

eVA Procurement Guidelines for VDH Employees

Mandatory Sources

- Virginia Correctional Enterprises (VCE)
- Virginia Industries for the Blind (VIB)
- Virginia Distribution Center (VDC)
- Office of Graphic Communications (OGC)
- Virginia Information Technology Agency (VITA)
- Fleet Management

*Mandatory sources must be used when purchasing any items that are offered by these agencies unless an exception is granted.

State/VDH Contracts

- Mandatory state contracts must be used
- State/VDH contracts should be used for efficiency purposes

Executive Order 20

Requires all purchases up to \$10,000 be set aside to Micro Businesses, if the price is fair and reasonable.

Small Business Enhancement Award Order Priority (APSPM 3.10g)

- Purchases under \$10,000
 - 1) Micro
 - 2) SWaM
 - 3) Any type of vendor
- Purchases over \$10,000
 - 1) Micro/SWaM
 - 2) Any type of vendor

Procurement Methods

- **Single Quote** (under \$10,000)
 - Set-aside for a Micro Business in accordance with the Small Business Enhancement Award Order Priority.
 - Call, fax, or obtain quote through the eVA eMall from a minimum of 1 DSBSD-certified micro business.
 - If procuring a service and the vendor is on-site or on state property, verify vendor's insurance or any applicable licenses.

- See the Procurement Guideline for purchases up to \$5,000
- **Quick Quote** (over \$10,000 up to \$100,000)
 - Must be posted for a minimum of 3 business days.
 - Set-aside for micro or small businesses in accordance with the Small Business Enhancement Award Order Priority.
 - Include General Terms, Special Terms and Conditions, and Scope of Work/Statement of Need.
 - If procuring a service and the vendor is on-site or on state property, verify vendor's insurance or any applicable licenses.
 - See the Procurement Guideline(s) for purchases between \$5,000 and \$10,000 and between \$10,000 and \$50,000.
 - **If bid comes in higher than \$100,000, contact your OPGS buyer.**
- **Unsealed RFP** (over \$10,000 up to \$100,000)
 - Must be posted for a minimum of 10 business days.
 - If addendum added, must post for 10 business days after that date.
 - Set-aside for micro or small businesses in accordance with the Small Business Enhancement Award Order Priority.
 - Include General Terms, Special Terms and Conditions, Negotiation Terms, and Scope of Work/Statement of Need.
 - If procuring a service and the vendor is on-site or on state property, verify vendor's insurance or any applicable licenses.
 - Proposals may be reviewed as they come in
 - See the Procurement Guideline(s) for purchases between \$10,000 and \$10,000 and between \$10,000 and \$100,000.
 - **If bid comes in higher than \$100,000, contact your OPGS buyer.**
- **Sole Source** (over \$10,000 up to \$50,000)
 - Document steps to validate sole-source option using Annex 8-C in the APSPM.
 - Obtain a letter from vendor stating they are a sole source provider of service or goods.
 - If procuring a service and the vendor is on-site or on state property, verify vendor's insurance or any applicable licenses.
 - Use OPGS Form 128 or 130 for sole source procurements.
 - Send completed form to OPGS for approval.
 - See the Procurement Guideline(s) for purchases between \$10,000 and \$10,000 and between \$10,000 and \$50,000.