



Staunton District

A VDOT Business Vendor Workshop

# Small Business Fair

## How to Do Business with VDOT and Other State Agencies - Open House

VDOT

**Learn** the Benefits of Being a Small/Micro Business in the Commonwealth of Virginia

**Get Assistance** in Registering with eVA and Certifying with SBSD

**Sell Your Goods and Services** to VDOT and other state agencies

Your Business

### Lexington

April 14, 2015  
4 p.m. - 7 p.m.

275 Alphin Lane  
Lexington,  
VA 24450

### Staunton

April 30, 2015  
4 p.m. - 7 p.m.

811 Commerce  
Road Staunton,  
VA 24401

### Harrisonburg

May 12, 2015  
4 p.m. - 7 p.m.

3536 North Valley  
Pike  
Harrisonburg, VA  
22802

### Winchester

May 27, 2015  
4 p.m. - 7 p.m.

2275 Northwestern  
Pike Winchester,  
VA 22603

RSVP Requested to:

Pam Sprouse, Procurement Manager 540-332-9206 or Pam.Sprouse@VDOT.Virginia.Gov

Dear Vendor,

Please join VDOT, eVA and the Department of Small Business and Supplier Diversity (SBSD) on April 14, April 30, May 12 or May 27 for an Outreach Open House.

This event is for small or micro businesses. A Small Business has 250 or fewer employees, OR average annual gross receipts of \$10 million or less averaged over the previous three years. A Micro Business is a certified Small Business that has no more than twenty-five (25) employees AND no more than \$3 million in average annual revenue over the three-year period prior to their certification.

This will be an Open House so come any time between the hours of 4:00 PM – 7:00 PM. Come talk to Representatives that can help you learn about doing business with VDOT and other state agencies, registering your business in eVA (Virginia's e-procurement system) and certifying with SBSD as a micro, small, woman or minority business.

To assist you here are a few items you will need to register with eVA or certify with SBSD:

1. DUNS Number - Need a DUNS number? For quick results call 866-705-5711 to obtain your Free Duns number. Or go <https://iupdate.dnb.com/iUpdate/viewiUpdateHome.htm>. Tell them you are doing business with the state government to expedite the process.

2. Supporting Documentation for certifying with SBSD include:

- A copy of Government-issued photo I.D. of the business owner(s): e.g. DMV License, passport.
- Federal Business Tax Return – complete return from the most recent year and 1st page of previous two years
- Federal Form 941 (Employer's Quarterly Federal Tax Return) - 1st page only from the most recent four quarters if you are qualifying under the number of employees for small business status
- New Business that has not yet filed tax return, please submit IRS Employer Identification Number (EIN) Letter, and Company By-laws, articles of incorporation/articles of organization/partnership agreement for Corporation or LLC.
- Franchises must submit a copy of the Franchise Agreement or any other management, supply or license agreement which allows the use of the brand name of another company (include any agreements for the use of another company name for marketing or supply purposes).

For additional information concerning eVA visit: <https://eva.virginia.gov/pages/eva-i-sell-to-virginia.htm>.

For additional information concerning SBSD visit: <http://www.dmbv.virginia.gov/swamcert.html>

For additional information concerning VDOT visit: [http://www.vdot.virginia.gov/business/bu\\_bizDev.asp](http://www.vdot.virginia.gov/business/bu_bizDev.asp).

Please RSVP to Pam Sprouse at 540-332-9206 or [Pam.Sprouse@VDOT.Virginia.gov](mailto:Pam.Sprouse@VDOT.Virginia.gov).

Together we can help you do business or grow your business with VDOT and other state agencies.

Hope to see you there!

Pam Sprouse  
District Procurement Manager