

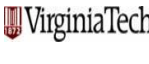





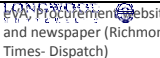


## VASCUPP Procurement Guide

|  |                                       |    |    |    |   |    |  |    |
|--|--|---|---|--|--|---|---|---|
| Where is authority derived, i.e., Level II MOU or Level III Management Agreement?      | II MOU   | II MOU  | II MOU  | II MOU   | III MA   | III MA  | II MOU  | III MA  |
| What is your governing document?   | Higher Ed Manual   | Higher Ed Manual  | Higher Ed Manual  | Higher Ed Manual   | Higher Ed Manual   | Higher Ed Manual  | Higher Ed Manual  | Higher Ed Manual  |
| Who is responsible for the procurement process, including evaluation and award?        | Assigned buyer and/or evaluation committee   | Assigned buyer and/or evaluation committee  | Assigned buyer and/or evaluation committee  | Assigned buyer and/or evaluation committee   | Assigned buyer and/or evaluation committee   | Assigned buyer and/or evaluation committee  | Assigned buyer and/or evaluation committee  | Assigned buyer and/or evaluation committee  |
| Does your institution have a Supplier Diversity Advocate?                              | Yes  | Yes   | Yes   | Yes  | Yes  | Yes   | Yes, but not dedicated  | Yes, but currently vacant.  |
| If yes to Supplier Diversity Advocate, are they part of Procurement or other?          | Procurement Office   | Procurement Office  | Procurement Office  | Procurement Office   | Procurement Office   | Procurement Office  | Procurement Office  | Procurement Office  |
| What are your dollar thresholds competitive solicitations?                             | \$5k-\$50k informal competition (2 quotes from certified SWaM) unless on contract. Over \$50K formal procedures apply. | Departments have delegation to \$5k. Over \$5k we look to competitive solicitations / cooperative contracts. Purchases up to 15K with a SWaM and eVA Reg. vendor do not require further competitive solicitation, but do require review by Procurement. | Departments have delegated authority up to \$5k, \$5k-\$50k Procurement officers have authority to award to a SWaM vendor, contract, QQ and/or VBO. Over \$50K contract vendor or competition is required | Departments have up to \$5K delegated authority. Over \$5k but under \$50k informal competition occurs unless awarded to an eVA registered certified SWaM vendor documenting price reasonableness. Over \$50k requires formal competitive process. | Departments have delegation to \$10k. Between \$10k to \$50k need to attempt to get 3 quotes, 2 from Swam firms. Full competition is required over \$50k, unless a contract is being utilized. | Departments have delegation to \$10k. Between \$10k-\$50k small purchase competition procedures apply. Over \$50K: RFP/IFB. | Departments have delegation to \$2k. Over \$5k competition is sought.               | Departments have delegation up to \$2k. \$2k-\$50k informal competition unless on contract. Buyer must determine price fair and reasonable. |
| What is your preferred 'Procurement Method', i.e., IFB or RFP?                         | RFP, IFB   | RFP (most often) IFB  | RFP   | RFP, IFB   | RFP only   | RFP, IFB  | RFP   | RFP, IFB  |
| What is your primary method of vendor notification, i.e., eVA, newspaper, other, etc.? | eVA, our website, and newspaper in accordance with gov rules   | eVA   | eVA   | eVA and newspaper as required by code  | UVa Procurement web page, eVA, Newspaper as required by code   | eVA   | eVA, Newspaper advertisements are placed for RFP's as required by code.             | eVA, Procurement web page, and newspaper as required by code  |
| Who are your 'Supplier Diversity' contacts?  | Cliff Shore  | Caroline Dickens and Chris Beahm  | Heather Somervail   | Albert Mah   | Les Houghton   | Cornelius Hunt and John Kostyniuk   | Tracey Lackey   | Mary Helmick  |
| Who is your "Contracts" contact?   | All buyers   | All buyers  | Janis Hall  | All buyers depending on assigned commodity   | ToShun Campbell  | Josh Van Dyck   | MAJ Lynn Carmack  | Kimberly Dulaney  |

|  |  |  |  |  |  |  |   |  |
|--|--|--|--|--|--|--|---|--|
| <p>Do you assign points for subcontracting opportunities identified in RFP's? If yes, what is your scoring matrix?</p> | <p>Some RFP's allow for points for SWaM subcontracting opportunities, for construction bids points may be assigned for utilization of SWaM subcontractors.</p> | <p>If SBSID cert automatic full points, if not standard formula on subcontracting plan</p> | <p>Formula based on SWaM participation</p> | <p>SBSID cert – 10 pt Not SBSID cert and ineligible but offers a subcontracting plan with a SBSID certified contract – 3 points.<br/>Offeror is not SBSID certified and ineligible and offers no substantive plan – 0 points</p> | <p>No specific formula is provided to RFP scoring committee members. Scoring members are instructed to be consistent in the application of points.</p> | <p>Formula based on percentage of SWaM subcontractor participation</p> | <p>20 points minimum for SWaM certified. Points are awarded based on percentage of utilization for majority of firms.</p> | <p>SBSID Certified - 10 points, various points awarded for subcontracting plan</p>               |
| <p>What SWaM weight do you assign to RFP's when vendors are SBSID certified?</p>                                       | <p>For non-construction solicitations, minimum of 5%.</p>  | <p>10%</p>   | <p>Minimum of 5%</p>                       | <p>10%</p>   | <p>Minimum of 10%</p>  | <p>Variable depending on commodity</p>                                 | <p>20% on RFPs only</p>   | <p>Typically 10% on RFPs only. Flexibility to go higher if declared in RFP at time of issue.</p> |

|   |  |   |  |  |
|---|--|---|--|--|
|  WILLIAM & MARY<br>FOUNDED 1775                  |  LONGWOOD<br>UNIVERSITY   |  UNIVERSITY OF<br>MARY WASHINGTON                        |  CHRISTOPHER<br>NEWPORT<br>UNIVERSITY |  NORFOLK STATE<br>UNIVERSITY |
| III MA  | II MOU   | II MOU  |  |  |
| Higher Ed Manual  | Higher Ed Manual   | Higher Ed Manual  |  |  |
| Assigned buyer and/or<br>evaluation committee   | Assigned buyer and/or<br>evaluation committee  | Assigned buyer and/or<br>evaluation committee   |  |  |
| Yes   | Yes, but not dedicated   | Yes   |  |  |
| Procurement Office  | Procurement Office   | Procurement Office  |  |  |
| \$5k-\$50k informal<br>competition unless on<br>contract or certified SWaM.<br>Buyer must determine price<br>fair and reasonable. | Departments have<br>delegation to \$5k.<br>\$5k-\$50k informal<br>competition unless on<br>contract or certified SWaM.<br>Buyer must determine price<br>fair and reasonable. | Departments have<br>delegation up to \$5k.<br>\$5k-\$50k informal<br>competition unless on<br>contract; Over<br>\$50k formal competition. |  |  |
| RFP   | RFP, IFB   | RFP, IFB  |  |  |
| eVA, and newspapers as<br>required by code  |  eVA, Procurement website<br>and newspaper (Richmond<br>Times- Dispatch)                  | eVA, and newspapers as<br>required by code  |  |  |
| Marra Austin  | Erin Evans   | Monique SanPietro   |  |  |
| Staci Longest   | Debby Cooper   | Melva Kishpaugh   |  |  |

|   |   |   |  |  |
|---|---|---|--|--|
| Full allowable points awarded for SBSB certified vendors, formula based on SWaM participation for subcontractors. | SBSB Cert Small - 20 points<br>Formula based on SWaM participation for subcontractors | Full allowable points awarded for SBSB certified vendors, formula based on SWaM participation for subcontractors. |  |  |
| 5% -20%   | 20% RFP's   | Varies based on services being solicited  |  |  |