

Mandatory Sources

All state agencies are required to use non-competitive mandatory sources; principal among these are:

- ▶ Correctional Enterprises (VCE) — uniforms, furniture & printing
- ▶ Industries for the Blind (VIB) - writing instruments
- ▶ Distribution Center (VDC) - janitorial supplies

Supplier Diversity

DMV gives every consideration to using qualified small, women-owned and minority-owned (SWAM) businesses in a manner that is consistent with State and Federal laws and regulations. Except for mandatory sources and state term contracts, all purchases up to \$50,000 are set-aside for competition among the Department of Small Business and Supplier Diversity (DSBSD), formerly the Virginia Department of Minority Business Enterprise (DMBE) - certified small businesses. If adequate competition is not available or if the quoted price is not fair and reasonable, the employee will document the procurement file as required, then open the procurement for competition among all vendors. A vendor is considered a small business, a minority-owned business or a women-owned business upon certification as such by the DSBSD.

Small Purchase Charge Cards (P-cards)

The states' Small Purchase Charge Card program (SPCC), streamlines the process for procuring and paying for small dollar goods and services. The SPCC program reduces the volume of accounts payable transactions and associated administrative costs by eliminating vendor invoices. Vendors are encouraged to participate in this program. The vendor's eVA registration should indicate acceptance of VISA charge cards.

Invoices

Invoices must include the purchase order number and may be sent to the address on the purchase order or sent electronically to accountspayable@dmv.virginia.gov.

Visits to DMV

Our office is located next to the Science Museum of Virginia. Before planning a visit, we request you schedule an appointment with the appropriate buyer at the phone number listed under Contacts, to ensure staff member availability.



Virginia Department of Motor Vehicles
P. O. Box 27412
Richmond, Virginia 23269-0012

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Doing Business with DMV



Virginia Department of Motor Vehicles
Contracts and Procurement
2300 West Broad Street
Richmond, Virginia 23220

The Department of Motor Vehicles (DMV) Contracts and Procurement Office (C&P) purchases equipment, supplies and services for DMV offices, clients, customers and other stakeholders. This includes requirements for the customer service centers, motor carrier service centers and DMV call centers. The Facility Services Planning Administration (FSPA) purchases facility-related infrastructure services, construction and Architectural/Engineering Services professional services.

Mission

To serve PEOPLE with the highest ideals of honesty, integrity and ETHICS; perform our responsibilities with ACCURACY; employ our KNOWLEDGE to obtain the highest quality goods and services at the most reasonable cost to meet the mission of DMV and to obtain the best value for the tax dollar.

Policy

All procurement of goods and services are made according to applicable state laws, regulations, policies and procedures as established by the *Virginia Public Procurement Act* and the *Agency Procurement and Surplus Property Manual*, the *VITA Buy IT Manual* as well as policies established by DMV. Procurement of construction and related professional services are made in compliance with the *Construction and Professional Services Manual*. All purchases are made in a fair and ethical manner without impropriety or the appearance of impropriety.

Electronic Procurement

DMV uses the Commonwealth's eVA electronic procurement system for the purchase of goods and services. eVA is a web-based purchasing system used by Virginia government. State agencies, colleges, universities and many local governments use eVA to announce bid opportunities, invite bidders, receive quotes, and place orders for goods and services. DMV orders are processed through eVA. To register in eVA, visit www.eva.virginia.gov.

Information on Contracting Opportunities and Awards

Information about current or future solicitations and awards is available at www.eva.virginia.gov, "Solicitations and Awards."

| Contacts | | |
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| Name | Major Commodities & Assignments – Management, Goods & Services | |
| Contracts and Procurement | | |
| Nancy Davis, CPPB, CPPO, VCO Director, C&P 804-367-0220 | DMV Chief Procurement Officer General Management & Administration – C&P Agency SWAM Champion Purchasing Training Programs | Complex Service Requirements Professional Services – Non-Construction Consultant Services |
| Bob Stufflebeem, CPPB, CPPO, VCO Deputy Director, C&P 804-367-0586 | Complex Information Technology Projects eVA Administration, Data & User Mgt. Fingerprinting Systems | Motor Fuel & Routing System Weigh Station Goods, Services & Equipment |
| Lynn Abraham, CPPB, VCO Buyer 804-367-0268 | Temporary Employees – HR Interpreter Services Pest Control Services Refuse Removal Services Transcription Services | Mobile Unit Washing Parking Lot Sweeping Vision Testing Equipment Material Handling, Forklift Equip Auxiliary Equipment for CSCs |
| Betsy Bratton, CPPB, CPPO, VCO Lead Contract Specialist 804-367-0544 | Lead on Term Contract Development Software Purchases, Maintenance and Support Software Licenses Oracle Financial Management Software Temporary Contingent Labor Employees – IT | License Plate Sheeting Decal Sheeting Document Management Procurements Complex Service or IT Projects |
| Glenda Browning, VCA Buyer 804-497-5345 | Copiers, Fax Machines & Maintenance Secure Paper, Paper and Envelopes Printing: Forms, Envelopes, Texts, Guides, Highway Safety, Driver's License Manuals Filing/Microfilm Systems & Maintenance | Internal Training Classes Mailing Systems & Equipment Weapons & Accessories Furniture, Chairs & Appliances (Backup) |
| Rachel Hoffman 804-367-1871 | Janitorial Supplies/VDC orders Maintenance, Repair, Operational goods/services Business Cards | Office Supplies & Toner Carpets, Runners & Mats Service Awards Catering Services – On-site |
| LaTiscia Fowlkes, VCA, VCO Procurement Specialist Senior 804-367-1853 | Pcard (SPCC) & Travel Card Administrator Clothing & Uniforms Credit Card Financial Security | Remittance Processing Requirements Armored Car Services |
| Kelly Gill, CPPB, VCO Procurement Specialist Senior 804-497-7140 | Computers, Laptops & Peripherals Snow Removal Lawn Care Services | PIN Pads, Signature Pads Credit Card Terminals Placards |
| Theresa Harris, CPPB, CPPO, VCO Procurement Specialist Senior 804-249-5057 | Snow Removal Lawn Care Services PBX & Telephony Items Telephone Wiring & Data Cabling Telephones & Telephone Headsets | Conference & Hotel Requirements Media & Design Services Motorcycles, Vans, Cars, & Trucks & Trailers Motorcycle Safety Program (not printing) |
| Vanessa Walker, VCA, VCO Procurement Specialist Senior 804-367-0482 | Janitorial Services Printing Services' Printing Equipment Printing - Titles Specialty Decals, Equipment & Supplies | Catering Services – Off-site Catering Services – On-site (Backup) Document Destruction – Shredding Services Furniture (not modular), Chairs & Appliances |
| Susie Crump, VCO (Assisting C&P) 804-367-0474 | Office Printers | |
| Facility Services | | |
| Carrie Robinson, CPPB, VCO FSPA Deputy Director 804-367-0526 | Electrical, Plumbing, HVAC, Carpentry A/E Professional Services Capital Outlay Construction Modular Furniture Elevator Services | Cafeteria Foodservice & Equipment Security Guard & Security Systems Termite Control Services Interior Design Services X-Ray & Conveyor Equip & Maintenance |