

**Old Dominion University
Department of Materiel
Management**

Old Dominion University's Department of Materiel Management is charged with administering the University's procurement for all goods, services, and construction, while acting as the liaison between contractors/ suppliers and all University departments.

Materiel Management Staff

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**Guide
For
Vendors**

Opportunity for the
Development of
University Partnerships



Steps For Doing Business With ODU

Obtain a DUNS number
www.dunandbradstreet.com
1-888-814-1435

Register with eVA
<http://eVAregisHelp.dgs.state.va.us>
1-866-289-7367

Small, women and minority-owned businesses are encouraged to become certified by the Department of Minority Business Enterprise
www.dmb.state.va.us
1-804-786-6585

Submit a W-9 Request for Taxpayer Identification and Certification
www.odu.edu/procurement

General Information

Old Dominion University is a state-assisted institution of higher education governed by the *Virginia Public Procurement Act (VPPA)*, the *Commonwealth of Virginia Purchasing Manual for Institutions of Higher Education*, and the University's *Procurement Policies and Procedures Manual*.

Old Dominion University has a total enrollment of approximately 22,000 students attending classes on the Norfolk campus and via Distance Learning's 55 TeleTechNet satellite locations, as well as the Northern Virginia, Peninsula and Virginia Beach Higher Education centers, and the Tri-Cities extended campus center.

"eVA" Virginia's Electronic Procurement Tool

Old Dominion University is at the forefront of the Commonwealth's e-procurement initiative, eVA. eVA is an electronic Internet-based marketplace and is the primary procurement tool used by the University for procurement transactions. eVA allows the Department of Materiel Management to provide timely, efficient, cost-effective procurement of goods, services and construction for the University.

To participate in Old Dominion University's purchasing opportunities vendors must register with eVA. Prior to registering with eVA, vendors must obtain a DUNS number from Dun & Bradstreet. Dun & Bradstreet can be reached toll free at 1-888-814-1435 or online at www.dunandbradstreet.com. After obtaining a DUNS number, vendors can go to <http://eVAregisHelp.dgs.state.va.us> to complete the eVA registration process. For more information or registration assistance you may contact eVA Customer Care at 1-866-289-7367.

Changing the Marketplace

eVA allows vendors to receive electronic or facsimile solicitations and purchase orders, view future business opportunities, and access information for doing business with the Commonwealth of Virginia. eVA has been recognized as one of the leading electronic commerce initiatives among state governments and higher education.

SWAM Outreach

Old Dominion University is committed to the establishment, preservation and strengthening of small, women and minority-owned (SWAM) businesses. To better facilitate the participation of these businesses in its procurement activities, the University utilizes an outreach program that includes solicitation to SWAM businesses selected from those that are certified by the Commonwealth of Virginia's Department of Minority Business Enterprise (DMBE). For more information or to obtain an application, contact DMBE at 1-804-786-6585 or www.dmb.state.va.us.

Virginia Business Opportunities

Old Dominion University posts all procurements over \$50,000 on the Virginia Business Opportunities website www.eva.virginia.gov/learn-about-eva/solicitations.htm. This site allows vendors to see business opportunities currently available as well as contracts previously awarded. The statewide web-based site provides the buyer's name and contact information for each solicitation listed. Opportunities can be sorted by category, agency, or buyer.