



Hampton Roads
District

A VDOT Business
Vendor Workshop

Small Business Outreach

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

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

Get Assistance in Registering with eVA and Certifying with Department of Small Business & Supplier Diversity (SBSD)

Sell Your Goods and Services to VDOT and other state agencies

VDOT

Your Business

Hampton Roads District Auditorium

Tuesday, June 30th, 2015
2 p.m. – 6 p.m.

1700 North Main Street
Suffolk, VA 23434

RSVP Requested to:

[Pamela Copeland 757-925-3611 or Pamela.Copeland@VDOT.Virginia.Gov](mailto:Pamela.Copeland@VDOT.Virginia.Gov)

Dear Vendor,

Please join VDOT, eVA and the Department of Small Business and Supplier Diversity (SBSD) on Tuesday, June 30th, for an Outreach Open House in the auditorium of the Hampton Roads District Office at 1700 North Main Street, Suffolk, Virginia 23434.

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. By Executive Order, 42% of all purchases made by state agencies must be with micro- and/or small businesses wherever possible. But you must be certified as such by SBSD and registered with eVA to benefit from this advantage (at no cost).

This will be an Open House so come any time between the hours of 2:00 PM – 6:00 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 a 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.

Please RSVP to Pamela Copeland at 757-925-3611 Pamela.Copeland@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!