



Capital Region Airport Commission Procurement

How We Purchase Goods & Services



September 25, 2012

Business Opportunities Statement

Open to All via a Competitive Solicitation Process

Our policy is to provide the same information to all interested businesses to foster a fair, competitive bidding process.

Supplier Diversity Program

Opportunities for DBEs, ACDBEs, and SWaM Enterprises

The Commission has:

- A Disadvantaged Business Enterprise (DBE) program for federally-funded contracts. ***(As required by USDOT/FAA.)***
- An Airport Concessions Disadvantaged Business Enterprise (ACDBE) program for concessions contracts. ***(As required by USDOT/FAA.)***
- In addition to the above, Small Business Enterprises (SBE), Minority-Owned Business Enterprises (MBE), Women-Owned Business Enterprises (WBE), as defined by the Commonwealth of Virginia's Small Women and Minority (SWaM) Program are sought to participate in Airport opportunities.



Solicitation Process

eVA is Virginia's online, electronic procurement system



- Free
- eVA offers several desirable features:
 - E-mail and fax broadcast notification of opportunities to vendors.
 - Quick Quotes – online, informal quote requesting tool.
 - Web posting of solicitations, bid tabulations, and awards.
 - Documentation of efforts.

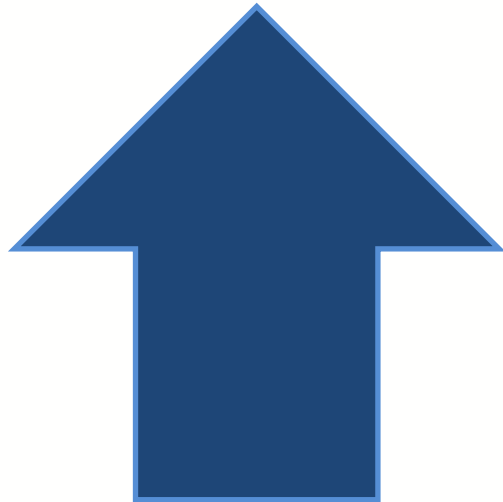


Now you're going places.

24/7 Online Access Plus New Mobile App



Use of eVA by the Commission

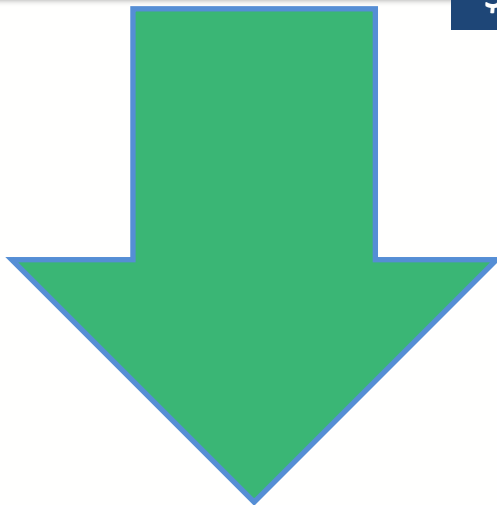


MORE THAN \$1,000

>84% of annual expenditures

Advertise via eVA.

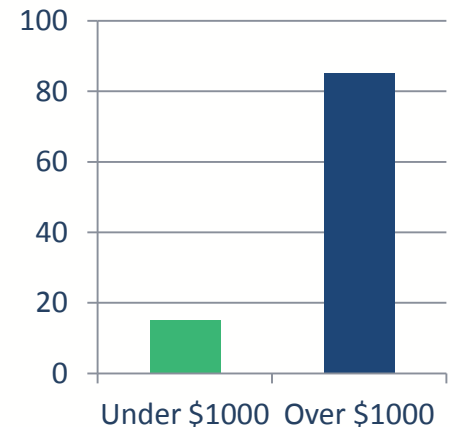
\$1000



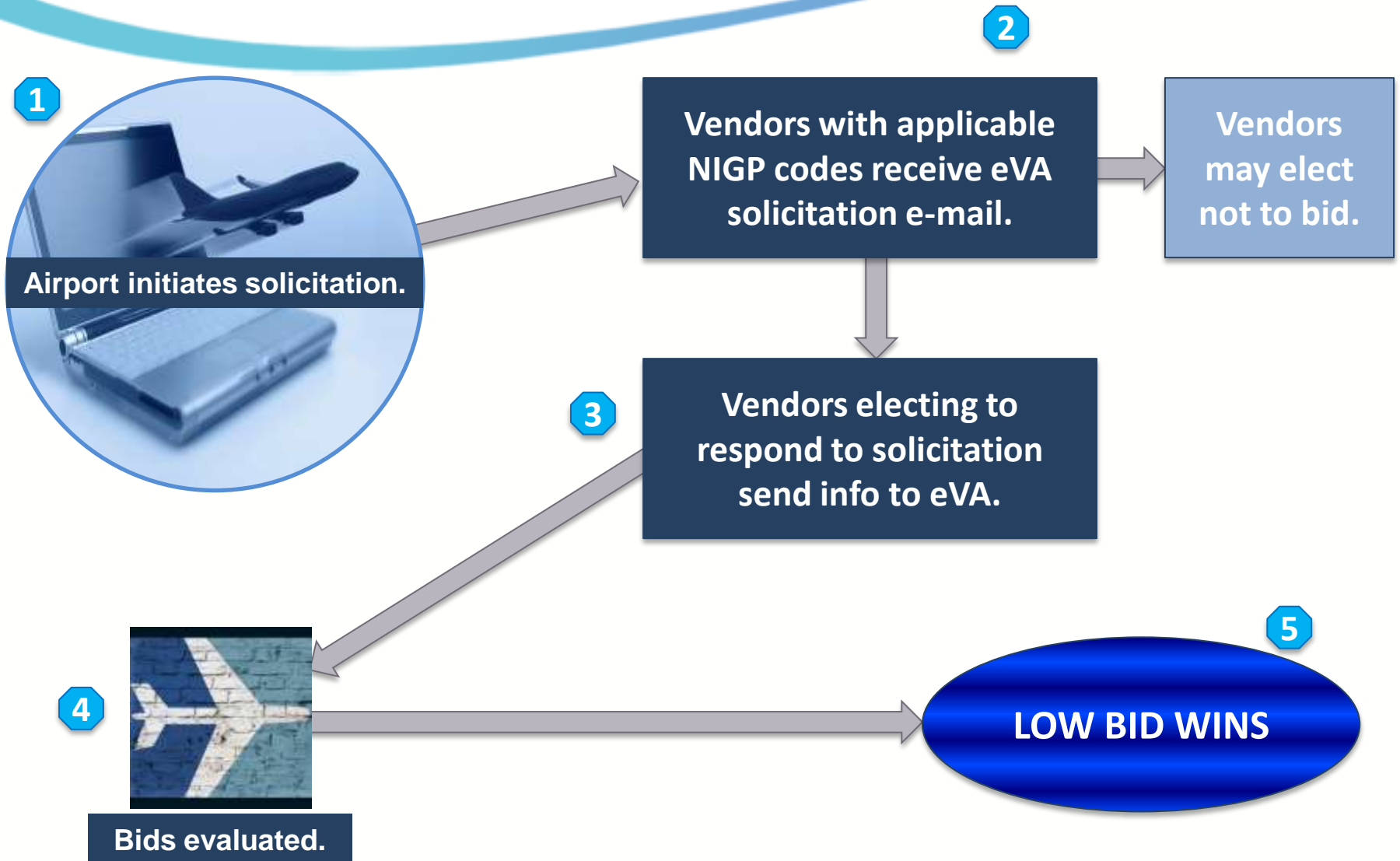
\$1,000 OR LESS

Airport to vendor,
not advertised.

Dollar Volume %
by Size of Procurement



Process for Solicitations of \$1,000 or More



Setting Disadvantaged Business Enterprise (DBE) Goals for Federally-Funded Projects



- Consideration of proposed projects for the next three (3) years.
- Details of project budgets, types of work (i.e., NAICS Codes) involved in the projects.
- Two-step goal setting process required by USDOT Regulations, 49 CFR Part 26.45.
- Overall goal must be based on demonstrable evidence of the availability of ready, willing and able DBEs relative to all businesses ready, willing and able to participate on your DOT-assisted contracts.

Setting Disadvantaged Business Enterprise (DBE) Goals for Federally-Funded Projects

Determine DBE Availability (Step 1)



To begin the goal setting process, a percentage base figure for the relative availability of DBEs must be developed (Step 1). The relative availability of DBEs is the total number of ready, willing and able DBE firms divided by the total number of all firms for the types of contracts anticipated for award.

Types of Information to identify firms:

- DBE Directories
- Bidders' Lists
- Census Bureau data
- Disparity Studies

Setting Disadvantaged Business Enterprise (DBE) Goals for Federally-Funded Projects

Adjust Base Figure (Step 2)



Once the Step 1 base figure has been calculated, all of the evidence available in the Airport's market area must be examined to determine what adjustment, if any, is needed to the base figure to arrive at the overall DBE participation goal(Step 2).

Types of Evidence to Consider:

- Current capacity of DBEs to perform the work.
- Disparity studies (if not used in Step 1).
- Past Participation - If contracting opportunities are similar to past years, median past participation is determined, then averaged with the Step 1 Base Figure.

Setting Disadvantaged Business Enterprise (DBE) Goals for Federally-Funded Projects



Publication of Proposed Goals

- 45-day public comment period on proposed goals before submission to FAA for approval.

FAA Approval and Reporting

- The overall goal submission to FAA must include a description of the methodology used to establish the goal, including the base figure and the evidence with which it was calculated, and the adjustments made to the base figure and the evidence relied on for the adjustments.
- Once approved, goals are stated in solicitation and contract documents, and achievement of goals are tracked and reported to FAA annually.

Going beyond eVA for to Promote Solicitations

Efforts to Maximize Community Outreach

- New website offers expanded Business Opportunity Supplier Diversity Program info.
- Working in partnership with the MBL, Virginia Department of Minority Business Enterprise (DMBE), and local chambers and jurisdictions.



- Business Opportunity Forum, held September 19th.
- Published advertisements.
- Membership and participation with industry groups.
- Use of social media channels.

Materials from the Business Opportunity Forum Supplier Diversity Brochure and Forum Program

