

Buying in the Express Lane

presented by

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eVA Quick Quote &
Vendor Support Manager

DGS/DPS

FORUM 2009

Mapping Strategies in Uncertain Times



Your eVA Cup Team (Panel)



- Driver 1 – Robyn Wright, Catawba Hospital
- Driver 2 – Lori Hiner, Blue Ridge Community College
- Driver 3 – Ruth Whitt, Danville Community College





Driver 1: Quick Tips

- Brand name product and proprietary needs
- General Terms and Conditions
- Use of Commodity Codes and Service Area for service QQs



Driver 2: PLAGIARISM!

No.... Just the “COPY” function – your new BFF

- ***Copy/Paste*** to add similar information or codes when adding more than one line detail to a QQ request.
- Past QQ requests – ***copy and edit*** for your new request.
- Converting QQ to eVA order – not all info. carries over to requisition. ***Open two sessions and copy*** info. from QQ and paste into eVA req.
- Adding Ad Hoc Vendor – ***Open two sessions, copy*** and paste vendor info. Into QQ.





HOW WILL I EVER REMEMBER?

Let Outlook Calendar do it for you!

- Set reminders on the Outlook calendar with dates and times Quick Quotes are closing.
- Set a reminder on the Outlook calendar to return to QQ and change status to Award.





Driver 3: Easy steps to make Quick Quote cost effective and time efficient

- Include all shipping and handling charges in your quote
- Include setups and installation
- Add additional warranties
- Save time by issuing quote with multiple lines or lots to determine what is affordable or fits the need and only award one line or lot
- Use Quick Quote for contracting services!



Be sure to *include all handling and shipping charges* in request

ADVANTAGE Procurement Portal Quick Quote - Windows Internet Explorer

https://buyer.epro.cgipdc.com/qq/buyer/index.jsp

File Edit View Favorites Tools Help

Google Go Bookmarks 123 blocked Check AutoLink AutoFill Send to Settings

ADVANTAGE Procurement Portal Quick Quote

Welcome Whitt, Ruth October 8, 2009 - 9:05 AM PortalPROD1

Preferences Help Logout

Attachments:	Attached Files	Proprietary and Confidential
	eVA Std Terms and Conditions.htm	No

Request Items

Item ID:	1
Lot ID:	n/a
Item Description:	Audio 2000 AKJ7809 Singer's Power IX All-In-One Karaoke
Quantity:	1
Unit of Measure:	ea
UOM Description:	each
NIGP Code:	99828
NIGP Code Description:	Communication Equipment (Including Radio, Television, Telephone, Vcr, Video/Audio Equipment, Etc.)
Need By Date:	11/30/2009
Ship To:	DANVILLE COMMUNITY COLLEGE - MAINTENANCE/RECEIVING 1000 BOSWELL STREET, DANVILLE, VA, 24541
Comments:	Must be AKJ7809 or equivalent as per attached specs. Price to include shipping and handling charges to Danville, VA. Tax exempt.
Special Terms and Conditions:	none

Attachments:	Attached Files	Proprietary and Confidential
	AUDIO 2000 AKJ7809 SINGER.dot	No

Previous Submit Save/Close

Internet 100%



Include added expenses such as set ups and extended warranties

- PreCor 966i Treadmill or equivalent as stated in “Use of Brand Names” clause in the General Terms and Conditions. Price to include delivery and setup of equipment at site. The following or equivalent features shall be included: 30 programs for varying speed and incline, Low step up height, Standard CSAFE interface (makes it compatible with Cardio Theater and Fitlinxx – fitness and entertainment systems), Touch heart rate monitor and wireless heart rate connectivity, 4.0 hp motor, Ground effects cushioning system , 16 mph top speed. The same or equivalent safety standards listed by the referenced item shall be provided. Warranty on parts and labor for two year period for PreCor 966i or equivalent.

If end user is *not sure of exact item* they need or if have budgeting for need, issue quote for multiple items and *award by one lot or line*:



ADVANTAGE Procurement Portal Quick Quote - Windows Internet Explorer

https://buyer.epro.cgipdc.com/qq/buyer/index.jsp

File Edit View Favorites Tools Help

Google G Go 123 blocked Check AutoLink AutoFill Send to Settings

ADVANTAGE Procurement Portal Quick Quote

Welcome Whitt, Ruth October 8, 2009 - 9:05 AM PortalPROD1

Preferences Help Logout

View Request

- Request Header
- Item Management
- Vendor List
- Vendor Notification
- Request Review

Quick Quote

- Current Request List

Portal

- Portal Home Page

Support

- QQ - FAQ
- Buyer User Guide
- Vendor User Guide
- Buyer QQ Quick Guide
- Vendor QQ Quick Guide
- Accessibility
- Customer Support
- FAQ

Buyer Phone #:	434-797-8450
Buyer Email:	rwhitt@dcc.vccs.edu
Request ID:	EVA001_QQ130577
Request Title:	WATCHFIRE LED SIGN
Status:	awarded
Request Sent Date:	08/06/2009
Response Due Date:	08/10/2009 02:00 PM
Bid Valid (Days):	30
Service Area:	10
Award Method:	Lot
Comments:	none
Special Terms and Conditions:	DCC will only choose ONE sign, either 16mm OR 19mm from this quote depending on final bid cost and funds available. SEE ALL ATTACHMENTS FOR SPECS.

Attachments:	Attached Files	Proprietary and Confidential
	sign side view.pdf	No
	front view sign.pdf	No
	INSTALLATION SPEC.doc	No
	WATCHFIRE 19mm .doc	No
	WATCHFIRE 16mm COLOR LED SIGN.doc	No
	eVA Std Terms and Conditions.htm	No

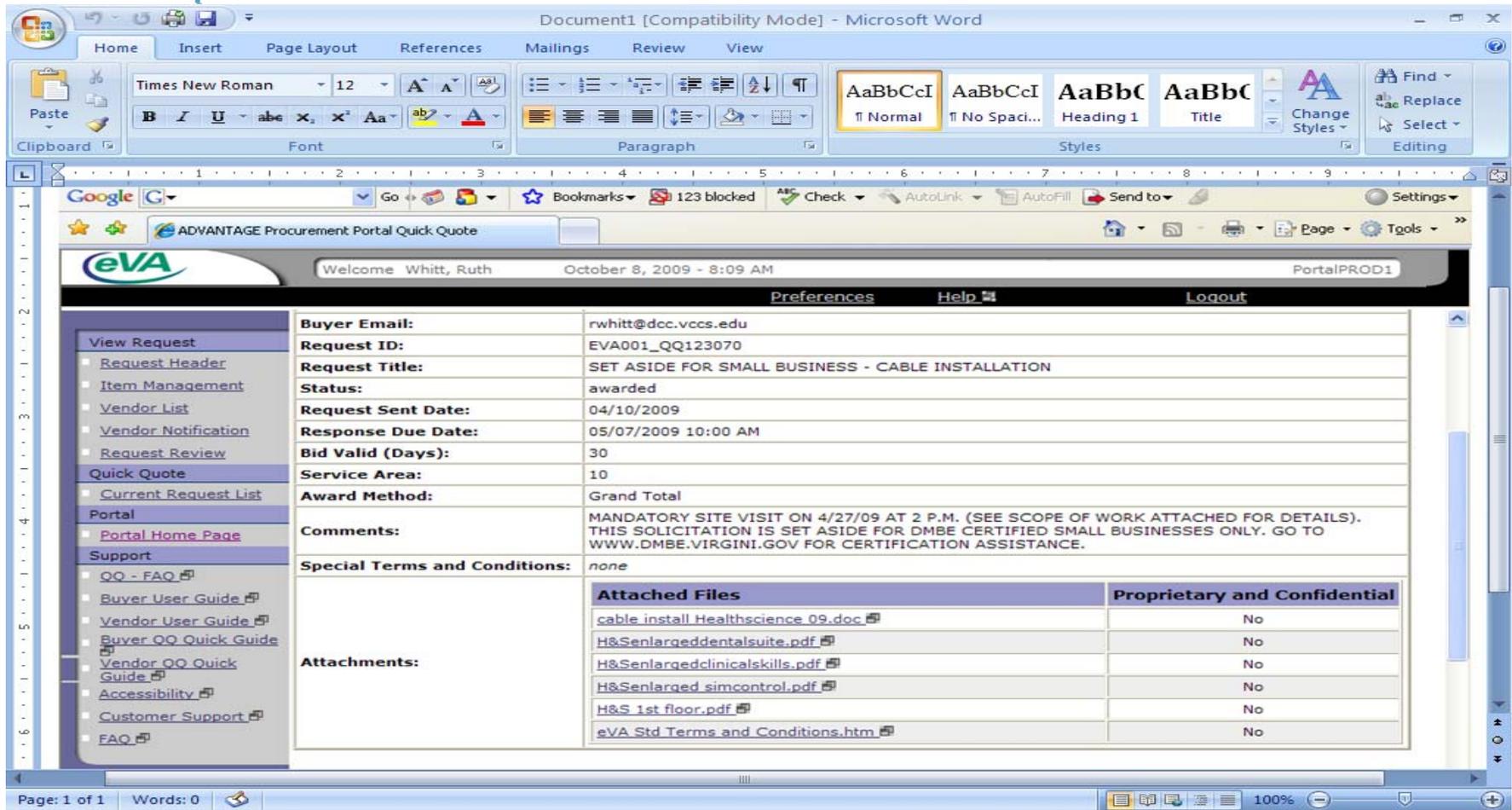
Request Items

Item ID:	1
Lot ID:	1

Internet 100%



Saving time is saving money. Use QQ for obtaining services such as cabling, grounds work, maintenance and repair, etc.



The screenshot shows a Microsoft Word document titled "Document1 [Compatibility Mode] - Microsoft Word" with the ribbon set to "Home". The font is "Times New Roman" size 12. The browser window displays the "eVA" portal with the following details:

Buyer Email: rwhitt@dcc.vccs.edu
Request ID: EVA001_QQ123070
Request Title: SET ASIDE FOR SMALL BUSINESS - CABLE INSTALLATION
Status: awarded
Request Sent Date: 04/10/2009
Response Due Date: 05/07/2009 10:00 AM
Bid Valid (Days): 30
Service Area: 10
Award Method: Grand Total

Comments: MANDATORY SITE VISIT ON 4/27/09 AT 2 P.M. (SEE SCOPE OF WORK ATTACHED FOR DETAILS). THIS SOLICITATION IS SET ASIDE FOR DMBE CERTIFIED SMALL BUSINESSES ONLY. GO TO WWW.DMBE.VIRGINI.GOV FOR CERTIFICATION ASSISTANCE.

Special Terms and Conditions: none

Attached Files	Proprietary and Confidential
cable_install_Healthscience_09.doc	No
H&Senlargeddentalsuite.pdf	No
H&Senlargedclinicalskills.pdf	No
H&Senlarged_simcontrol.pdf	No
H&S_1st floor.pdf	No
eVA Std Terms and Conditions.htm	No

Page: 1 of 1 Words: 0

Include attachments such as blue prints:

Adobe Reader - [sign side view.pdf]

File Edit View Document Tools Window Help

Save a Copy Search Object Data Tool 50% Help Search Web

Pages

Attachments

Comments

CAST TIE WITH CHAIR REINFORCEMENT

LED SIGN BY OWNER

BRACKETS BY SIGNAGE SUPPLIER AS REQUIRED

1" REVEAL

CAST STONE COPING WITH DRIP EDGE

8" CMU (GROUT ALL CMU CELLS SOLID)

FACE BRICK WITH WATER FOUNDATION WALL

APPROXIMATE FINISH AND EXISTING GRADE GRADE VARIES.

APPROXIMATE FINISH AND EXISTING GRADE GRADE VARIES.

#1 DOBEL BAR WITH STANDARD 90° HOOK AT 32" O.C. SPACING

(3) #5 CONT

#4 BAR AT 32" O.C. SPACING

SECTION 1

SCALE 1/2" = 1'-0"

AX-27 AX-28

Dewberry
Dewberry & Davis, Inc.
10000 North Central Expressway
Suite 200
Dallas, Texas 75243
714.424.4400
www.dewberry.com

DATE	TITLE	SHEET NO.
7/14/09	LED ENTRANCE SIGN SECTION	AX-28
PROD. NO.	PROJECT	REV
5000139.5	Danville Community College Health Science Building	rev

1 of 1



Add specs

PURAIR ADVANCED DUCTLESS FUME HOOD:

- Low air flow alarm
- 100 f/m face velocity
- Self securing hinged door panels
- Whisper Quite brushless and sparkles centrifugal fan
- Electronic elapse run time counter
- Inter-filter test port for filter saturation dectection
- Clear acrylic side panels for 360 degree viewing
- FILTRETE electrostatic pre-filter with "Clean-Change system
- Filter ID window
- 110v
- 60hz



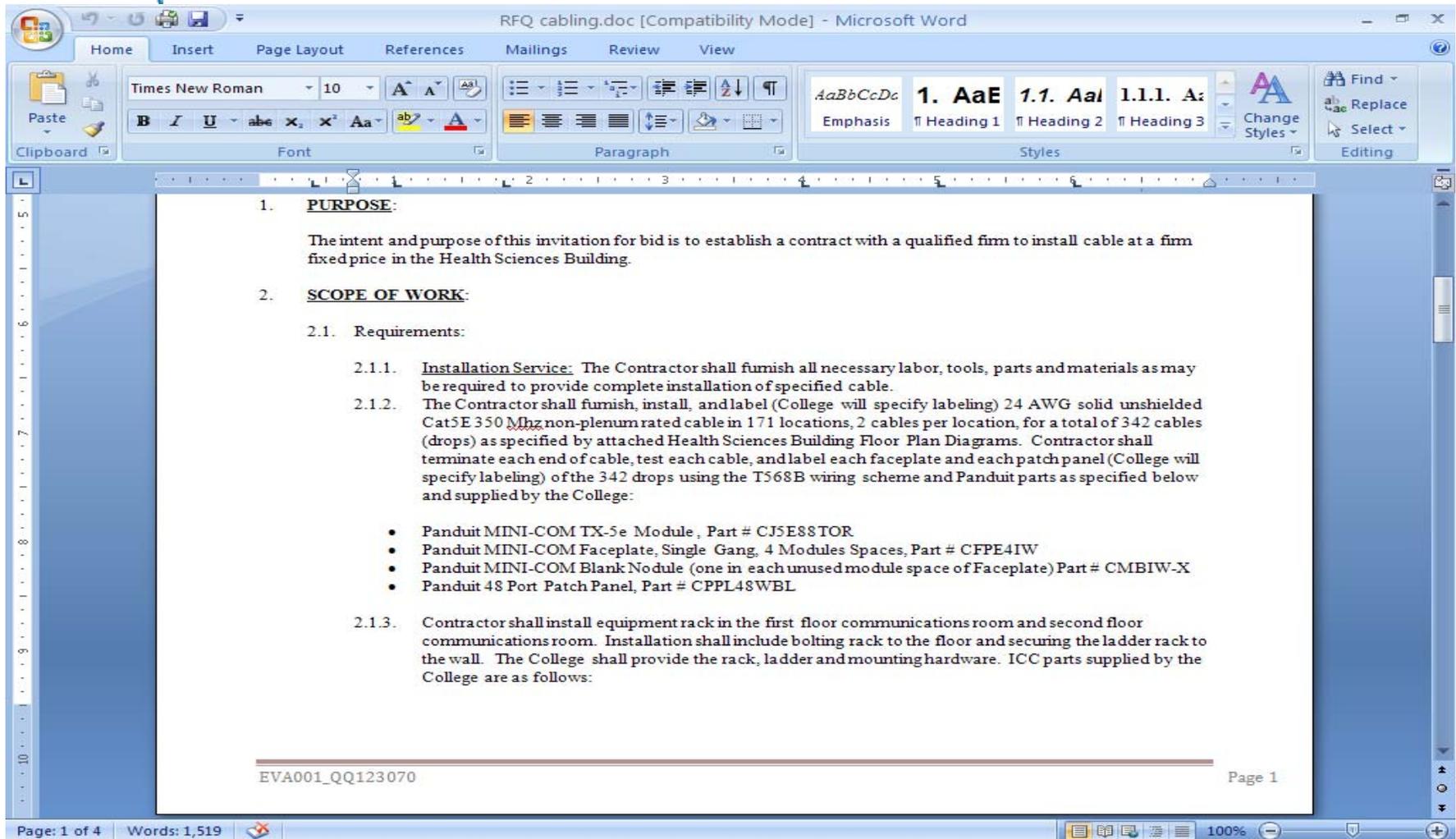
Specs (cont.)

Must include below items with each fume hood:

- 1 each Purari 20 49" wide x 27-1/2" deep x 47-1/4" high
- 2 each Prefilters for dust and aerosols
- 2 each GP Plus, 22 lb. carbon filter
- 1 each Enclosed base cabinet
- 1 each High performance integral lighting
- 1 each Dwyer continuous airflow display
- 1 each Fan speed controller
- 2 each Rear-mounted cable slip port



Scope of Work:



RFQ cabling.doc [Compatibility Mode] - Microsoft Word

Home Insert Page Layout References Mailings Review View

Clipboard Font Paragraph Styles Editing

1. **PURPOSE:**

The intent and purpose of this invitation for bid is to establish a contract with a qualified firm to install cable at a firm fixed price in the Health Sciences Building.

2. **SCOPE OF WORK:**

2.1. Requirements:

2.1.1. **Installation Service:** The Contractor shall furnish all necessary labor, tools, parts and materials as may be required to provide complete installation of specified cable.

2.1.2. The Contractor shall furnish, install, and label (College will specify labeling) 24 AWG solid unshielded Cat5E 350 Mhz non-plenum rated cable in 171 locations, 2 cables per location, for a total of 342 cables (drops) as specified by attached Health Sciences Building Floor Plan Diagrams. Contractor shall terminate each end of cable, test each cable, and label each faceplate and each patch panel (College will specify labeling) of the 342 drops using the T568B wiring scheme and Panduit parts as specified below and supplied by the College:

- Panduit MINI-COM TX-5e Module, Part # CJ5E88TOR
- Panduit MINI-COM Faceplate, Single Gang, 4 Modules Spaces, Part # CFPE41W
- Panduit MINI-COM Blank Module (one in each unused module space of Faceplate) Part # CMBIW-X
- Panduit 48 Port Patch Panel, Part # CPPL48WBL

2.1.3. Contractor shall install equipment rack in the first floor communications room and second floor communications room. Installation shall include bolting rack to the floor and securing the ladder rack to the wall. The College shall provide the rack, ladder and mounting hardware. ICC parts supplied by the College are as follows:

EVA001_QQ123070 Page 1

Page: 1 of 4 Words: 1,519 100%



Final invoicing should never be a surprise

- By including all shipping, handling, installs, warranties, etc., vendors are all bidding “apples to apples”
- If you include everything you need in the Quick Quote, your final invoice is never a surprise
- The competitive bidding in Quick Quote is the most cost effective tool a buyer can use!



Questions? Comments?

