

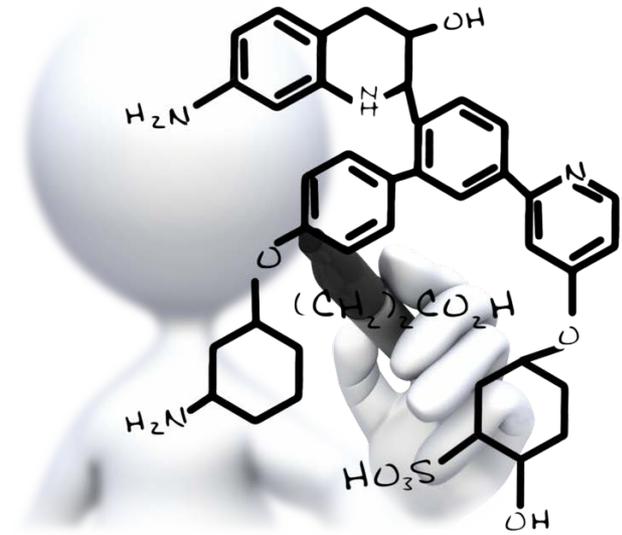
The Department of Small Business and Supplier Diversity (DSBSD)

Let's go SWaMming together...



Create Jobs

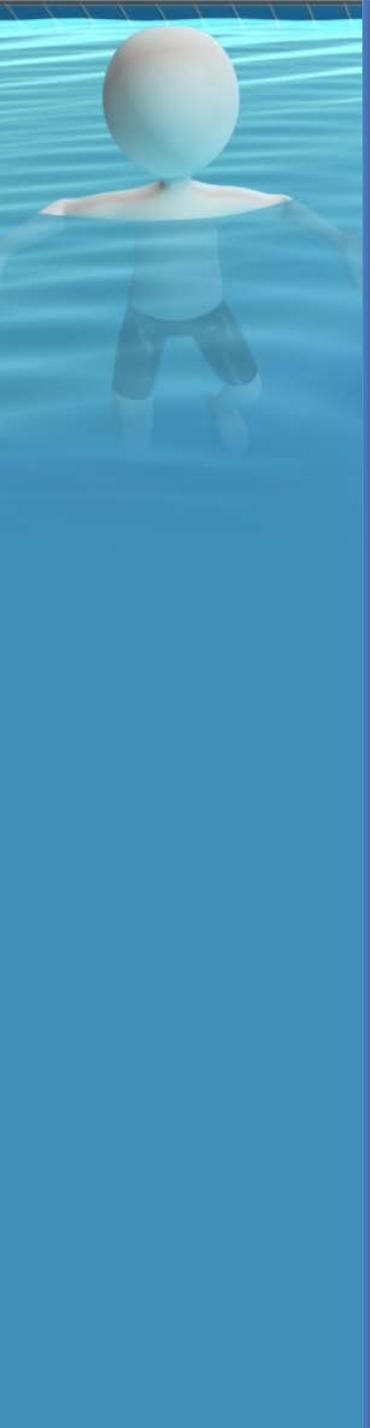
95% of the businesses in the Commonwealth are Small Businesses...



Are innovative

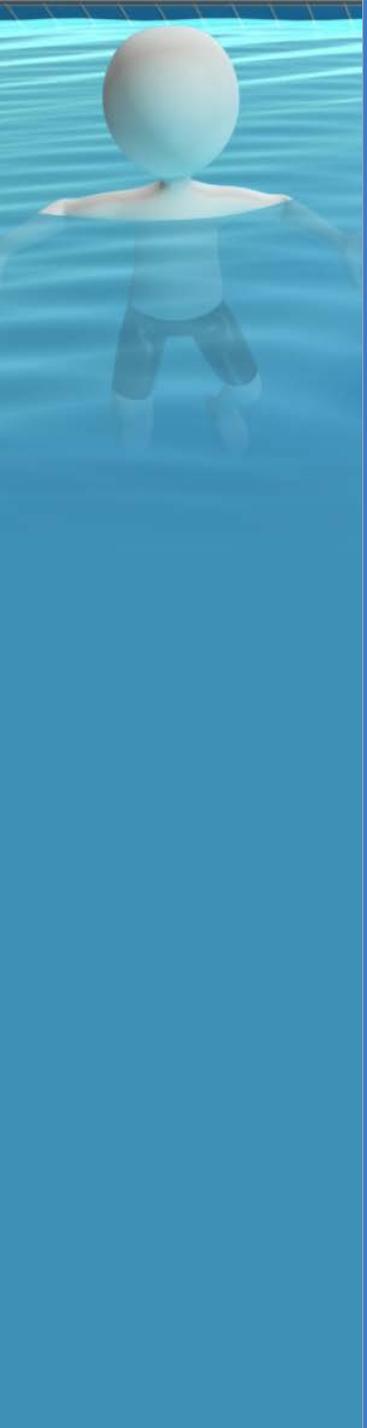


Are flexible



To reach their potential,
small businesses need
assistance... **DSBSD** is here
to facilitate relationships

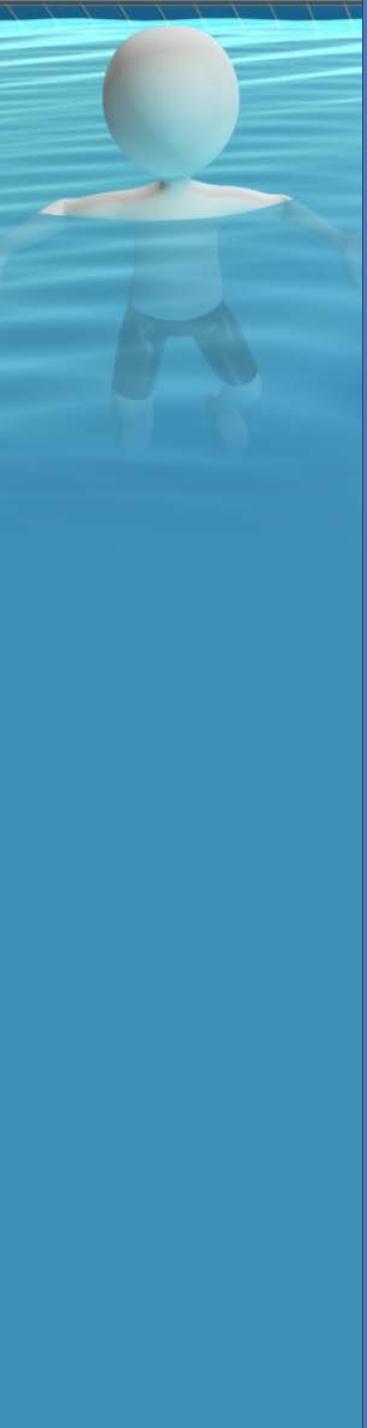


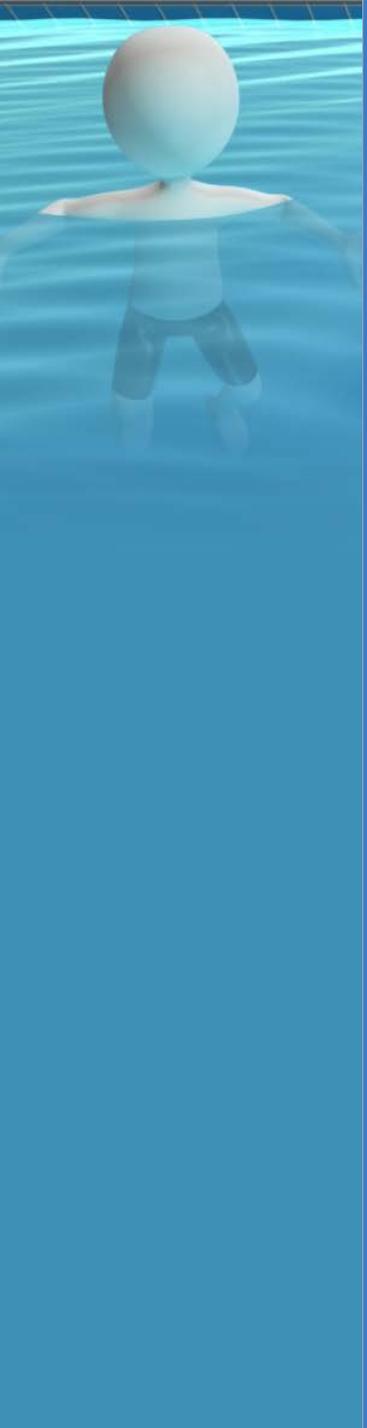


The Department of Small Business and Supplier Diversity (DSBSD)

Mission & Vision (DSBSD)

- Promote economic growth by helping Virginians prosper
- Work with public & private entities to aggressively pursue supplier diversity (inclusion) by creating contracting opportunities and promoting fairness in the state's procurement processes for SWaM, DBE, Service Disabled Veterans and Micro Businesses organizations.
- Establish a "One-Stop" Agency to access resources that maximize the potential for success
- Build Business Capacity and assist in ensuring there is a well-trained workforce to drive productivity
- Facilitate Capital Solutions to fund business development and expansion
- Provide information (data) to support business formation and growth
- Ultimate Results = Job and Wealth Creation





(DSBSD) Certification Statistics

SWaM Certification Processing (June 2015)

Average Certifications per week

- Receive approx **250**
New/Recertification
- Average Cert. Officer
Review **62** per week
- Approval Rate per 100 is
88%
- Average Denial Rate per 100
is **7%**
- Average request for
additional information per
100 is **26%**

SWaM--YTD

- Approved firms – **14,989**
- Approved VA firms---**13,035**
- Total Out of State---**1,954**

DBE--YTD

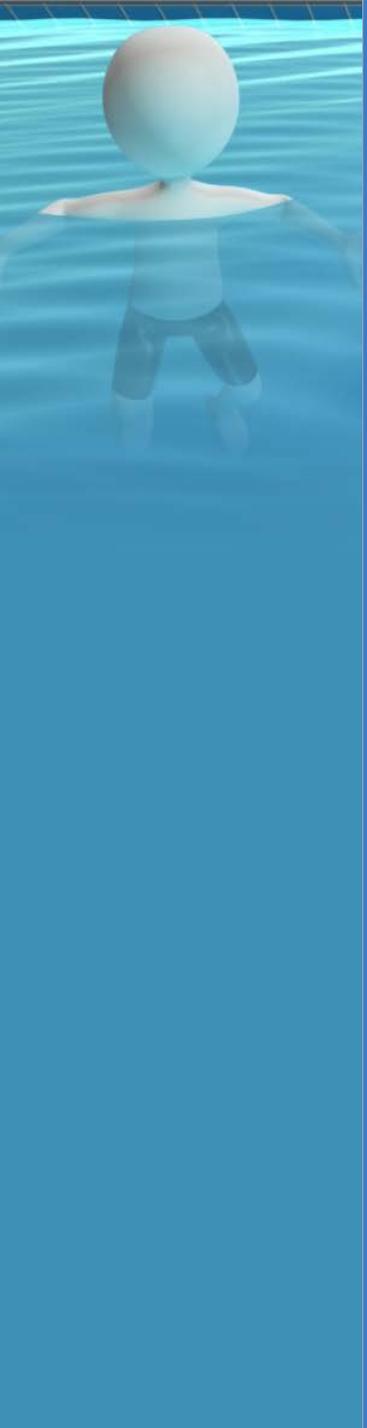
- Approved firms---1,737
- Approved VA firms---1,067
(637/SWaM)
- Total Out of State---670
(266/SWaM)

Micro Business--YTD (Nov 1, 2014)

- Approved firms---3,339
- Approved VA firms---3,222
- Approved Out of State---
117
- *Average wkly micro apps
received---21
- **Average wkly processed-
--87

**number of applications received by
the web portal*

***total processed includes applications
processed by certification officers
for new/recertifications*



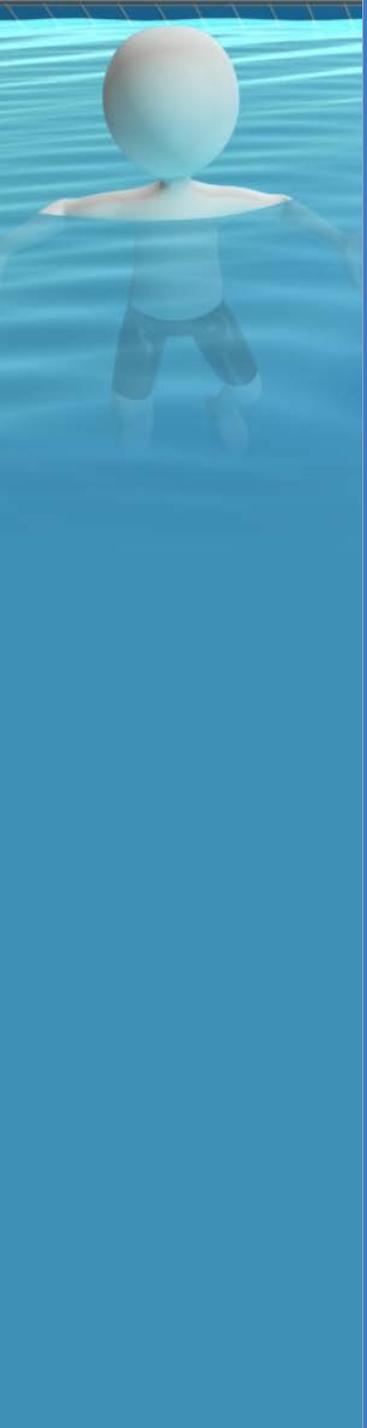
Hispanic/Latino Businesses in the State of Virginia

- ❖ Certified Hispanic/Latino Vendors are **764** strong in Virginia
- ❖ This vendor base makes up approximately **5%** of the currently certified vendor pool
- ❖ More than a third at **33.38%** are represented in the Professional Services arena
- ❖ The top industry is Construction at **31.41%**
- ❖ The remaining companies are in various lines of business at **35.21%**



Governor of Virginia, Terry McAuliffe signed
Executive Order 20 ---July 2014

The goal of the Commonwealth of Virginia is to exceed a target of 42%, which will be the highest percentage of expenditures spent since FY 2004 for executive branch agencies with SWaM businesses certified by the Department of Small Business and Supplier Diversity (DSBSD).



Procurement & Compliance

- The goal of the CoVA that **42%** of its purchases be made from small businesses.
- CoVA create **micro business designation**.
- Expand the set-aside for competition among all certified small businesses to include purchases up to \$100,000 for goods and nonprofessional and up to \$50,000 for professional services when the price quoted is fair and reasonable.
- In the procurement selection for the set-asides, at least one of the proposals/bids shall be obtained from a micro business unless upon due diligence no micro business in a particular category exists or was willing to submit a proposal/bid.
- Purchases under **\$10,000 shall be set aside for micro businesses** when the price quoted is fair and reasonable.
- Provide support to DSBSD in developing a uniform, statewide method for evaluating and monitoring small business (SWaM) procurement plans.
- Require each prime contractor to include in its proposal(s)/bid(s) a SWaM participation component. Before final payment is made, the contractor must certify evidence satisfactory to the CoVA of compliance with the contract's SWaM Procurement Plan.



SWaM Matters...

Small, Women and Minority Owned Businesses

Small Business

Required to have 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous 3 years

Women-Owned Business

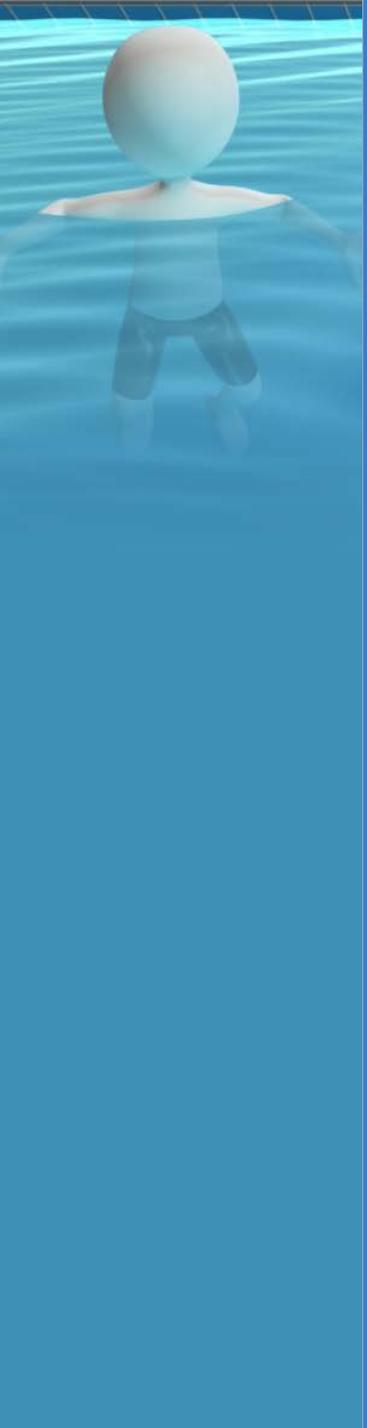
At least 51% owned and controlled by one or more women

Minority-Owned Business

At least 51% owned and controlled by one or more minorities

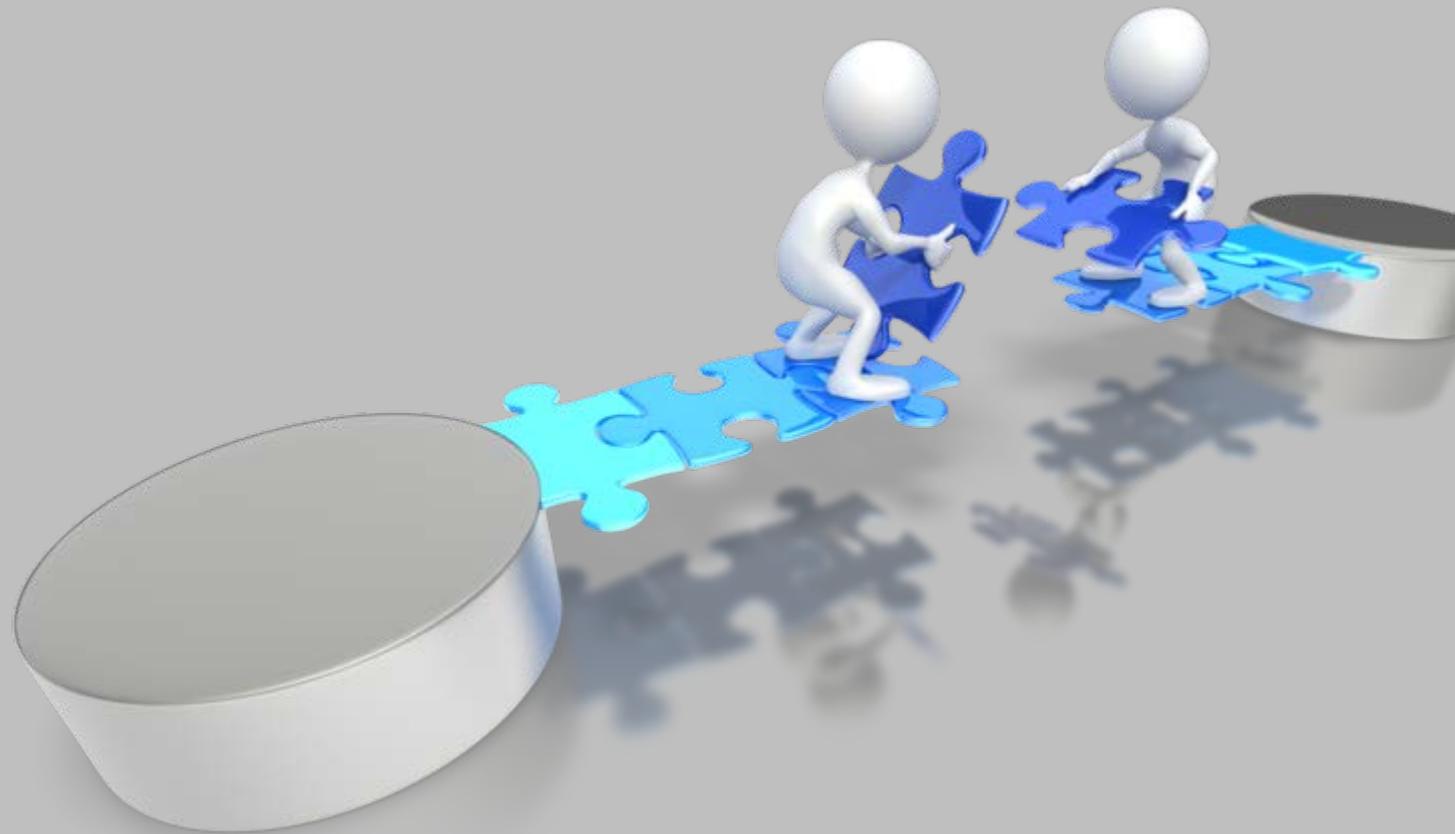
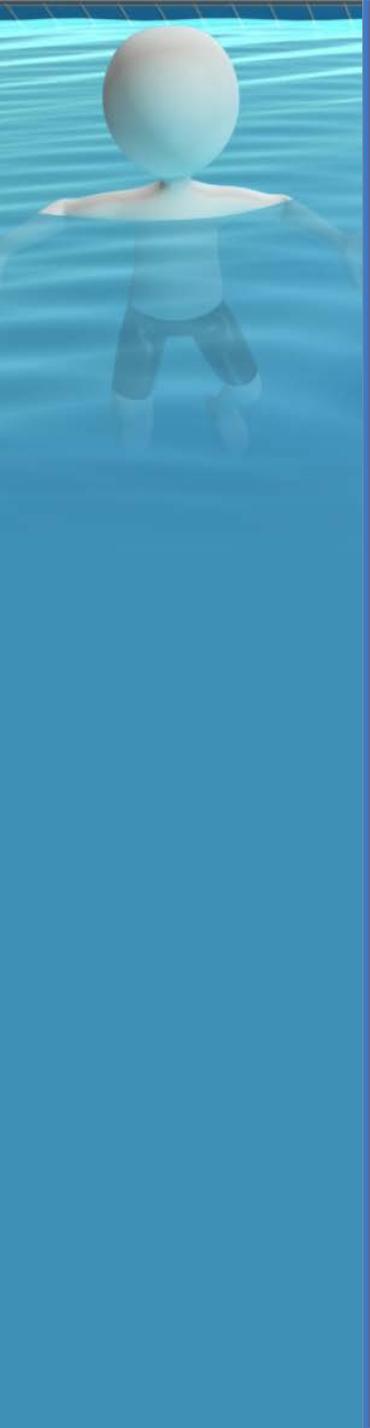
Micro-Business

A certified Small Business under the SWaM Program;
Required to have no more than twenty-five (25) employees and no more than \$3 million in average annual revenue over the three-year period prior to its certification.



Required Supporting Documents

- Proof of U.S. citizenship or Permanent Residency of the business owner(s) in the form of:
 - a. DMV License -AND-
 - b. EITHER: U.S. Passport, Permanent Resident Card, Certificate of Naturalization, OR Birth Certificate
- 2. Federal Business Tax Return – complete return from the most recent year and 1st page of previous two years (for firms that file under the owner’s personal taxes, only submit the 1st page of the Schedule C)
- 3. Federal Form 941(Employer’s Quarterly Federal Tax Return) - 1st page only from the most recent four quarters. If the firm has no employees, submit a letter signed and dated by the owner stating that
- 4. Owner Title Sheet:
 - http://www.sbsd.virginia.gov/documents/owner_title.do
 - <http://www.sbsd.virginia.gov> for more information.



The Department of Small Business and Supplier Diversity (DSBSD) is a Resource to connect your business to the eVA procurement process and state agencies throughout the Commonwealth

Keys to a Winning SWaM

Cooperation

Collaboration

Communication



Questions? Comments?

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Ready to jump in...let's SWaM!



www.eVA.Virginia.gov



What is eVA?

- eVA is Virginia's online, electronic procurement system
- Used by the Commonwealth for all purchasing activity
- Public access and transparency into current, future, & past procurements



What is eVA?

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

Announce **bidding** opportunities

Get **quotes**

Place **orders** for goods/services

245 state agencies,
colleges & universities

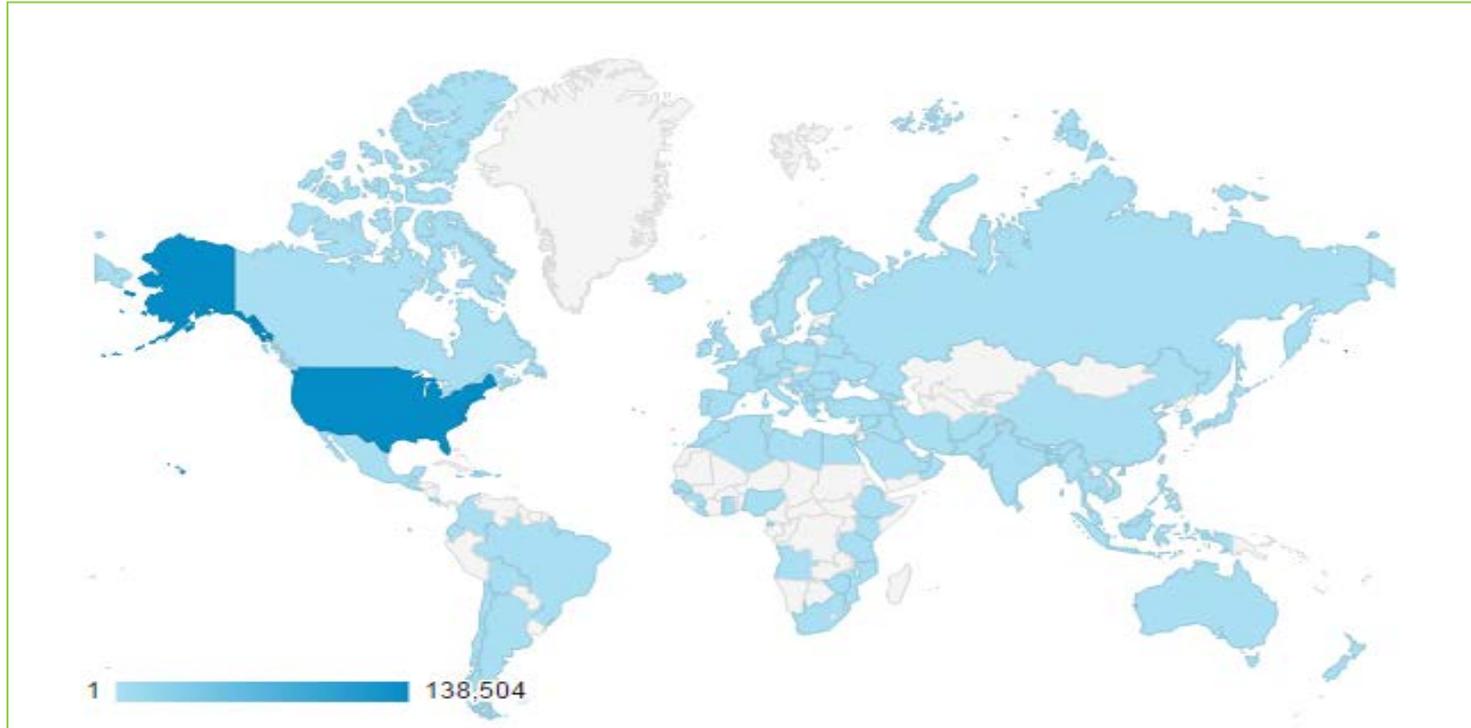
670+ local governments

15,000+ business
opportunities in FY '15

\$6.5 billion spent FY '15



Worldwide Interest



eVA reach - May 2015
138,504 visits/sessions
30,237 first time visitors
73 different countries



Why Register?

- Access to Business Opportunities
 - Active/Current Solicitations
 - Automatic notification of business opportunities (email or efax)
 - Future Procurements
 - Current Statewide Contracts
 - Load Catalogs & Punchout Sites
 - On-Line Bidding



Why Register?

- Access to Market Research & Learning
 - Reports for Analysis
 - Who is buying what I'm selling?
 - What is my competition doing?
- Electronic Orders
 - Annual estimate of \$5 Billion in Spend from State Government & another \$5 Billion from Local Government



Get Registered!

Virginia's eProcurement Portal

Need Help?

DEPARTMENT OF GENERAL SERVICES

I BUY FOR VIRGINIA I SELL TO VIRGINIA TRANSPARENCY CUSTOMER CARE BILLING

Username Password Buyer Login Vendor Login Login Help Register

Welcome to eVA

GOVERNING

THE STATES AND LOCALITIES

www.governing.com

The Right Way to Do E-Procurement

An integrated system like Virginia's is a must for states that want to procure goods and services efficiently, and it's good for suppliers as well.

BY KRISTA S. FERRELL | MARCH 16, 2015

Read the Article

What you need to register...

- Federal Tax Identification Number (TIN) – The 9 digit TIN or Social Security number that identifies your organization
- DUNS number – This free 9 digit number is issued by Dun & Bradstreet and identifies unique locations within a given company
- Addresses and Contact information
- Commodity Codes & Service Areas

Registration is Free!!



Get Registered!

Selling to the Commonwealth

What is eVA

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 to become a Vendor in eVA

Free to join, eVA Vendor 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 \$100k & under
under \$5k = single small business quote
\$5,000 - \$100,000 = unsealed bidding
- Large Purchase Over \$100k
over \$100,000 = sealed solicitation

The Vendors Manual is a guide designed to provide complete information on the purchasing rules from a vendor's perspective.

Find out more.....

- Answer the question “what is eVA?”
- Register to become a Vendor in eVA
- Learn Commonwealth purchasing rules via the Vendors Manual

Registration is Free!!



Get Registered!

Vendors

eVA gives your company easy access to tools that will make doing business with the Commonwealth efficient and save you money.

REGISTER

Step by Step Registration Quick Guide [Download Here](#)
Brief registration 'How To' video [Watch Now](#)

Need a DUNS number? For quick results call 866-705-5711 to obtain your Free Duns number. Or [click here](#) for online service.

- [Look up your Commodity Codes](#)
- [SWaM Certification Information](#)

Registration is not considered complete unless a Commonwealth of Virginia Substitute W-9 is received, and payments for goods or services may be impacted without a properly executed Commonwealth of Virginia Substitute W-9. Get the W-9 form here:

[Commonwealth of Virginia Substitute W-9 Form](#)

At your fingertips...

- Step by Step Registration Guide
- Registration 'How To' video
- SWaM Certification Information
- Commodity Codes Look Up Tools
- Commonwealth of Virginia Substitute W-9 Form

Registration is Free!!



Get Help

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

Vendor Account Maintenance

IMPORTANT! Don't miss potential business... help Buyers find you by periodically reviewing your account to ensure it reflects your business most up-to-date contact information and notification preferences. Our "how-to" videos will walk you step-by-step through updating your eVA Vendor account, from changing your commodity codes to adding a new location and more!

Vendor Resource Center

Free access to a variety of on-line documents that provide insightful information key to vendor participation in eVA. Formatted for both onscreen and printing, these documents are excellent training and marketing aids.

Catalogs & Your Shopping Website

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".

Vendor Resources.....

- Online Training
- Account Maintenance
- Vendor Resource Center
- Provide a Catalog
- Vendor Manual

Training & Resources are Free!!



Need More Help?

eVA Customer Care

Hours of operation: Monday-Friday 8:00-5:00 EST
except major holidays

CALL TOLL FREE: **866-289-7367** or **804-371-2525**

Email: eVACustomerCare@dgs.virginia.gov