

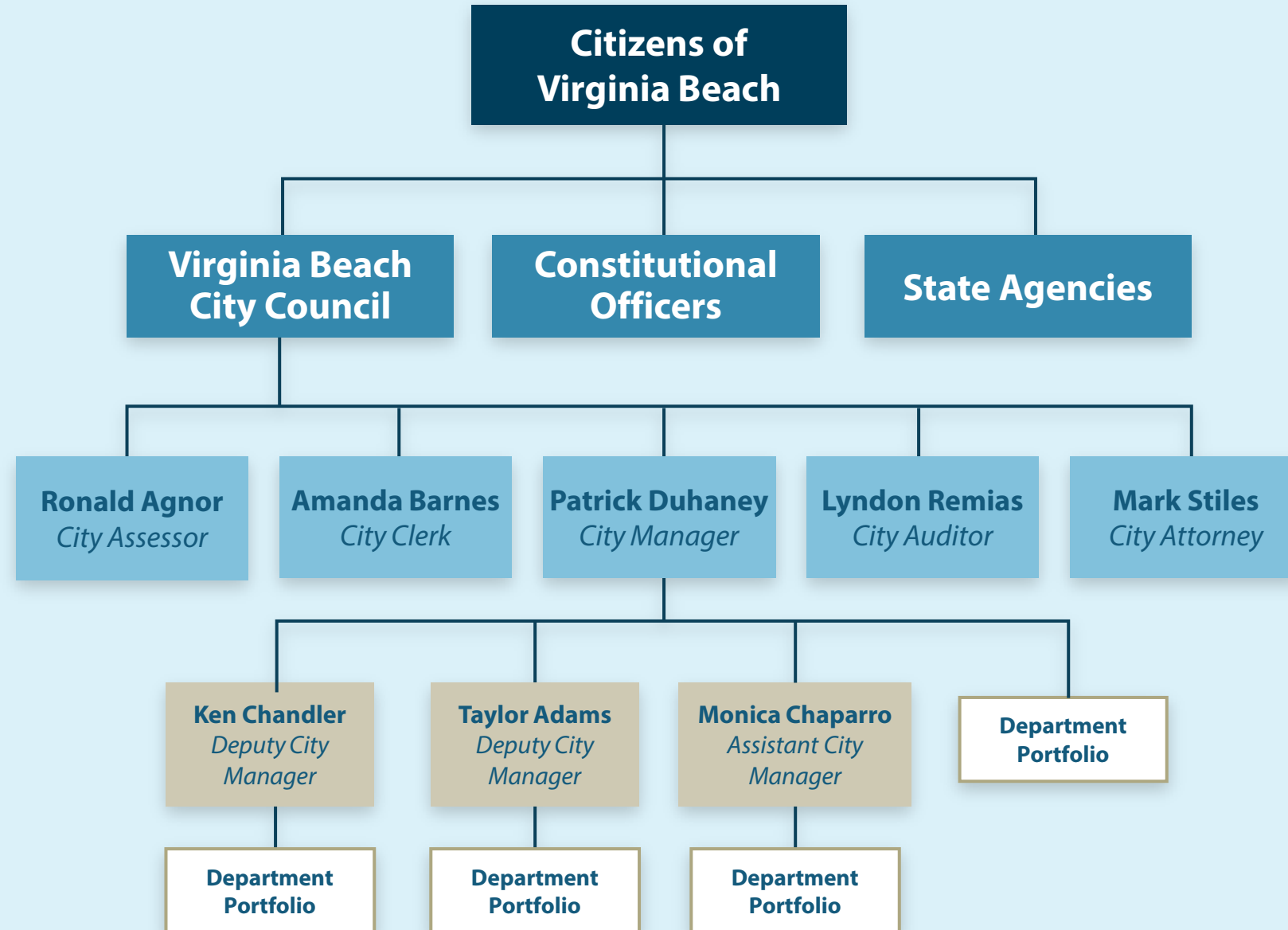


# How to do Business with the City of Virginia Beach



# Organizational Structure

- The City of Virginia Beach (City) operates under the Council-Manager form of government
- An 11-member City Council is the legislative authority
- City Manager is appointed by Council and acts as CEO
- Purchasing is directed by the Finance Director, who reports to the City Manager



# Types of Goods and Services

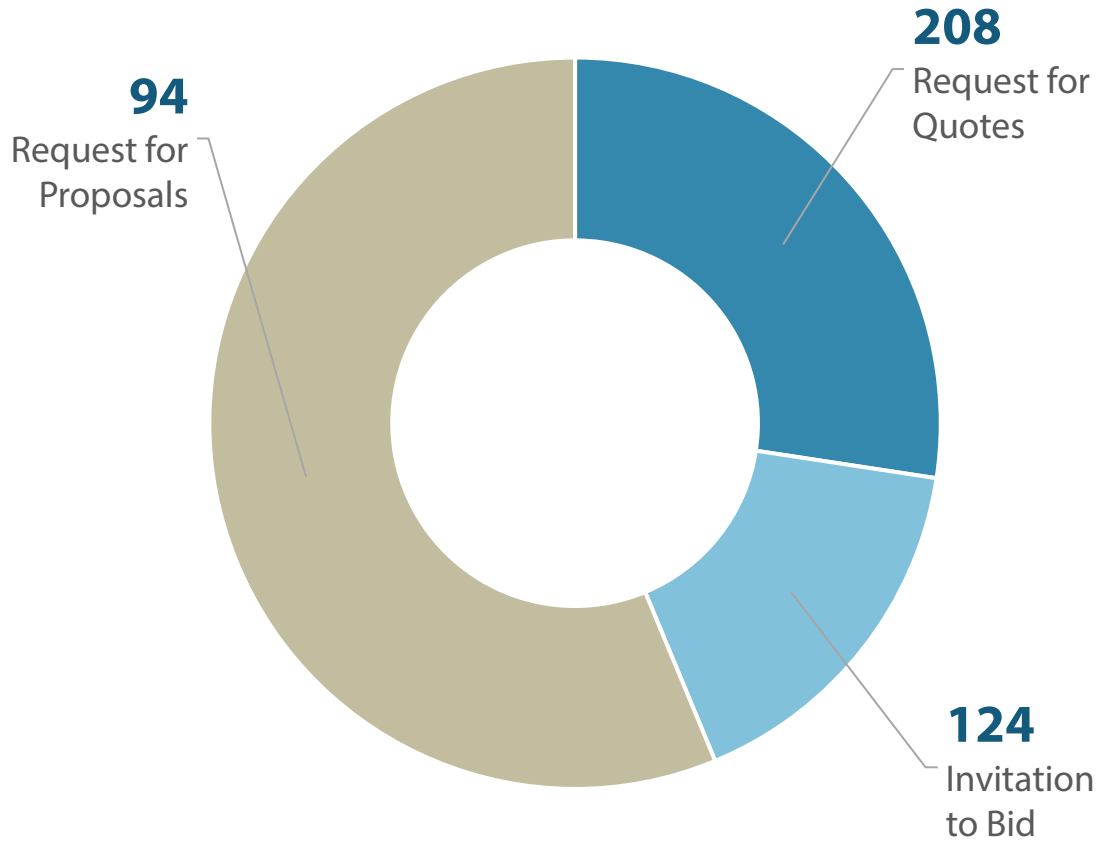
- The City's purchasing function is largely centralized, with the Purchasing Division being responsible for the procurement of all supplies and services for City departments
- The Purchasing Division staff are effectively divided into two teams: one that manages the procurement of general goods and services, and one that strictly manages construction goods and services
- Both teams report to the Purchasing Agent/Assistant Purchasing Agent, who are responsible for overall strategy and division leadership

# Procurement Thresholds

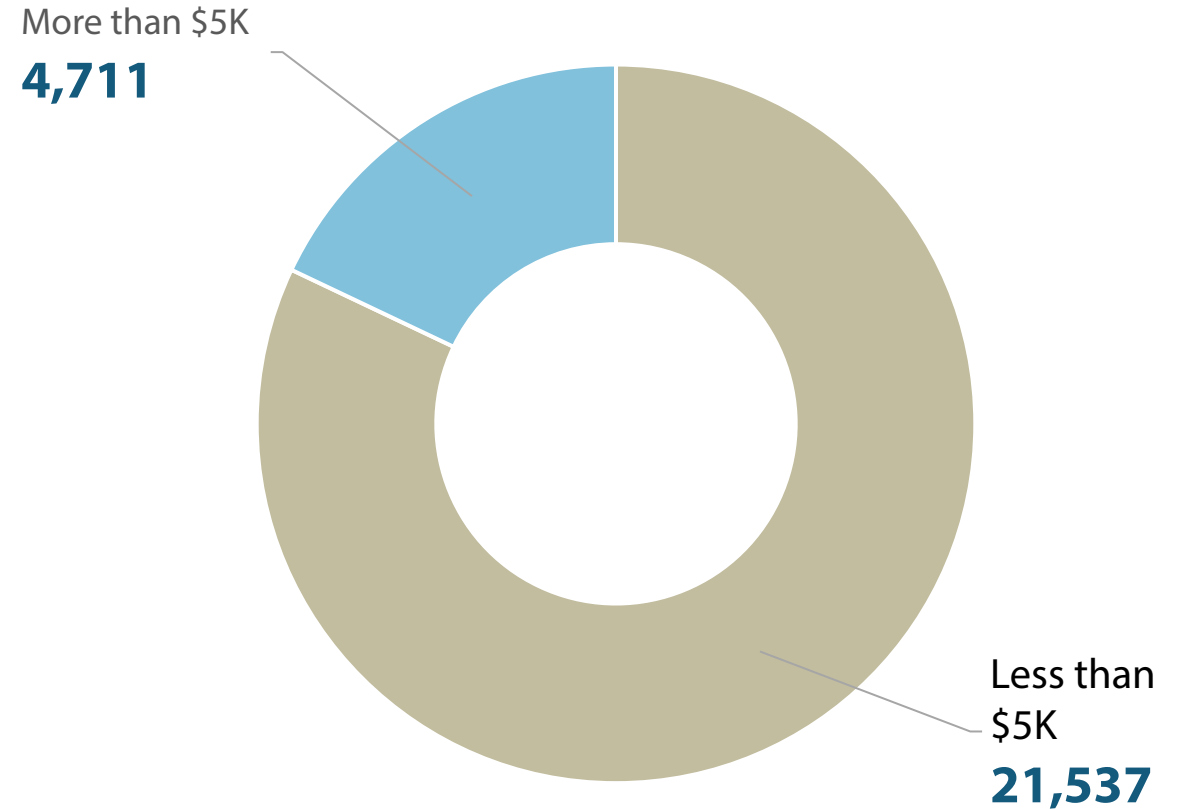
Procurement Method	Threshold	Award Criteria
Small Purchase	< \$5,000	Best value
SWaM Business Quote	< \$30,000	Best value
Request for Quote (RFQ)	\$30,000–\$100,000	Lowest cost
Invitation to Bid (ITB)	> \$100,000	Lowest cost
Request for Proposal (RFP – Informal)	< \$100,000	Best value
Request for Proposal (RFP – Formal)	> \$100,000	Best value
Request for Qualification (RFQual—issued as RFP)	Any	Best qualified

# By the Numbers

## 427 Total Solicitations



## 26,248 Total Purchase Orders





# SWaM Procurement Programs



## Ordinances

Sheltered Bidding	Bond Waiver	Small Business Enhancement Program (SBEP)	Enhanced Subcontracting	Projects Goals
Limits the bidding to SWaM-certified businesses	Alleviates bonding requirements for non-transportation construction projects	Requires 50% of the subcontracted work/amount to be performed by SWaM-certified businesses	Requires 50% of the total bid amount to be subcontracted SBEP also applies	Established minority-owned business participation goal, SBEP also applies
Construction/goods and Services, estimated value $\leq$ \$500K and $\leq$ \$100K, respectively	Construction estimated value between \$100K and \$500K	Construction/goods and Services with an estimated value of \$50K or more	Construction/goods and Services with an estimated value of \$50K or more	Construction projects estimated value more than \$5M
Two or more bids must be received from SWaM-certified businesses, if not bids from non-SWaM-certified business will be considered	Prequalification/requires the submittal of subcontracting participation plan/good faith efforts at the time of bid as a matter of responsiveness	Requires the submittal of subcontracting participation plan/good faith efforts at the time of bid as a matter of responsiveness	Requires the submittal of subcontracting participation plans/good faith efforts at the time of bid as a matter of responsiveness	Requires the submittal of subcontracting participation plans/separate good faith efforts at the time of bid as a matter of responsiveness

## Determination of Sufficiency of Good Faith Participation Efforts

When the Plan does not provide the required subcontracting participation, the Purchasing Agent will render a decision as to whether the materials submitted with the bid indicate the bidder made Good Faith Participation Efforts

### Relevant Subcontracting Determination Factors

Solicitation of bids	Negotiation of bids	City's outreach list	De-bundled project components	Assistance in bonding
Equipment assistance	Supply assistance	Information session	Identify SWaM-certified businesses	Pre-bid attendance
Mentor/Protégé Program	SWaM-certified business networking sessions	Utilization of SBSD Directory	Email communication	Diverse Supplier Database

Were the efforts undertaken reasonable enough to lead to maximum subcontracting with SWaM-certified businesses?



## Review

- Timeline
- Required documents
- SWaM requirements



## Plan

- Pre-bid meetings and site visits
- Ask questions
- Review addenda
- Create bid checklist



## Submit

- Utilize bid checklists, if available
- Acknowledge addenda
- SWaM documents (participation plans, good faith efforts, etc.)
- Review figures
- Attend bid opening



## Follow Up

- Watch City website/email for correspondence
- If awarded, submit required documents within 10 days
- If awarded, follow SWaM requirements for utilization and payments to subcontractors



# Key Information & Action Items



## How Do We Advertise Our Opportunities?

1. Automated email notifications from **DemandStar**  
<https://network.demandstar.com/>
2. Published on the **City website**  
<https://www.vbgov.com/>



## Action Items for Potential Suppliers

1. Register as a supplier in **DemandStar**
2. Register as a supplier on the **City website**
3. Consider attending one of the City's scheduled **SWaM webinars**

