

# Doing Business with the Virginia Department of Professional and Occupational Regulation

## A Helpful Guide for Vendors



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### Want to reach one of DPOR's procurement professionals?

Email us at: [procure@dpor.virginia.gov](mailto:procure@dpor.virginia.gov)  
Call us at 804-367-8500

### eVA

[www.eva.state.va.us](http://www.eva.state.va.us)  
[evacustomercare@dgs.virginia.gov](mailto:evacustomercare@dgs.virginia.gov)  
1-866-289-7367  
804-371-2525

### DMBE (SWaM)

[www.dmbv.virginia.gov](http://www.dmbv.virginia.gov)  
[dmbv@dmbv.virginia.gov](mailto:dmbv@dmbv.virginia.gov)  
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Occupational Regulation  
9960 Mayland Drive, Suite 400  
Richmond, Virginia 23233  
804-367-8500  
[www.dpor.virginia.gov](http://www.dpor.virginia.gov)

### Who is DPOR?

The Virginia Department of Professional and Occupational Regulation (DPOR) is a regulatory agency of the Commonwealth of Virginia. We regulate non-medical professions such as contractors, real estate agents, and barbers and cosmetologists. That means we:

- Oversee 19 boards with
- 200+ license or certification types representing more than
- 310,000 individuals and businesses

Find out more about our boards by visiting our web site at: <http://www.dpor.virginia.gov>

Our **Administration Division** is responsible for all purchasing at DPOR. We purchase:

- General office supplies
- Complicated multi-year service contracts
- Everything in between!

### How do we get it done?

Our team of experts has over 20 years of purchasing experience and uses the tools available to us. Tools such as:

- Department of General Services (DGS)
- Classes to maintain and expand our knowledge base
- eVA
- Agency Procurement and Surplus Property Manual (APSPM)
- Virginia Public Procurement Act

Vendors have their own tool called the "Vendor's Manual- A Vendor's Guide to Doing Business with the Commonwealth of Virginia". Check it out on the DGS web site at: <http://eva.virginia.gov/learn-about-eva/vendors-manual.htm>

## Where do we get our goods and services?

- Mandatory term contracts
- Virginia Correctional Enterprises (VCE) – *furniture, seating, and printing*
- Department for the Blind and Vision Impaired (DBVI) – *writing instruments and mailing services*
- Virginia Department of Transportation (VDOT)
- Virginia Distribution Center (VDC) – *janitorial supplies, paper products, and food staples*
- Office of Graphic Communications (OGC) – *desktop publishing and print management*
- Virginia Information Technology Agency (VITA) – *all technology goods and services*

Our staff locates its own sources for goods and services for other than those covered above. How do we find sources for what we need?

### eVA!

Electronic Virginia (eVA) is the electronic procurement system we use to research sources and create purchase orders. It allows us to find both routine and hard to find items.

Buyers and Vendors use eVA to create business opportunities and solutions.

In fact, Virginia agencies are mandated to use eVA for all purchases. DPOR currently has a 97% utilization rate which means that 97% of everything we buy is purchased through eVA. What does this mean for you, the vendor? Our goal is to only do business with eVA registered vendors.

An eVA registered vendor can experience increased business opportunities and growth. Your business will get exposure to the more than 700 state agencies and localities using eVA.

Interested in getting registered to do business with Virginia? Go to eVA's web site: <http://www.eva.state.va.us/register/vendorreg.htm>

If you still have questions, you can contact the eVA Customer Care Center by dialing: 1-866-289-7367 or 804-371-2525.

### What else? NIGP Codes!

NIGP (National Institute of Governmental Purchasing) Codes describe what you sell or do; we use the codes to find what we are looking for. Vendors who register in eVA should include the applicable codes in their eVA profile. If we are looking for a vendor who sells twine and you don't have the commodity code for twine on your profile, we can't find you to do business with you.

#### Did you know?

*There are 11 NIGP codes for twine!  
Who knew!*

### We bought it – Now how do we pay for it?

With our Small Purchase Charge Card. By using Virginia's credit card:

- We finish our paperwork sooner
- We authorize payment as soon we receive the goods or service
- Vendors get their money immediately

Virginia's current contract is with one of the three nationally known credit card companies which many vendors may already accept.

## SWaM – What does that mean?

SWaM stands for Small, Women, and Minority. It refers to businesses that meet certain ownership criteria, and all of these businesses are considered "small" businesses. The actual definition of a SWaM business as defined by the Virginia Department of Minority Business Enterprises (DMBE) is:

*"An independently owned and operated business which, together with affiliates, has 250 or fewer employees, or average annual gross receipts of \$10 million or less averaged over the previous three years."*

What that really means is that more than 90+% of businesses in the Commonwealth are small businesses eligible for certification by DMBE .

All agencies have aspirational spending goals of its discretionary dollars with SWaM businesses, and DPOR's goal is to spend 50+% of its discretionary dollars with DMBE certified SWaM businesses. Purchases up to \$50,000 are set aside for DMBE certified small businesses.

DMBE offers an on-line application for all companies beginning the certification process. For more information on the benefits of becoming a DMBE certified SWaM business, certification requirements, and application process, visit DMBE's website at:

<http://www.dmb.state.va.us/>