Virginia Correctional Enterprise (VCE) Furniture Purchasing Procedures

VCE remains a mandatory source for the purchase of furniture, VCE must be used unless they do not manufacture the goods required and/or they grant a release allowing the purchase from a commercial source.

CONTACT INFORMATION

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<tr>
<th>VCE Primary Contact</th>
<th>VCE Customer Service – Richmond Office</th>
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<tbody>
<tr>
<td>Kevin May, Western Region Sales Rep</td>
<td>Direct: (804) 823-2823 or (804) 743-4160</td>
</tr>
<tr>
<td>Phone: 540-632-3561</td>
<td><a href="http://www.govce.net">http://www.govce.net</a></td>
</tr>
<tr>
<td>Email: <a href="mailto:kevin.may@vadoc.virginia.gov">kevin.may@vadoc.virginia.gov</a></td>
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<tr>
<th>Radford University Primary Contact</th>
<th>Radford University Secondary Contact</th>
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<tbody>
<tr>
<td>Claudette Yonts, Contract Officer</td>
<td>Teresa Anders, Assistant Director of</td>
</tr>
<tr>
<td>Direct: (540) 831-6106</td>
<td>Procurement and Contracts</td>
</tr>
<tr>
<td>Email: <a href="mailto:cyonts3@radford.edu">cyonts3@radford.edu</a></td>
<td>Direct: (540) 831-6097</td>
</tr>
<tr>
<td></td>
<td>Email: <a href="mailto:tanders@radford.edu">tanders@radford.edu</a></td>
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Ordering Directly From VCE: Review VCE website [www.govce.net](http://www.govce.net) for product availability. Please note all products are not posted on this website. Contact the VCE primary contact to confirm pricing and availability. If a site visit is needed, VCE requires a minimum notice of two weeks.

All furniture eVA PR’s must be created with the following address:

**Virginia Correctional Enterprises**  
8030 Whitebark Terrace  
Richmond, VA 23237

Requesting VCE Release: If VCE has reviewed your furniture requirements and determined they cannot meet your needs, a written release (VCE Release Concurrence Form) allows purchases from commercial vendors.

Written VCE releases must be obtained prior to a furniture purchase being made (before the PR is entered). The VCE Release Concurrence Form can be located on the VCE web site or on Procurement and Contracts website under the Forms button.
Instructions for completion of VCE Release Request
Before requesting a release from VCE, please ensure the following has been performed:

**Step One:**

Visit the VCE web site to look for the furniture items needed.
   a. If the item is not found or listed on the VCE website contact the VCE Primary Contact to discuss the items needed. (NOTE: there are many items VCE does not list on their website)

**Step Two:**

If the VCE Primary Contact confirms that VCE cannot meet the requested item requirements then a VCE Release Concurrence Form may be initiated once the following has been obtained (the following will be submitted with the release request):

   a. a complete description of the product
   b. a valid quote or actual cost of the item
      - Procurement and Contracts primary point contact, Claudette Yonts, can be contacted to assist locating alternate contract furniture providers.
   c. an image or photo of the item (may not be needed for items previously approved on a release) (A PDF or JPEG of a web page works as long as it provides the needed information).

**Step Three:**

Access the VCE Release Concurrence Form. Please ensure the most up to date form is being used, currently that is G.CLS.FM.001.03 – RELEASE CONCURRENCE FORM – EFFECTIVE: 3/29/2017 (displayed at the bottom of the form). Complete the form as follows:

   a. Complete the “Requesting Agency Information:”
      • Date: (date form is completed)
      • Ru Agency Number: (217)
      • Request Submitted By: (name of requestor or person coordinating request)
      • Phone: (campus phone number)
      • Email Address: (campus e-mail)
      • Fax: (this is generally not needed unless a fax response is preferred-email notification is recommended)
      • Have you discussed…with a sales person (Check Yes if discussed with the VCE Primary Contact. Speaking with the Primary Contact in advance is required before the form is submitted)
      • Date: (the date the discussion was held with the Primary Rep)
   b. Complete the “Provide Details of Items to be Released…”
• For each separate item enter:
  • Description
  • Quantity
  • Dollar Amount (enter the Unit Price)

c. Complete “Reason For Request” section, the following are common reasons used:
  • To match existing furniture or overall room design and aesthetics.
  • Consultation with our VCE Primary Contact has resulted in agreement that
    VCE cannot provide the same or a similar item.

**Step Four:**

Release request must be emailed as directed on the release form. VCE must acknowledge
receipt of the release request. In order to confirm VCE has received the release form request
an email acknowledgement be submitted in the body of the email. Copy Claudette Yonts on
all emails to VCE for releases.

**Helpful Information:**

1. VCE’s review process should be completed within 72 hours (3 working days) of the
   initial receipt. If that time frame is not met please contact the Radford University Contact
   in Procurement and Contracts for guidance.

2. Generally it takes VCE 4 to 6 weeks to fill an order, please plan accordingly. If the item
   is needed by a certain date then enter that date in the reason for release. If VCE cannot
   fill the order within an acceptable 4 to 6 week time frame due to their own material
   supply a release may be granted.

3. If a release is being requested based solely on price, documentation to support the
   significant cost savings must be provided. This is to ensure like products are being
   compared.

4. The VCE Primary Contact does not approve releases. The Chief Service Officer (CSO) at
   VCE reviews each release and signs the VCE Release Concurrence Form.