



Requirements for Participation Certification and eVA Registration

Portsmouth Public Schools posts its requirements, solicitations and future requirements via the electronic Virginia procurement system (eVA). M/WBE firms are strongly urged to register with eVA at www.eva.virginia.gov for advertisement and / or notifications of PPS solicited procurements, via its mobile application.

M/WBEs are only recognized as such once they are properly certified. To be considered a certified M/WBE under the PPS M/WBE program, vendors are required to certify their businesses with either the Virginia Small Business and Supplier Diversity Department (SBSD, formerly VDMBE), the Women's Business Enterprise National Council (WBENC), or the Carolinas-Virginia Minority Supplier Development Council (CVMSDC).

After December 1, 2014, vendors that are doing business with PPS may also sign up for PPS's Vendor Self-Service, where vendors can access their account information and view the status of POs and pending payments.

Frequently Asked Questions

1. How has the PPS procurement process changed since the induction of the M/WBE Program? **Answer— PPS has increased its efforts to reach more M/WBEs in the marketplace and has established outreach programs and services to assist M/WBEs in their pursuit of business from PPS. The full M/WBE policy is located at <http://pps.k12.va.us>.**
2. Do I have to be certified to be considered a M/WBE vendor? **Answer—Yes. Vendors may apply for certification through the Virginia Department of Small Business and Supplier Diversity (SBSD) the Women's Business Enterprise National Council (WBENC), and Carolinas-Virginia Minority Supplier Development Council (CVMSDC).**
3. If I am a minority Prime Contractor, do I have to complete the forms indicated in the M/WBE policy? **Answer—Yes. All contractors/vendors responding to a written solicitation are required to complete the M/WBE forms.**
4. How does a vendor register to receive information regarding PPS procurements? **A vendor should register with eVA, to view or receive alerts from eVA on PPS solicitations. Vendors may also click the MWBE link on the PPS home page for access to information on PPS business opportunities, M/WBE calendar of business events offered by Transformation Consulting, L.L.C., and M/WBE policy information.**

Portsmouth Public Schools Purchasing Office

Contact Information:

Purchasing Manager
801 Crawford Street, 3rd Floor
Portsmouth, VA 23704
purchasing@pps.k12.va.us
(757) 393-8261

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MINORITY AND WOMEN OWNED BUSINESS ENTERPRISE



Equal Opportunities for M/WBE participation in Contracting

Portsmouth Public Schools
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Portsmouth, VA 23704
(757) 393-8261

The Minority Women Owned Business Enterprise Policy

Portsmouth Public Schools (PPS) encourages solicitations from minority and women-owned business enterprises and is committed to ensuring fair consideration of all suppliers in its day-to-day procurement of goods and services.

This M/WBE policy is designed to mitigate the disparities identified in the school division's Procurement Disparity Study conducted in 2010. Thus, under this program, PPS is committed to meeting the **Program's Objectives** to:

- * Provide M/WBEs equal access to opportunities for participation in PPS procurements of goods and services.
- * Increase awareness of the M/WBE Program and identify M/WBE vendors throughout Portsmouth and the Hampton Roads Community.
- * Provide training and information to M/WBEs on bidding and financial assistance.

The benefits of the PPS M/WBE Program are:

Access for more opportunity to win contracts.

Matching of Prime contractors with M/WBE subcontractors.

Increasing awareness of contracting opportunities throughout the region.

Helping M/WBEs in sustaining and growing their businesses.

Advocating equal access to procurement opportunities.

Types of Purchases Included in the M/WBE Program

Small Purchases (up to \$5,000): For goods and services, (to include maintenance and repair work) estimated at \$5,000 or less, a minimum of one (1) quote can be solicited by PPS departments/schools. Notification and rotation of M/WBE firms is recommended but not required.

Small Purchases (\$5,000 - \$15,000): For goods and services, a minimum of three (3) written quotes is required from three (3) different vendors, one of which must be an M/WBE firm.

Small Purchases - Informal Solicitation (\$15,000 - \$100,000): These informal solicitations will be advertised through the State's eProcurement System (eVA). Notification to available M/WBE firms is required.

Formal Contracts and Purchases (Greater than \$100,000): The PPS Purchasing Office shall comply with the Virginia Public Procurement Act and perform the necessary requirements to solicit competitive vendor pricing. Notification of available M/WBE firms is required.

PPS utilizes eVA to facilitate the bidding and solicitation process. **eVA** is Virginia's online electronic procurement system.



Vendor Services and Resources

In an effort to assist M/WBEs with submitting bids and accessing procurement opportunities, the PPS program includes orientation sessions, one-on-one sessions and workshops conducted by **Transformation Consulting, LLC**, as well as Small Business programs facilitated by the **Old Dominion University Business Gateway**.

A **Resource Center** for PPS' M/WBE Program has been established and is located at:

**S.H. Clarke Academy
2801 Turnpike Road, 2nd Floor
Portsmouth, VA 23707**

Also provided at the Center are:

- ◆ Forecast notifications
- ◆ One-on-One sessions scheduled by appointment
- ◆ Assistance in developing RFPs and bids
- ◆ Business Skill Building Sessions

For more information regarding the PPS M/WBE services and resources or to schedule a one-on-one session, please contact:

**Mr. A. Bruce Williams
Transformation Consulting, LLC
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