

M30 - Magic of Mandatory Sources



FORUM2015

Presented by:

Frank Denny
&
Jessica Milburn



Mandatory Sources

Who are they?

When do I use them?

What is the waiver process?

Feel your concerns disappear as we untangle the ropes holding you back! Experience the spirit of understanding of the when, the why, of exemptions and waivers, and more as we lift the cloak covering Mandatory Sources!



Virginia Correctional Enterprises (VCE)

Dept. for the Blind and Vision Impaired (DBVI)

Virginia Industries for the Blind (VIB)

Virginia Distribution Center (VDC)

DGS Office of Fleet Management (OFMS)

DGS Office of Graphic Communication (OGC)

DPS Statewide Mandatory Contracts

Mandatory Sources



To Help You REMEMBER THE MANDATORY SOURCES – we are giving the contact person who works there a NICKNAME

WHO----- is at VIRGINIA CORRECTIONAL ENTERPRISES (VCE)

WHAT----- is at DEPT for the BLIND AND VISION IMPAIRED (DBVI)
VIRGINIA INDUSTRIES for the BLIND (VIB)

WHY----- is at VIRGINIA DISTRIBUTION CENTER (VDC)

BECAUSE----- is at OFFICE OF FLEET MANAGEMENT (OFMS)

TOMORROW----- is at OFFICE OF GRAPHIC COMMUNICATION (OGC)

I DON'T CARE--- is at DGS STATEWIDE MANDATORY CONTRACTS

Virginia Correctional Enterprises



www.govce.net



VIRGINIA CORRECTIONAL ENTERPRISES

1-800-823-2823

Search entire store here

Search

[My Account](#) | [My Wishlist](#) | [My Cart](#) | [Checkout](#) | [Log In](#)

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[PRODUCTS & SERVICES](#)

[ABOUT VCE](#)

CUSTOM VINYL BANNERS

Be Big. Be Bold.
BUY A BANNER
Get your message across

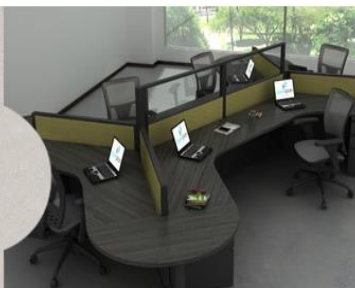
"Every Day is a Banner Day at VCE"

Call **804-372-4896** or VCE_Silkscreen@vadoc.virginia.gov

CLEARANCE SALE SAVE UP TO 80% ON HUNDREDS OF ITEMS WHILE SUPPLIES LAST >

Office Design.

Let our design team help you plan



High Quality.

See how our quality sets us apart



- In 1933 VCE was established by the General Assembly
- Provides work opportunities and skill learning programs that are essential in helping inmates find and keep a job when they are released
- VCE is a self supporting agency



Items / Services

- / Custom Vinyl Banners
- / Furniture
- / Office Design Services
- / Clothing and Footwear
- / Embroidery and Silk Screen
- / Business Cards
- / Printing Services
- / Document Management ...and much more!

Virginia Correctional Enterprises



APSPM Exemption Requirements: (2.1.b.)

An agency may be granted an exemption from buying from VCE, **with the consent of both the**

DPS Director and
CEO of VCE,

in any case where

- the item does not meet the reasonable requirements of the agency,
- an identical item can be obtained at a verified lesser cost from the private sector,
- or the requisition made cannot be complied with due to insufficient supply, or otherwise.



2 Part Waiver Process

Part 1:

1. Go to VCE website at www.govce.net
2. Release process is explained and you will find the Release Form to download
3. Complete form
4. Email release request form to: vcereleaserequest@vadoc.virginia.gov
5. Once form is approved by VCE, proceed to Part 2



Part 2:

1. Complete DPS Procurement Exemption Form and submit for approval (include approved VCE release form)

Did you hear the one about....



It is the first day of the new school year.

The teacher asks the new student - "What's your father's occupation?"

"He's a magician, Ma'am," said the new student.

"How interesting. What's his favorite trick?"

"He saws people in half."

"Gosh! Now, next question. Any brothers or sisters?"

Did you hear the one about....



Yes –

a half-brother and a half-sister



Virginia Industries for the Blind



The screenshot shows the website's header with the logo, a search bar, and navigation links. A sidebar on the left lists various product categories. The main content area features a welcome message, a photo of a man, and instructions on how to use the site's search and customer service features.

VIRGINIA INDUSTRIES FOR THE BLIND WELCOME

Search product or category Search

Home View Order Checkout My Favorites My Quotes

Categories

- Examination Gloves
- Fire Extinguishers
- Misc Office
- Mattresses
- Mop Bucket Combos
- Pillows
- Safety Vests
- Shower Curtains
- Wizard Wall
- Writing Instruments

Thank you for visiting Virginia Industries for the Blind!

Begin shopping by picking a category at left.

You can search through our catalog for a product number or category using the search box above.

If you have any questions, please email: [customer service](#).

We'll be happy to help!

If You Need ASSISTANCE

Click Here



100% self funded



Manufactures products and provides services to: Federal/State, Commercial and the General Public



Employs and develops Virginians who are blind, visually impaired or deaf-blind

Virginia Industries for the Blind



Items / Services

- Reflective Safety Vests
- Exam Gloves
- Writing Instruments
- Blend and Package Spices
- Pillows
- Wizard Wall
- Mattresses
- Mop head and handles
- Contract Management Support
- Mail sorting
- Veterans Admin Medical Center Switchboard
- Langley Postal Center
- Textile labeling and packing

www.vdbvi.org

www.vibonline.org

Virginia Industries for the Blind



Waiver Process

Requests for exemptions should be directed to the email address below containing sufficient information to evaluate the request for release.

customerservice@vibonline.org

Did you hear the one about....



The other day I saw a magician walking down the street and...



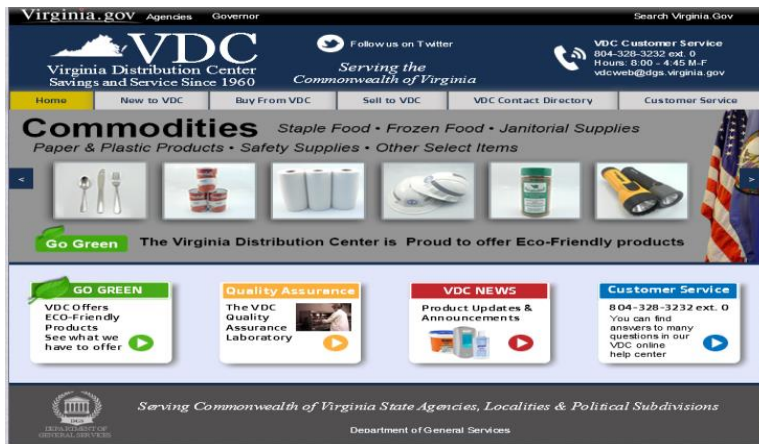
Did you hear the one about....



.... he turned into a drugstore.



Virginia Distribution Center



<http://vdc.dgs.virginia.gov/>

VDC is a cooperative procurement function that provides

- ✦ a broad selection of high-quality services and products
- ✦ at the lowest prices by leveraging the collective buying power of the Commonwealth,
- ✦ utilizing efficient freight methods and
- ✦ maintaining an onsite Quality Assurance Lab

Savings to the Commonwealth

FY	2011	2012	2013	2014	2015
Food	58.37%	52.25%	49.67%	36.73%	48.01%
Housekeeping	66.78%	82.97%	41.55%	48.64%	37.17%
Dollar Savings (\$Millions)	\$20.7	\$23.6	\$15.5	\$14.1	\$13.4

\$87.3 Million in Savings over five years

Virginia Distribution Center



Items / Services

Toilet Paper

Paper Towels

Road Cones and Barrels

Hard Hats

Safety Glasses

Cleaning Supplies

Paint and supplies

Various food items

Condiments

Ice Melt

Laundry Detergent

And MANY more items...

VIB Items that VDC Carries

Various spices

Gloves

Mops

Urinal Screens

Sanitizers, Soap and Dispensers

....and more to come!

Virginia Distribution Center



Waiver Process

Send a waiver request via email to:

vdcweb@dgs.virginia.gov

Request must include the following:

- / Item for which a waiver is requested
- / Justification
- / Time duration for which the waiver is needed
- / Product quantity

Milburn, Jessica (DGS)

From: VDCWEB (DGS)
Sent: Wednesday, September 02, 2015 2:13 PM
To: Milburn, Jessica (DGS)
Subject: RE: Waiver Request

Hi Jessica,
How are you? Please use this e-mail as a one-time waiver for up to 20 gallons of the paint listed below. If you, or a member of your team, take this waiver to your local Sherwin Williams store, per the VDC contract with Sherwin Williams, they should provide you with paint at 40% off their store list price.

Thanks,
Andy

Andy Repak, CPA, CMA, CFM, VCO, VCM
Director
Virginia Distribution Center
804-328-3233
Andy.Repak@dgs.virginia.gov
<http://vdc.dgs.virginia.gov/>
Follow us on Twitter @VDCvirginia

From: Milburn, Jessica (DGS)
Sent: Wednesday, September 02, 2015 1:56 PM
To: VDCWEB (DGS)
Subject: Waiver Request

We need six gallons of Flat House Paint, Exterior, Acrylic no later than close of business Monday, November 9th, for painting the Forum classroom.

Can you please provide us with a waiver?

Jessica Milburn, CPPB, VCCO, VCO
Statewide Strategic Sourcing Officer
DGS / Division of Purchases & Supply
P: (804) 225-2948
F: (804) 786-5413



DEPARTMENT OF
GENERAL SERVICES

Did you hear the one about....



The magician who loved chocolate....



Did you hear the one about....



....she could perform a lot of Twix.





OFMS Manages the Commonwealth's centralized fleet of approx 4,000 passenger vehicles for official state business

Provides safe, efficient and reliable passenger vehicle transportation

[Agency Transportation Officer](#) | [Location](#) | [Contact](#) | [FAQ](#)

OFMS | Office of Fleet Management Services



- THE IRS Standard Mileage Rate for 2015 has increased to \$0.575 per mile effective 1/1/2015.

The Office of Fleet Management Services manages the Commonwealth's centralized fleet of approximately 4,000 passenger-type vehicles. More than 175 state agencies and institutions use these vehicles for official state business.

The office administers, monitors, and enforces all rules and regulations regarding the assignment, utilization, maintenance, repair, and replacement of fleet vehicles. Additionally, it handles accident reports and a variety of citizen inquiries.

Our mission reflects the office's customer focus: To provide safe, efficient, and reliable passenger vehicle transportation that enables employees of the Commonwealth to do their jobs better and more efficiently.

The OFMS Vehicle Management Control Center (VMCC) call center is open 24 hours a day, 7 days a week, 365 days a year. If you lease or operate a state-owned vehicle please call 1-866-857-6866 for emergency roadside assistance, vehicle maintenance and mileage reporting.

DGS – Office of Fleet Management



Process to buy or lease a vehicle:

1. Complete OFMS-1 form and submit to DGS Office of Fleet Management via email: elizabeth.cooley@dgs.virginia.gov
2. Upon approval, proceed to DPS Statewide Vehicle Contracts and place eVA order
3. If OFMS-1 form is denied, detailed explanation will be provided and requestor can proceed accordingly

DGS – Office of Fleet Management



	A	B	C	D	E	F	G	H	I
1	Commonwealth of Virginia								
2	Department of General Services								
3	Office of Fleet Management Services								
4									
5	Agency: <input type="text"/>						Agency Code: <input type="text"/>		
6	Agency Address: <input type="text"/>								
7	City: <input type="text"/>				State: <input type="text"/>		ZIP Code: <input type="text"/>		
8									
9	Type of Request				For more than one vehicle of the same class				
10					How many vehicles requested?				
11	<input type="text"/>								
12					For Change of Class Requests Only				
13	Class of Vehicle Requested				Old Pool Number:		<input type="text"/>		
14					Old Class:		<input type="text"/>		
15	<input type="text"/>				New Class:		<input type="text"/>		
16									
17	For Request to Purchase								
18									
19	<input type="text"/>		Contract # <input type="text"/>				Est. Cost <input type="text"/>		
20									
21	Request Options				Vehicle Assignment Details				
22					Date Needed <input type="text"/>				
23	<input type="text"/>				Projected Annual Business Miles <input type="text"/>				
24									
25	Mileage Justification Data								
26	How many personal reimbursement miles did your agency incur by not having this vehicle during the previous FY? <input type="text"/>								
27	How many Enterprise rental miles did your agency incur by not having this vehicle during the previous FY? <input type="text"/>								
28									
29	Vehicle Description This section only needs to be completed if you are requesting a pickup, SUV, cargo van or other								
30	Please tell us what you want 1/2 ton, extended cab, etc. <input type="text"/>								
31									
32									

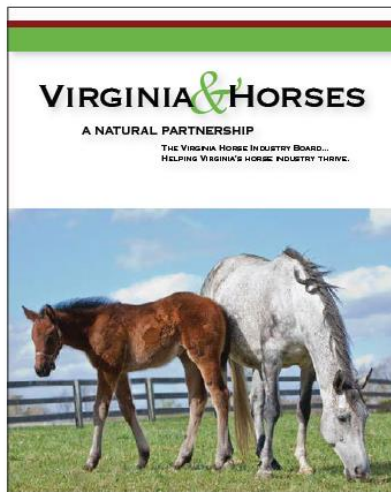
Office of Graphic Communication



“We Create, Manage and Produce”

- / Established in the 1980's
- / 100% self funded
- / Mandatory source for graphic communication services in excess of \$750

Office of Graphic Communication



Customer: Virginia Department of Agriculture and Consumer Services
Project: Virginia Horse Industry Board
Purpose: To promote the Virginia horse industry and report statistics from an economic impact study that describes the importance of the industry to the Virginia economy.



Services Included:

- / Research/Concept development
- / Copywriting and editing
- / Graphic design and art direction
- / Illustration and Photography
- / Web graphics and development
- / Print and production management
- / And many more....

Office of Graphic Communication



For Assistance/Waiver request email:

Paris Ashton

Paris.ashton@dgs.virginia.gov

Include as much detail as possible on the project information, delivery date and any other pertinent information.

Did you hear the one about....



The magician who got so mad.....



Did you hear the one about....



.....he pulled his hare out.



DPS – Mandatory Statewide Contracts



www.eva.virginia.gov

Welcome to eVA

Forum 2015 Supplier Expo – reserve your booth today! [More Info!](#)

You can make eVA run more efficiently by adjusting your [Browser Settings](#)

eVA Customer Care 1-866-289-7367
eVACustomerCare@dos.virginia.gov

▼ **6.7 Million Orders** ▼ **\$58 Billion Spent**

▼ **245 Agencies** ▼ **691 Local Public Bodies** **13,700 Users** ▼ **96,488 Vendors** ▼ **983 Catalogs**

Popular Features

- Open Construction Solicitations
- Awarded Construction Solicitations
- Forrester Report

- State Contracts**
- VBO BIDS**
Solicitations Quick Quote & Awards
- Future Procurements**
Government to Government Services
- Procurement Transparency**
Public Reports
- SWaM**
Small, Woman & Minority Owned

- Obtain more favorable prices
- Utilizing volume purchasing
- Reduces lead time and admin costs



DPS – Mandatory Statewide Contracts

CLOTHING: Pants, Shirts, Shirts-Knit	HABERDASHER CORPORATE APPAREL LLC (SOW)	State / Localities	Mandatory Statewide Contract	2/1/2014	1/31/2016	Kirby Battle
CLOTHING: Police, Fire & Security	BKT UNIFORMS (SW)	State / Localities	Mandatory Statewide Contract	2/1/2014	7/31/2016	Michele Skaggs
CLOTHING: Police-Security-Fire, Safety	HOWARD UNIFORM COMPANY	State / Localities	Mandatory Statewide Contract	2/1/2014	7/31/2016	Michele Skaggs
Clothing & Accessories: Hospitality, Outerwear, Pants, Shirt	ARAMARK UNIFORM & CAREER APPAREL	State / Localities	Mandatory Statewide Contract	2/1/2015	1/31/2016	Kirby Battle
Clothing (Footwear)	SAF-GARD SAFETY SHOE CO	State / Localities	Mandatory Statewide Contract	2/1/2014	1/31/2016	Kirby Battle
Clothing, Accessories, Footwear, Institutional, Pants, Polic	OD TARAGIN & BROS LLC (SO)	State / Localities	Mandatory Statewide Contract	2/1/2014	7/31/2016	Michele Skaggs
Coal, Stoker (Grades A & C)	GENERAL COAL SALES INC (S)	Bland Correctional Center (A718), Buckinghar	Agency Mandatory Contract	12/8/2011	12/8/2016	Katherine Bosdell
Coils, Wire Carbon Steel	LEGGETT & PLATT INC	Department of Blind and Vision Impaired (A70	Mandatory Statewide Contract	1/1/2013	12/30/2015	
Heating Oil & Emergency Generator Fuel	JAMES RIVER SOLUTIONS (SW)	State / Localities	Mandatory Statewide Contract	8/1/2011	7/31/2017	Katherine Bosdell
Hemoglobin Variant Detection Instrumentation System	BIO-RAD LABORATORIES INC	Department of General Services (A194)	Mandatory Statewide Contract	9/1/2011	8/31/2016	Christine (CC)Nichols
Ice Cream	PET DAIRY	Catawba Hospital (A724), Central Virginia Trai	Agency Mandatory Contract	4/1/2015	3/31/2016	Sharita Bryant
Ice Machines, Non-CFC Type, Energy Star Rated	ATLANTIC AIR CORPORATION, DOUGLAS EQUIPMENT (S), (State / Localities	Mandatory Statewide Contract	10/1/2013	9/30/2016	Sharita Bryant
Innerspring Units, Bonnell Knotted Coil	LEGGETT & PLATT INC	Department of Blind and Vision Impaired (A70	Agency Mandatory Contract	6/1/2015	5/31/2016	Cindy Wilson
License Plate Sheeting	3M COMPANY	Correctional Enterprises (A711), Department c	Mandatory Statewide Contract	8/31/2009	8/31/2019	Adam Phillips
Liquid Packaging Equipment	LIQUI-BOX CORP, LIQUI BOX CANADA	Bland Correctional Center (A718), James Rive	Agency Mandatory Contract	5/1/2009	4/30/2019	Michele Skaggs
Mailing Machines, Accessories and Supplies	PITNEY BOWES INC	State / Localities	Mandatory Statewide Contract	1/20/2012	12/31/2015	Sharita Bryant
Microfilming-Microfiche Services	MICRO LABS LLC (SOM), MICROFILM PRODUCTS OF RICHM	State / Localities	Mandatory Statewide Contract	3/1/2014	2/28/2016	Dana Parent
Microscopes and Accessories	NIKON INSTRUMENTS INC	State / Localities	Mandatory Statewide Contract	1/1/2015	2/29/2016	Mike Oprysko
Microscopes and Accessories	MARTIN MICROSCOPE COMPANY	State / Localities	Mandatory Statewide Contract	1/1/2015	2/29/2016	Mike Oprysko
Paper Shredders	VIRGINIA BUSINESS SYSTEMS (S), THE SUPPLY ROOM COM	State / Localities	Mandatory Statewide Contract	12/1/2014	11/30/2015	Dana Parent
Paper, Fine, and Plain Envelopes	UNISOURCE WORLDWIDE INC, B W WILSON PAPER CO INC (State / Localities	Mandatory Statewide Contract	11/1/2014	10/31/2016	Kirby Battle
Paper, Palletized	B W WILSON PAPER CO INC (S)	State / Localities	Mandatory Statewide Contract	8/1/2013	7/31/2016	Kirby Battle
Police Supplies	SOUTHERN POLICE EQUIPMENT CO INC (SW)	State / Localities	Mandatory Statewide Contract	4/1/2012	3/31/2016	Tina Rodriguez
Propane Contract	PEPUP INC, AMERIGAS PROPANE, BLOSSMAN GAS INC, SUE	State / Localities	Mandatory Statewide Contract	7/18/2012	7/18/2016	Katherine Bosdell
Refrigerators and Freezers	E A HOLSTEN INC, SEARS HOLDINGS MANAGEMENT CORP	State / Localities	Mandatory Statewide Contract	8/9/2013	7/31/2016	Sharita Bryant
Sawdust for Augusta Correctional Center	BENNETT LOGGING & LUMBER INC	Augusta Correctional Center (A754)	Agency Mandatory Contract	1/1/2011	10/31/2016	Katherine Bosdell
Sawdust for Piedmont Geriatric Hospital	BROWNS FOREST PRODUCTS INC (S)	Piedmont Geriatric Hospital (A729)	Agency Mandatory Contract	1/1/2011	10/31/2016	Katherine Bosdell
Starter Diet Fish Food	MOORE CLARK USA	Department of Game and Inland Fisheries (A4	Agency Mandatory Contract	12/1/2013	11/30/2015	Katherine Bosdell
Vehicle: Ford Explorer SUV 4WD	SHEEHY FORD OF RICHMOND	State / Localities	Mandatory Statewide Contract	11/2/2011	5/19/2016	Jessica Milburn
Vehicle: Mid-Size Passenger Fleet Car, FFV	HALL AUTOMOTIVE, LLC	State / Localities	Mandatory Statewide Contract	9/16/2015	9/16/2016	Jessica Milburn
Vehicle: Ford Focus SE Flexible Fuel	HALEY FORD - SOUTH	State / Localities	Mandatory Statewide Contract	11/1/2014	11/10/2015	Adam Phillips

DPS – Mandatory Statewide Contracts



- 7 Agencies and institutions may not establish a contract for the same or similar goods or services or use their local purchasing authority to purchase from another source unless the purchase is exempt
- 7 Agency personnel who purchase goods or services that are on DPS mandatory contracts from non-contract sources may result in reduction or withdrawal of that agency's delegated purchasing authority
- 7 Exemptions from a mandatory state contract may be granted by DGS/DPS utilizing the procurement exemption request process

DPS – Mandatory Statewide Contracts



Procurement Exemption Request

Complete and Send waiver via eVA

The screenshot displays the eVA (e-Procurement) system interface. At the top, the 'eVA' logo is on the left, and navigation tabs include 'My Home', 'My Orders/My UPS', 'My Approvals', and 'My Quick Quote Req's'. A user greeting 'Welcome Milburn, Jessica' is on the right. Below the navigation bar, the breadcrumb path reads 'DIVISION OF PURCHASES SUPPLY PROCUREMENT EXEMPTION REQUEST'. The main content area is titled 'DPS-EX3751: Untitled DPS Exemption Request' and includes 'Prev', 'Next', and 'Exit' buttons. A sidebar on the left lists the process steps: 1. Exemption Request (selected), 2. Justify, 3. Approval Flow, and 4. Summary. The main form area is titled 'COMPLETE FORM - DPS EXEMPTION REQUEST' and contains the 'DPS Exemption Request Form' header with the DGS logo. Below the header is a yellow bar for 'ANNEX-13D - DIVISION OF PURCHASES SUPPLY PROCUREMENT EXEMPTION REQUEST'. The form fields include: 'Date Submitted:', 'Title: Untitled DPS Exemption Request', 'Preparer: Milburn, Jessica', 'On Behalf Of: * Milburn, Jessica' (with a dropdown arrow), 'Agency: E194DGS - eVA Statewide by Deptof General Services', and 'Procurement Description: *' (with a large text area). At the bottom, there are links for 'NIGP Lookup', 'NIGP Commodity Code(s): * (select a value) [select]', and 'NIGP Description:'. The 'Proposed Method of Procurement' field is partially visible at the bottom.

Clothing Purchase Example:

