with the Bidder's List Information

The Information you obtain from the Bidder's List will be used to determine if a DMBE Certified Small Vendor (s) can satisfy the purchasing need. Review the list to determine if a supplier exists within the required service area or if the good can be delivered accordingly. It will be necessary to call the vendor and inquire on good, service, cost, delivery dates, and other requirements you may have as the Buyer.

Questions to ask the Vendor:

- Will the good or service be available when requested?
- Can the vendor meet the delivery date and time?
- Item or service cost? (use for eVA entry and to determine reasonableness)
- Can the vendor satisfy the quantity requirement?
- Is the need Brand specific?
- Does the vendor have a PunchOut catalog?

When a vendor satisfies all needs, and you have all the information you need; enter the order into eVA and complete the GE MasterCard Purchasing Log (if required).

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Justification for choosing a Non-DMBE Small Business Vendor

If it is determined that a DMBE Set-Aside requirement cannot be fulfilled, a justification will need to be entered into the eVA Comments Section for the entire Requisition and/or the GE MasterCard Purchasing Log Sheet, as applicable. Every order up to \$5,000.00 (including Over the Counter Purchases) will need to be purchased with a DMBE Small Vendor unless a justification is noted. Acceptable justifications are as follows:

- S. Small Vendor
- C. Under Contract
- 1. No Certified Small Business Available for this commodity within a practical radius of the University.
- 2. DMBE Small Vendor cannot provide specialized or custom made commodity.
- 3. DMBE Small Vendor's price quote was not reasonable.
- 4. DMBE Small Vendor could not meet necessary deadlines.
- 5. DMBE Small Vendor could not meet quantity needs.
- 6. DMBE Small Vendor could not meet product quality.
- 7. Potential Vendor not yet certified by DMBE

Contact the Director of Purchasing for assistance or further justification needs, if required.

Sample Justification Comment on an eVA Requisition.

Sample Justification Comment on GE MasterCard Purchase Log

GE MasterCard Purchasing Log Fiscal Year 2008					
Cardholder Name: Cheryl Lumpkin					Depart
Card Number:					Depart
Statement Closing Date: 1/15/08			Cover Sheet Due: 2/1/08		Cover
DATE	VENDOR	SWAM	PCO	Description	FUND
12/19/07	The Supply Room	S	PCO427314	Office Supplies	3511
12/20/07	Sodexo	C		Catering for Mid-Atlantic exhibition	3511
12/21/07	FedEx			International Shipping	3511
1/11/08	The Supply Room	S	PCO432396	Office Supplies	1111