

May 3, 2012

Dear Valued Supplier:

Subject: eVA – Virginia’s Electronic Procurement System and
Small, Women, and Minority Owned Businesses (SWaM) Certification

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Radford University diligently works with the Virginia Department of General Services (DGS), Division of Purchases and Supply (DPS) in the implementation of a web based marketplace that brings the Commonwealth of Virginia Government buyers and sellers together. Virginia’s statewide e-procurement solution (eVA) is the name of this business-to-government marketplace.

To accomplish this, we need your assistance in registering your firm with the eVA marketplace. Firms which are not registered in eVA may be precluded from doing business with Radford University and other agencies of the Commonwealth.

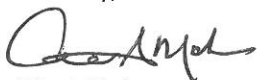
The first step of the registration process is to contact Dun & Bradstreet to obtain a DUNS number for each ordering location for which you are registering. There is no charge to obtain a DUNS number. Dun & Bradstreet may be contacted at their website: <http://fedgov.dnb.com/webform> or for the hearing impaired calling 1-877-807-1679 (TTY Line). A DUNS number uniquely identifies each location and is required for eVA registration. This process should only take a day using the link above. Mailed requests will take longer than an electronic request.

The second step of the process is to complete the eVA vendor registration located on the eVA website: <http://www.eva.virginia.gov> and selecting the vendor tab. If you find the website does not provide specific answers to your questions or you do not have internet access, assistance may be obtained by contacting eVA Customer Care: Phone 866-289-7367 or 804-371-2525 or by email eVACustomerCare@dgs.virginia.gov.

Radford University also works with the Commonwealth of Virginia Department of Minority Business Enterprise (DMBE) to inform vendors about the Small, Women-owned, and Minority-owned (SWaM) Businesses certification program. In order for a vendor to be recognized as a SWaM vendor, you must be certified by DMBE. In order to obtain DMBE certification, access the DMBE website: <http://www.dmb.e.virginia.gov>. If you find the website does not provide specific answers to your questions, assistance may be obtained by calling DMBE at 804-786-6585, toll free 888-792-6323, or Virginia only 800-223-0671. Once you have become SWaM certified and registered through eVA, your business will be classified as a certified SWaM vendor in eVA.

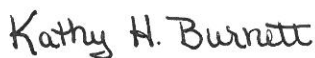
We appreciate your interest in doing business with Radford University and look forward to doing business with you electronically through the eVA marketplace system.

Sincerely,



Albert Mah
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Director Contract Adm/Supplier Diversity
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Sincerely,



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