



HOW TO DO BUSINESS WITH THE CRVA

FREQUENTLY ASKED QUESTIONS

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FAQ

BACKGROUND

The Division of Purchase and Contract of the State of North Carolina originates purchasing policies and procedures. The applicable procedures must be followed in the purchase of supplies, materials and equipment. Specific issues regarding purchasing should be addressed to the Procurement Specialist or to the Director of Finance.

HOW DO I CONTACT THE CRVA PROCUREMENT OFFICE?

Jeff Doerr, Procurement Specialist, can be reached at 704-414-4159 or at jeff.doerr@crva.com. The mailing address is 501 S. College St., Charlotte, NC 28202.

Procurement Management's standard office hours are from 8 a.m. to 4 p.m. and other times by appointment.

MUST A COMPANY HOLD RESIDENCE IN NORTH CAROLINA TO DO BUSINESS WITH THE CRVA?

No. We award bids to the lowest responsible vendor or to those vendors providing the best value solution to the CRVA.

HOW DOES THE CRVA ADVERTISE FOR GOODS OR SERVICES?

Advertisements for goods and services are solicited by Invitations to Bid and Requests for Proposals and are published in The Charlotte Observer and/or The Charlotte Post. Procurement opportunities may also be shared via the CRVA's corporate social media channels, particularly LinkedIn.

DOES PROCUREMENT MANAGEMENT BUY FOR ALL CRVA DEPARTMENTS?

No. Procurement Management handles solicitations for all formal bids with regard to professional architectural or engineering services and construction of capital projects included in the annually adopted Capital Improvements Budget. The Procurement Office supports all CRVA departments with their purchasing needs for goods/services and assists with vendor performance evaluation and relationship management of vendors.

DOES THE CRVA ALLOW TELEPHONE QUOTES?

Yes. Telephone quotes are allowed for supplies and material when the total purchase is below \$5,000. The quotes obtained by telephone must be documented with the description of the item being quoted, the name of the company, telephone name and telephone number of the person providing the quote, and the amount of the quote.

WHAT ARE THE PROCUREMENT BIDDING LEVELS?

Procurement has the following bidding levels:

- Goods costing less than \$5,000 may be handled by the department manager by any reasonable means.
- Goods with a total cost between \$5,000 and \$90,000 require written quotations from a minimum of three sources by fax, U.S. mail or email.
- Goods costing more than \$90,000 require a formal sealed bid process.
- Capital projects/equipment costing less than \$500,000 require written quotations from a minimum of three sources by fax, U.S. mail or email. If the expense is \$500,000 or greater, the formal sealed bid process is required.

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FAQ (CONTINUED)

IS A MWBE FIRM ASSURED OF GETTING A CONTRACT WITH THE CRVA?

The goal of the CRVA's Vendor Diversity Program is to provide minority-owned and women-owned business enterprises (collectively "MWBE") as well as other responsible vendors with a fair and reasonable opportunity to participate in the CRVA's business opportunities. CRVA staff involved in the procurement of goods and services are expected to make good faith efforts to utilize MWBE vendors in accordance with the CRVA's Vendor Diversity Program Policy.

HOW DOES THE BID EVALUATION PROCESS WORK?

Depending on the complexity of the solicitation, it can take from several days to several weeks to evaluate all of the bids/proposals submitted. For bids/proposals involving commodities, management must make sure that vendors are bidding on the same items and in the same units and quantities. Once it is determined that bids/proposals are comparable, the vendor with the lowest responsible bid will be awarded the bid.

For bids/proposals that involve services, several criteria are taken into consideration, including, but not limited to: qualifications, experience, approach, financial stability, cost efficiency, and acceptance of CRVA terms and conditions. While cost is a consideration, it is not the overriding factor in a decision to award. In determining "best value" in procurements, other factors, including the following are considered:

- The reputation of the vendor and the vendor's goods and/or services.
- The quality of the vendor's goods and/or services.
- The extent to which the goods and/or services meet the CRVA needs.
- The vendor's past relationship with the CRVA.
- The impact on the ability of the CRVA to comply with the laws and rules regarding the procurement of goods and/or services.
- Adherence to the CRVA's Green Initiative regarding purchase of environmentally preferable products.
- Any other relevant factor regarding the particular good and/or service.

DOES THE CRVA GIVE SOLICITATION RESULTS OVER THE TELEPHONE?

Solicitation results for Invitations to Bid may be given over the phone. You may call 704-414-4159 after the bid opening, and the Procurement Specialist will provide you a bid tabulation where applicable. However, a bid tabulation will be supplied only after a final decision has been made to award the bid.

A Request for Proposal does not result in a bid tabulation, as the process of evaluation is generally longer than that of an Invitation to Bid and is not based on price. Solicitation results for Requests for Proposals may be available, upon written request to the Procurement Manager, after final evaluations are complete.

CAN A VENDOR GET INFORMATION REGARDING SOLICITATIONS AFTER SUBMISSION OR IF THEY DID NOT BID?

Yes. Please call the Procurement Specialist at 704-414-4159.

WILL A VENDOR GET A SIGNED CONTRACT FROM THE CRVA?

A formal contract is officially awarded for a purchase of supplies, materials and equipment over \$90,000, and all capital improvements/construction projects upon approval by the appropriate Manager, Procurement Specialist and Director of Finance. Once approved, a written and signed contract and/or a purchase order will be produced. Informal purchase of supplies, material and equipment between \$5,000 and \$90,000 will be awarded upon the approval of the appropriate Manager and the Procurement Manager. A contract and/or purchase order is generated.