Frequently Asked Questions and Answers

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1. **What is the quickest/easiest way to find a SWaM (Small, Women and Minority) owned business?** You goal is to locate an eVA registered SWaM vendor. Go to the eVA portal by logging on to [www.eva.virginia.gov](http://www.eva.virginia.gov). Log in using your eVA log in name and password. On the left hand side of the screen under “Applications” click on “Report and Resource Center”. On the left side of the Report and Resource Center screen under the “Reports tab click on report number 100, Vendor Data by NIGP Code. Under “Select your query type” click in the circle beside of “I want data for multiple vendors (bidlist).” At the next screen you have several selections to make. Select the correct NIGP (National Institute of Governmental Purchasing) code. There is a clickable link to the immediate right. {NIGP Code Lookup}. If you do not know the code click on the link. In the “Search Description” field type in what you are wanting to purchase. (Example: Office Supplies). This will provide you several selections to choose from. Jot down the class code beside of the description (located on the left side of the description). X out of the screen. Type the class code in the NIGP Codes field. Next select the correct “Service Zone”. All service zones cover vendors that have registered in eVA that will deliver to that particular zone. Radford University is located in zone 104. In other words if you select all service zones, the vendor list you are about to populate will be from vendors that have registered to deliver to all service zones. If you use zone 104 the listing will populate vendors that have registered to deliver to only zone 104. Please keep in mind using zone 104 also can provide a narrower vendor listing. Next select the SWaM type. The university targets each SWaM type. I recommend selecting “All Business Types”. Now run the report. You will see a “Please Wait” message while the report is populating. When the report is complete data will appear on the screen. You have the option of uploading to an excel spreadsheet in order to manipulate the date.

2. **How can we let a vendor know how to register in eVA?** Kathy Burnett is the eVA Account Executive for Radford University. Her contact information is as follows: Phone: (540) 831-5429. Her email address is: khburnet@radford.edu. Please refer eVA vendor registration questions to Kathy. To make you aware, there is a tab on the eVA home page entitled “Vendor”. You can also direct vendors to that tab. This resource provides vendors wanting to register in eVA with the all of the information they need to complete the registration process. Kathy does not register vendor in eVA at RU. The Department of Purchases and Supply eVA team assists vendors with the registration process; however, if vendors need guidance navigating the eVA vendor site Kathy can assist.
3. **Where does nepotism come into procurement?** The definition of nepotism is “Favoritism granted to relatives regardless of merit.” Ethics plays a critical role in public procurement. We are spending tax payer dollars and are held under a high ethical standard to be good stewards of that duty. Public employees that play a role in the decision making process as it relates to the procurement of goods and/or services are impacted by this standard and must recuse themselves from competitive processes as soon as they are made aware personal gains for either themselves or a family member may occur as a result of a decision that have or will make. University staff is encouraged to contact the Director of Procurement and Contracts for guidance.

4. **Are we supposed to report things that do not “go right” in regards to contracts?** Yes. Contracts are written with specific language regarding the responsibilities of the contractor as well as the university. Each contract awarded by the university is assigned a contract administrator. Please contact the Assistant Director of Procurement and Contracts, Teresa Anders, for guidance. Phone Number: (540) 831-6097. Email address: tanders@radford.edu. There is a Noncompliance Form located on the Procurement and Contracts website under the “Forms” tab that is recommended to document contract noncompliance issues. Go to http://www.radford.edu/content/procurement/home.html and click “Forms”. Under forms click on “Contractor Non-Compliance”.
