

*The Virginia Dept of Small Business & Supplier Diversity  
presents*

*Selling to the Commonwealth  
in partnership with the*

*Virginia Water Well Association  
February 18, 2021*

# DSBSD Agency Mission



*The mission of the Virginia Department of Small Business and Supplier Diversity (SBSD) is to enhance growth opportunities for Virginia's small businesses to prosper through increased revenue and job creation thereby raising the standard of living for all Virginians.*

Selling to the Commonwealth

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# DSBSD Agency Overview



## ACCESS TO CAPITAL

- Virginia Small Business Financing Authority (VSBFA)

## ADVOCACY

- Legislation, Policy and Facilitation

## BUSINESS DEVELOPMENT & OUTREACH

- Supporting economic development through workshops/training, access to resources and one-on-one business counseling sessions.

## CERTIFICATION

- Micro, Small, Women and Minority Owned (SWaM) and Disadvantaged Business Enterprise (DBE)

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## *Selling to the Commonwealth*

### *Step 1 – register in eVA*

# What is eVA?



## *Virginia's eProcurement Portal*

*The tool used by the  
Commonwealth  
for all  
purchasing activity.*



*245+ state agencies,  
colleges &  
universities*



*Announce bidding opportunities  
Get quotes  
Place orders for goods/services*

*770+ local  
governments*

*13,000+ eVA Users*

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# Small Purchases



*Purchases  
\$10,000 and under*

*Method:  
Single Quote*

*Award Priority:  
Micro Business*

*Purchases  
\$10,001 - \$100,000*

*Method:  
Competitively Bid*

*Award Priority:  
Small Business*

# Large Purchases



## *Purchases over \$100,000*

### *Invitation For Bid – IFB*

- *Competitive Sealed Bidding*
- *Specific terms*
- *Detailed specifications*
- *Awarded based on price*

### *Request for Proposal – RFP*

- *Competitive Negotiation*
- *Vendor proposes solution*
- *Two (or more) offers are selected for negotiation*
- *Award is made to best overall proposal*

### *What you need to register...*

- *Federal Employer Identification Number (EIN)*
- *W-9 form*
- *Commodity Codes – see the following page for examples of codes in the well drilling category*



# NIGP (Commodity) Codes for Well Drillers

CODE	DESCRIPTION (These are ALL Service Codes when they begin with "9")	CODE	DESCRIPTION (These are ALL Service Codes when they begin with "9")
• 90694	WATER SUPPLY, TREATMENT AND DISTRIBUTION - ARCHITECTURAL	• 92974	TANKS: MOBILE, PORTABLE, STATIONARY, STORAGE, ETC., MAINTENANCE AND REPAIR (INCLUDES RELINING)
• 90742	GEOTECHNICAL - SOILS	• 93462	PIPE AND PIPE FITTINGS MAINTENANCE AND REPAIR
• 91036	HEATING, AIR CONDITIONING, AND VENTILATION MAINTENANCE AND REPAIR SERVICES (INCLUDING INSTALLATION)	• 93464	PLUMBING EQUIPMENT AND FIXTURES, MAINTENANCE AND REPAIR
• 91060	PLUMBING MAINTENANCE AND REPAIR (INCLUDES PRESSURE TAPPING SERVICES, PIPE FREEZES, TOILETS, ETC.)	• 93662	PUMPS AND PUMP ACCESSORIES MAINTENANCE AND REPAIR
• 91077	WATER PURIFICATION/SOFTENING SERVICES	• 93663	PUMPS, VERTICAL, MAINTENANCE AND REPAIR
• 91216	BORING, DRILLING, TESTING, AND SOUNDINGS	• 93664	PURIFICATION AND FILTERING DEVICES MAINTENANCE AND REPAIR
• 91360	CONSTRUCTION, WATER SYSTEM/PLANTS, MAIN AND SERVICE LINE	• 93691	WATER SUPPLY AND SEWAGE TREATMENT EQUIPMENT MAINTENANCE AND REPAIR
• 91392	MAINTENANCE AND REPAIR, WATER SYSTEM, MAIN AND SERVICE LINE	• 94151	HEAT EXCHANGER MAINTENANCE AND REPAIR
• 91400	CONSTRUCTION SERVICES, TRADE (NEW CONSTRUCTION)	• 94454	MISCELLANEOUS FARMING SERVICES
• 91450	HEATING, VENTILATING AND AIR CONDITIONING (HVAC)	• 96185	UTILITY SERVICES, WATER
• 91468	PLUMBING	• 96191	WATER AND PETROLEUM PIPELINE SERVICES
• 92597	WATER SUPPLY, TREATMENT, AND DISTRIBUTION/ENGINEERING	• 96242	HEATING AND RELATED SERVICES, INDUCTION
• 92629	CONTAMINATED GROUNDWATER SERVICES (INCLUDING DISCHARGE PIPE INSTALLATION)	• 96292	VIDEO SCANNING OF SEWERS, WATER WELLS, ETC.

# NIGP (Commodity) Codes for Well Drillers

**CODE**      **DESCRIPTION** (These are ALL Service Codes when they begin with "9")

- 96294      WATER SERVICES, BOTTLED AND BULK DELIVERY (TANKER SERVICES)
- 96296      WELL SERVICES (INCLUDING OIL, GAS, AND WATER): DRILLING, PLUGGING, CONSULTING, MAINTENANCE, REPAIR, ETC.
- 96736      DRILLING EQUIPMENT AND SUPPLY MANUFACTURING SERVICES
- 96891      WATER SUPPLY ANALYSIS, INFRASTRUCTURE ANALYSIS, WATER QUALITY ANALYSIS, AND LONG TERM PLANNING
- 96893      WELL POINTING SERVICES (DEWATERING)
- 96896      WATER AND WASTEWATER TREATMENT SERVICES
  
- 89000\*      WATER SUPPLY, GROUNDWATER, SEWAGE TREATMENT, AND RELATED EQUIPMENT (NOT FOR AIR CONDITIONING, STEAM BOILER, OR LABORATORY REAGENT WATER)98991      WATER SAMPLING AND ANALYSIS SERVICES
- \*ANY COMMODITY/NIGP CODE BEGINNING WITH THE DIGITS 0-8 ARE *PRODUCT CODES, NOT SERVICE CODES.*

# www.eva.virginia.gov



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**Notice - Dunbar Armored Car Services and Supplies**  
New contract E194-78602 in place effective 7/1/2018

[More Info](#)



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## Buyer Registration

State Agencies, Colleges and Universities

Contact your procurement office to request a login

## Local Government

[Request a Local Government Login](#)

## Vendor Registration

[Vendor Registration](#)

[Step by Step Registration Quick Guide](#)

Brief registration "How to video"  
[Watch Now](#)

## Helpful Links

- [Look-up your Commodity Codes](#)
- [SWaM Certification](#)
- [Commonwealth of Virginia Substitute W-9 Form](#)  
Registration is not considered complete unless a Commonwealth of Virginia Substitute W-9 is received. The W-9 Form must be signed (digital signatures are not accepted) and dated. Payments for goods or services will be delayed without a properly executed Commonwealth of Virginia Substitute W-9.
- [Set up Your Ariba Account](#)  
Receive orders electronically from the Commonwealth and load a catalog. Your Ariba Network Account also

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## Search for your company location

Has your company done business with us in the past? If so, your company may already be in our database. Please use the search below.

Company Name :

Is your company listed ?

Yes, I found my Headquarters but not my Location ➡ Click *Add Location* to create new Location for the existing Headquarters.

Yes, my Account is activated but I don't know the login ➡ Call Customer Care @ 1-866-289-7367 for help.

No, Register Now

<u>Headquarter Standard Name</u>	<u>Location Name</u>	HQ Account	Registration Type
----------------------------------	----------------------	------------	-------------------

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## eVA Memorandum Of Agreement (Effective 5/16/2006)

Thank you for joining the Commonwealth of Virginia eVA supplier community. You must agree to the terms defined below in order to:

- continue with the eVA registration process.
- avoid having an existing registration deactivated/canceled.

You are strongly encouraged to click on the "help & advice" button for more information.

This Memorandum Of Agreement (Agreement) sets forth the terms that have been established by the Commonwealth of Virginia, Department of General Services, Office of Information Technology, for electronic procurement transactions made between your firm ("Vendor") and any agency or public body when such electronic procurement transaction is made through the statewide electronic procurement solution (eVA).

For purposes of this Agreement:

- **electronic procurement transaction** is defined to include electronic quotations, bids, proposals, purchase orders, contracts, invoices, shipping notices electronically transmitted, received, or posted using eVA in lieu of or in addition to creating one or more paper documents;
- **agency** is defined as any department, authority, board, post, commission, division, institution, or office of State government of the Commonwealth;
- **public body** is defined as any legislative, executive or judicial body, agency, office, department, authority, post, commission, committee, institution, or other entity that exercises some sovereign power or to perform some governmental duty, and empowered by law to undertake the procurement activities facilitated by eVA.

By accepting this Agreement, you certify and warrant to each agency and public body that you are duly authorized, by the Vendor to: (i) register the Vendor information requested in the eVA vendor registration process; and (ii) enter into this Agreement on behalf of the Vendor. By accepting this Agreement, you agree to the terms of this Agreement and public body that:

Accept Terms

Provide the following and continue

Taxpayer ID & Type:  ☐ EIN ☐ SSN  
Company Zip:

Reject Terms

# NIGP Codes



## STAY CONNECTED

[eVA Directory](#)  
[Division of Purchases and Supply](#)  
[Department of General Services](#)

1130

## QUICK LINKS

[Virginia Institute of Procurement](#)  
[Virginia Distribution Center](#)  
[Policy, Consulting & Review](#)  
[Statewide Procurement](#)

## TOOLS

[NIGP Code Lookup](#)  
[Registered Vendor List](#)  
[UAT/Training](#)  
[Browser Optimizer](#)

## SITE RESOURCES

[Our Story](#)  
[Privacy Statement](#)  
[Mobile App Center](#)  
[SBSD/SWaM](#)  
[eVA Open Data](#)

Access from the bottom of  
eVA website homepage



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# NIGP Codes



Class	Description
<a href="#">00500</a>	ABRASIVES
<a href="#">01000</a>	ACOUSTICAL TILE, INSULATING MATERIALS, AND SUPPLIES
<a href="#">01500</a>	ADDRESSING, COPYING, MIMEOGRAPH, AND SPIRIT DUPLICATING MACHINE SUPPLIES: CHEMICALS, INKS, PAPER, ETC.
<a href="#">01900</a>	AGRICULTURAL CROPS AND GRAINS INCLUDING FRUITS, MELONS, NUTS, AND VEGETABLES
<a href="#">02000</a>	AGRICULTURAL EQUIPMENT, IMPLEMENTS, AND ACCESSORIES (SEE CLASS 022 FOR PARTS)
<a href="#">02200</a>	AGRICULTURAL EQUIPMENT AND IMPLEMENT PARTS
<a href="#">02500</a>	AIR COMPRESSORS AND ACCESSORIES
<a href="#">03100</a>	AIR CONDITIONING, HEATING, AND VENTILATING EQUIPMENT, PARTS AND SUPPLIES
<a href="#">03500</a>	AIRCRAFT AND AIRPORT EQUIPMENT, PARTS, AND SUPPLIES
<a href="#">03700</a>	AMUSEMENT, DECORATIONS, ENTERTAINMENT, GIFTS, TOYS, ETC.
<a href="#">04000</a>	ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING ACCESSORIES)

## Commodity Codes

- *Describe your products/services*
- *Tell eVA Buyers what you sell*
- *Match you with bid opportunities*

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# NIGP Codes



<a href="#">91500</a>	COMMUNICATIONS AND MEDIA RELATED SERVICES																										
<a href="#">91800</a>	CONSULTING SERVICES																										
	<table><tr><th><u>NIGP Code</u></th><th><u>Description</u></th></tr><tr><td>91800</td><td>CONSULTING SERVICES</td></tr><tr><td>91802</td><td>Audio/Visual Consulting Services</td></tr><tr><td>91803</td><td>Alcohol and Drug Abuse Consulting Services</td></tr><tr><td>91804</td><td>Accounting/Auditing/Budget Consulting</td></tr><tr><td>91806</td><td>Administrative Consulting</td></tr><tr><td>91807</td><td>Advertising Consulting</td></tr><tr><td>91809</td><td>Agricultural Consulting</td></tr><tr><td>91810</td><td>Air Pollution Consulting</td></tr><tr><td>91811</td><td>Anthropology Consulting</td></tr><tr><td>91812</td><td>Analytical Studies and Surveys (Consulting)</td></tr><tr><td>91813</td><td>Asbestos Consulting</td></tr><tr><td>91814</td><td>Appraisals Consulting</td></tr></table>	<u>NIGP Code</u>	<u>Description</u>	91800	CONSULTING SERVICES	91802	Audio/Visual Consulting Services	91803	Alcohol and Drug Abuse Consulting Services	91804	Accounting/Auditing/Budget Consulting	91806	Administrative Consulting	91807	Advertising Consulting	91809	Agricultural Consulting	91810	Air Pollution Consulting	91811	Anthropology Consulting	91812	Analytical Studies and Surveys (Consulting)	91813	Asbestos Consulting	91814	Appraisals Consulting
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**Notice - Dunbar Armored Car Services and Supplies**  
**New contract E194-78602 in place effective 7/1/2018**

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# Vendor Manual



[Pay eVA Invoice](#)

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### Selling to the Commonwealth

[Our Story](#)  
Learn about Virginia's procurement marketplace where all of Virginia State Agencies, Colleges and Universities, as well as many Local Governments, post bidding opportunities, get quotes and place orders for goods and services.

[Register Now](#)  
Free to join, eVA registration gives you access to many free services and tools including automated placement on bidders list and email/fax notifications for business opportunities with Virginia State Agencies, Colleges and Universities, as well as many Local Governments.

[Purchasing Rules - the Vendors Manual](#)  
Commonwealth purchasing rules distinguish small dollar from large dollar purchases:

- Small Purchases \$10K & under  
\$10K = single small business quote  
Over \$10K - \$100,000 = unsealed bidding  
Large Purchases Over \$100K

### Tools

[eVA Vendor Training](#)  
Access "How to" guides and training videos on:

- Becoming an eVA Registered Vendor
- Finding Business - Solicitations
- Using Quick Quote - Online Bidding Tool
- Vendor Account Maintenance & more
- Finding Credit Card Numbers on Orders
- Learn How Buyers Shop

[Load a Catalog](#)  
Free functionality that allows Vendors to either provide a catalog file to be loaded into eVA or have eVA directly access your own shopping website through a technology called "Punchout".

[Procurement Complaint Form \(for DPS/VITA State Contract vendors only\)](#)  
The official method for Vendors to submit complaints regarding contracts issued by the Division of Purchases and Supply (DPS) or the Virginia Information Technology Agency (VITA).

*Provides detailed information about Virginia's purchasing rules.*

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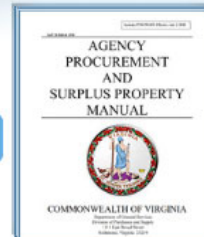
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[Vendor Login](#)

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**AGENCY  
PROCUREMENT  
AND  
SURPLUS PROPERTY  
MANUAL**

ENTIRE APSPM MANUAL  
NOW INCLUDES

**PIM 35**

[VIEW HERE!](#)



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**WHAT VIRGINIA BUYS**

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# eVA Resources



eVA Welcomes: Inc • Carlisle Brake & Friction • Catholic Charities Diocese of Arlington •

Fiscal Year is July 1 - June 30  
Data is current as of 12:00 am on 01/22/2018

Reports	Documents
<b>Public Reports</b>	
<b>Order Data</b>	
700 Purchase Order View	
701 See a summary of Purchase Orders for one Vendor	
702 Who's Buying What I Sell?	
703 Commodity Summary Spend at a Glance	
704 Which Businesses are Getting Orders? (by Zip Code/County)	
<b>Vendor Data</b>	
720 Vendor Search by Name, ID, or NIGP Commodity Code(s)	
<b>Other Reports</b>	
740 eVA Buyer Shipping and Billing Addresses	
741 Solicitation Listing (PPEA-PPTA Offered)	

## Commonwealth Purchasing Metrics

Order \$ Distribution



Order History



Top 20 Commodities



Order Totals Grouped by Dollar Range



Order

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# eVA Report



## 702 - Who's Buying What I Sell?

Select your search preference: ☐ Specific Vendor  
☒ Specific NIGP Codes, Contract #s or Key Words

Select Date preference: ☐ Specific Date/Time Period  
☐ Calendar Year  
☒ Fiscal Year

Select Fiscal Year:

2021  
2020  
2019  
2018  
2017

Enter at least one field:

Line Item Description:  Example: server

NIGP Commodity Code(s):  x [NIGP Code Lookup](#)

Contract #:

Run Report

Reset

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# eVA Report



This report was run at 02/24/2020 03:26 PM  
Data is current as of 12:00 pm on 02/24/2020

## User Selected/Entered Choices:

NIGP Commodity Code(s):	91871
Fiscal Year:	2019

<u>NIGP code</u>	<u>Purchasing Entity</u>	<u>Order #</u>	<u>Order Date</u>	<u>Vendor Name (as shown on Order)</u>	<u>SWAM</u>	<u>Order Line #</u>
91871	A141 Office of the Attorney General	<a href="#">EP2860726-V2</a>	3/15/2019	COMPUTER AID INC		1
91871	A141 Office of the Attorney General	<a href="#">EP2860726-V2</a>	3/15/2019	COMPUTER AID INC		2
91871	A141 Office of the Attorney General	<a href="#">EP2862874</a>	9/27/2018	VIRGINIA INFORMATION TECHNOLOGIES AGENCY		1
91871	A141 Office of the Attorney General	<a href="#">EP2966067</a>	3/18/2019	INFO-TECH RESEARCH GROUP INC		1
91871	A182 Virginia Employment Commission	<a href="#">EP3020270</a>	6/7/2019	COMPUTER AID INC		1
91871	A204 College of William and Mary	<a href="#">EP2903002</a>	12/3/2018	GARTNER INC		1
91871	A211 Virginia Military Institute	<a href="#">EP2841463</a>	8/30/2018	SOFTDOCS INC		1
91871	A211 Virginia Military Institute	<a href="#">EP2854120</a>	9/17/2018	SOFTDOCS INC		1
91871	A211 Virginia Military Institute	<a href="#">EP2860582</a>	9/25/2018	SOFTDOCS INC		1
91871	A211 Virginia Military Institute	<a href="#">PCO2275593</a>	7/9/2018	MICROSOFT CORP		1
91871	A211 Virginia Military Institute	<a href="#">PCO2275601</a>	7/9/2018	MICROSOFT CORP		1

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# eVA Report



Order Line #	
1	Microsoft Office 365 - Windows 10 Migration Submitted by Planet Technologies, Inc. as a subcontractor to Computer Aid, Inc. PART ONE: The design, implementation, and migration. Additionally, Supplier will provide access to and set up for Evolve 365 online training access at no additional cost for the period of 1 year (from start of SOW engagement) and remote s
2	AD Review and Remediation Plan, Legacy Server Upgrade Support and Post-Migration End User Exchange Support. This is a change request to the original SOW (AG-1 # 46166). Po
1	VITA Cloud Oversight Service Assessment Service (ECOS).
1	VITA Advisory Membership + Add-On Workshop IT Management & Strategy Training & Development Project Execution Assistance 4/5 Day On-Site Workshop
1	Jackie Anderson, consultant with ICS. CAI to agency bill rate would be \$114.98 for 500 hours. Category of Project Mgr 3. Jeff Ryan will approve time card. VEC is seeking a consultant to help the agency develop and implement operational policies and procedures to standardize program service delivery and support across all programs in engineering activities as may be identified to improved operations within the workforce area. The consultant should have experience in procedural writing, business process re-engine
1	Gartner Core IT Research for Higher Education 1/1/2019 to 6/30/2019
1	Charge the VISA under the name Melinda T. Jones. Confirming order for Invoice #34696 Invoice dated 23 August 2018 TRIP 1 OF 4 (PO#EP2773406 RELATED) Trip Expenses Drew
1	Charge the VISA under the name Melinda T. Jones. Confirming order for Invoice #34791 dated 31 August 2018 Trip 2 of 4 (PO #EP2773406) Trip Expenses Drew McCollum 19-24 Au
1	Charge the VISA under the name Melinda T. Jones. Confirming order for Invoice #34933 \$1029.46 dated 24 September 2018 Trip 3 of 4 (PO# EP2773406) Trip Expenses Drew McC
1	Confirming order for Microsoft Tech Support telephone call placed on 29 June 2018.
1	Confirming order for Microsoft Tech Support telephone call placed on 5 July 2018.
1	Charge the VISA under the name Melinda T. Jones for Quote #SCL070618-1 Confirming order for Service Labor. Estimated 2 hours. Does not include programming if needed.

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# eVA Report



Quantity	Unit of Measure	Unit Price	Line Total for selected Time Period	Need By Date	Contract #	Ship To Address	Buyer	Buyer Email / Phone#
1	LO	\$171,182.00	\$171,182.00	9/30/2019	VA-130620-CAI	202 North 9th Street, Richmond, VA, 23219, US	Antonio Kornegay	akornegay@oag.state.va.us 804-786-3899
1	LO	\$24,310.00	\$24,310.00	9/30/2019	VA-130620-CAI	202 North 9th Street, Richmond, VA, 23219, US	Antonio Kornegay	akornegay@oag.state.va.us 804-786-3899
1	EA	\$1,150.00	\$1,150.00	10/31/2018		202 North 9th Street, Richmond, VA, 23219, US	Antonio Kornegay	akornegay@oag.state.va.us 804-786-3899
1	ANN	\$24,695.24	\$24,695.24	3/31/2020	VA-180315-ITRG	202 North 9th Street, Richmond, VA, 23219, US	Antonio Kornegay	akornegay@oag.state.va.us 804-786-3899
500	LH	\$114.98	\$57,490.00		VA-130620-CAI	703 E Main St, Richmond, VA, 23219, US	Rachel Bramble	rachel.bramble@vec.virginia.gov 804-786-1697
1	EA	\$46,937.50	\$46,937.50		VA-180315-GARG	Jones Hall - RM 208 200 Ukrop Way, Williamsburg, VA, 23185, US	Kathleen Smith	kdsmit@wm.edu 757-221-6333
1	EA	\$867.09	\$867.09	8/23/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341
1	EA	\$1,451.01	\$1,451.01	8/31/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341
1	EA	\$1,029.46	\$1,029.46	9/10/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341
1	EA	\$499.00	\$499.00	7/2/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341
1	EA	\$499.00	\$499.00	7/6/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341
2	EA	\$150.00	\$300.00	7/11/2018		Virginia Military Institute 348 Nichols Engineering, Lexington, VA, 24450, US	Melinda Jones	jonesmt@vmi.edu 540-464-7341

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*Questions with eVA ...*

*eVA Customer Care 1-866-289-7367*

*or*

*eVACustomerCare@dgs.virginia.gov*

## *Selling to the Commonwealth*

### *Step 2 – Get certified*

## Benefits of SWaM and Micro Certifications

### Set-aside Award Priority:

#### Micro Business Set-Aside Award Priority

Up to and including \$10,000.00

- 1) Micro Business
- 2) Small Business
- 3) Open to all

#### Small Business Set-Aside Award Priority

Over \$10,000 up to and including \$100,000

- 1) Small Business (including micro businesses)
- 2) Open to all

## Benefits of SWaM and Micro Certifications (continued)

### Prime Contractor Small Business Subcontracting Plan

For procurements over \$100,000 unless a determination has been signed by the chief purchasing officer and supported by factual evidence explaining in sufficient detail why no subcontracting opportunities exist, all agencies and institutions shall include in the terms and conditions, the requirement for a Small Business Subcontracting Plan for the award of any prime contract. A DSBSD certified small business, which shall include women-owned and minority-owned businesses and businesses with DSBSD service disabled veteran-owned status when they have also received DSBSD small business certification who serves as prime contractor will receive full credit of the evaluation criteria for the Small Business Subcontracting Plan.

# SWaM Certification



## *Small, Women-owned and Minority-owned (SWaM) Certification*

- *The Commonwealth of Virginia's small business program.*
- *To enhance procurement and contracting opportunities for SWaM businesses participating in state-funded projects.*

# SWaM Designations



- **Small Business:** *No more than 250 employees OR No more than \$10 Million in gross receipts averaged over the 3-year period prior to certification application.*
- **Women-Owned Business:** *At least 51% owned and controlled by one or more women who are U.S. citizens or legal resident aliens.*
- **Minority-Owned Business:** *At least 51% owned and controlled by one or more minorities who are U.S. citizens or legal resident aliens.*
- **Micro Business Certification:** *No more than 25 employees AND no more than \$3 Million in average annual revenue over the 3-year period prior to certification application.*

- *Over 14,000 approved SWaM Certifications in the State of Virginia – almost 700,000 businesses, 97% are small business*
- *Over 6,500 Micro Certified Businesses*
- *In 2018 The Commonwealth spent 1.6B with SWaM businesses*



- *SWaM certification is now done online through our Certification application portal.*
- *Paper applications will no longer be accepted.*
- *Standard processing time is **60 business days** from receipt of a COMPLETE application.*
- *SWaM certification approval is good for five years.*

# SWaM Supporting Documents



***1. Proof of identification – DMV License***

***2. Proof of U.S. citizenship or Permanent Residency***

***U.S. Passport, Birth Certificate, Permanent Resident Card,  
or Certificate of Naturalization***

***3. Documented proof of owner's contributions to the business***

# SWaM Supporting Documents



- 4. Resume of owner(s) and officer(s)*
- 5. Copies of professional licenses and permits*
- 6. Business tax returns for current year and previous 2 years*
- 7. First page of the Form 941 (Employer's Quarterly Federal Tax Return) for the most recent four quarters*

# SWaM Supporting Documents



## *Additional Documents required based on the business formation:*

### ➤ ***Corporations***

- ☐ *Certificate of Incorporation*
- ☐ *Articles of Incorporation and any amendments*
- ☐ *Corporate bylaws and any amendments*
- ☐ *Minutes from most recent stockholder meetings*
- ☐ *Minutes from most recent board of directors meetings*
- ☐ *Both sides of stock certificates*
- ☐ *Stock ledger*

# SWaM Supporting Documents



## *Additional Documents required based on the business formation:*

### ➤ *Limited Liability Company*

- ☐ *Certificate of Organization/Existence/Formation*
- ☐ *Articles of Organization and any amendments*
- ☐ *Operating Agreement and any amendments*

# SWaM Supporting Documents



## *Additional Documents required based on the business formation:*

### ➤ ***Sole Proprietorship***

- ☐ *Current business license*
- ☐ *Certificate of Assumed/Fictitious Name*

### ➤ ***Franchises***

- ☐ *Franchise Agreement*

### ➤ ***Partnerships***

- ☐ *Partnership Agreement*

# SWaM Certification Portal



<https://certification-app.sbsd.virginia.gov/>

Certification Application

Username/Email \*

Password \*

LOGIN

REGISTER

Did you forget your password?

Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)



# SWaM Certification Portal



## Certification Application

Full name \*

Username \*

Password \*

Confirm Password \*

Email \*

REGISTER

CANCEL

Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal



Virginia Department of Small Business and Supplier Diversity <noreply@sbsd.virginia.gov>

Barber, Angela (DSBSD)

9:33 AM

Confirm your email address



*COMMONWEALTH of VIRGINIA*  
*Department of Small Business and Supplier Diversity*

Dear Barber Enterprises, LLC (TEST),

Thanks for registering with SBSD. Please click on the link below to activate your account.

[Confirm your account](#)

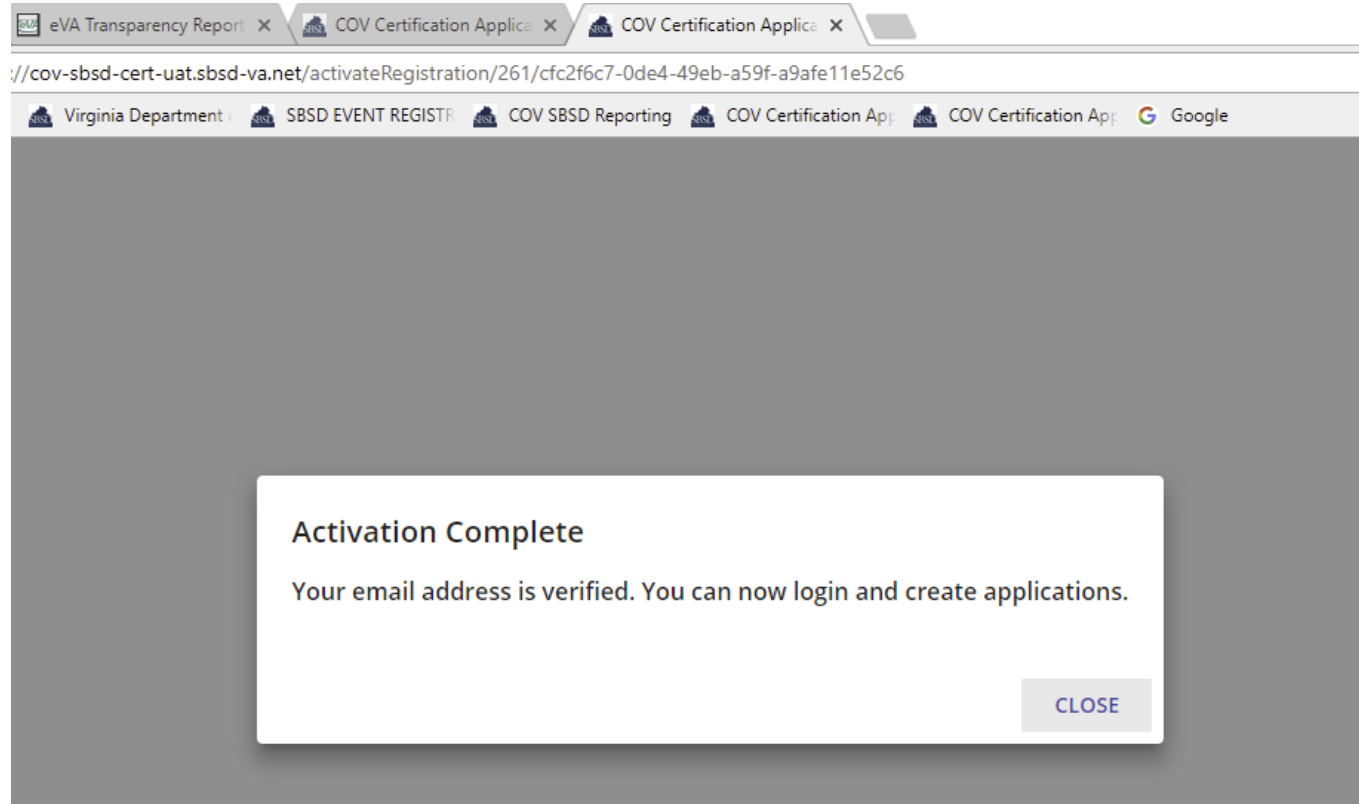
This link will expire in 8 hours from the time of registration.

Thanks,  
Team SBSD

Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal



Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal



Virginia.gov Agencies | Governor



## Certification Application

Username/Email \*

Password \*

LOGIN

REGISTER

Did you forget your password?

Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal



Application Processing Portal

Search

BARBER ENTERPRISES,...

Application Queue

Application Queue

0

LINK / NEW APPLICATION

Search

Sort By

Oldest-Newest

Click

LINK / NEW APPLICATION

to create a new application

Selling to the Commonwealth

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal



1

2

3

Application

Documents

Submit

BARBER ENTERPRISES, ...

Please verify that the application is complete and all the documents have been uploaded before submitting the application. The very last step is to sign the affidavit and debarment form to establish that all the information is accurate. This must be signed by a majority owner of the company.

### Designations and Business type

Select the designations you are applying for:\*

- ☐ Small
- ☐ Micro
- ☐ Women Owned
- ☐ Minority Owned
- ☐ Disabled Veteran Owned
- ☐ ESG

BACK

SAVE

NEXT

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[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

# SWaM Certification Portal




Apps ★ Bookmarks Bing™ Traffic Suggested Sites Bookmarks IE Tab Other bookmarks

Application Documents Submit

vlove |account|logout

S MIC W MN VET

 **Upload Documents**  
The SBSD now requires all documents to be uploaded digitally. This is a secure web site which uses encryption technology to ensure that your data is kept confidential. Your documents will be upload to our secure on-premise database. If your documents are not already in digital form and you need help, click here to learn more.

Required Documents	
Most recent year tax return – COMPLETE ⓘ	UPLOAD
Tax return 2 years ago – FIRST PAGE ONLY ⓘ	UPLOAD
Tax return 3 years ago – FIRST PAGE ONLY ⓘ	UPLOAD
Form 941 – First page of most recent 4 quarters ⓘ	UPLOAD
Proof of Identity ⓘ	UPLOAD
Proof of U.S Citizenship or Permanent Residency ⓘ	UPLOAD

BACK SAVE NEXT

Selling to the Commonwealth

www.sbsd.virginia.gov



# SWaM Certification Status



*To check the status of your application, go to [www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)*

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## What's Hot!

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- [Expenditure Dashboard](#)
  - [Scaling4Growth](#)
  - [FAQs](#)
  - [Certification Application](#)
  - [SWaM and DBE Directory](#)
  - [Business One-Stop](#)
  - [Certification Application Status](#)
  - [Events](#)
  - [Important Forms](#)
- 

mission of the Virginia Department of Small Business and Supplier Diversity (SBSD) is to enhance growth opportunities for Virginia's small businesses to prosper through increased revenue and job creation thereby raising the standard of living for all Virginians

**Selling to the Commonwealth**

**[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)**

***Courtney Cash Mustin***

[Courtney.mustin@sbsd.virginia.gov](mailto:Courtney.mustin@sbsd.virginia.gov)

[www.sbsd.virginia.gov](http://www.sbsd.virginia.gov)

**804.205.7459**

**Business Services Manager**