

Procurement Methods

The City posts all solicitations and any related bid tabulations on **OpenGov Procurement**, a fully-automated, web-based electronic bidding and vendor management system. Register online at opengov.com to bid and receive notifications of future opportunities. Additional notices may be broadcast on Newport News cable channel 48.

INVITATIONS FOR BIDS (IFBs) & REQUESTS FOR PROPOSALS (RFPs)

IFBs and RFPs are issued for contracts/projects over \$100,000. IFBs seek to contract with the lowest responsive and responsible bidder, with price being a major consideration, and are opened and read publicly in the Office of Purchasing. The time, date, and location are shown on the cover of the solicitation. RFPs consider multiple factors in determining award. RFPs are not opened publicly and are not public information until all evaluations, negotiations, and award are completed.

REQUESTS FOR QUOTES (RFQs) OR UNSEALED PROPOSALS

RFQs or Unsealed Proposals are issued for contracts/projects under \$100,000. When direct solicitations are issued, and to the extent possible, at least four vendors are contacted for pricing, and an attempt is made to contact at least two small, woman-owned, or minority-owned (SWaM) firms.

PURCHASING CARDS

Purchasing cards are Visa credit cards that individual departments may use to place orders directly with vendors for small value transactions up to \$5,000.

SURPLUS SALES

Surplus sales (i.e. sales of surplus supplies, vehicles, and equipment) are conducted at govdeals.com or publicsurplus.com.

Resources

For information on how to do business with the City, visit the Office of Purchasing webpage at nnva.gov/purchasing.

Our webpage includes information about:

City Contracts
(Term Contracts, Renewal & Expiration Dates)

Current Solicitations
(nnva.gov/691)

Surplus Property Sales

Vendor Registration
(nnva.gov/724)

Vendor Resources

And more!

For information about **SWaM Workshops & Events**, visit nnsвам.eventbrite.com.



newport
news
PURCHASING

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About Purchasing

The City's Office of Purchasing provides overall procurement support to the the City government, which includes purchasing and contracting support, as well as internal mail services and management of surplus materials. The Office also purchases goods and services, including construction, for City departments and other associated agencies, including the courts and Sheriff's Office.

Most procurement opportunities are posted on the City's website, however, some small-dollar purchases may be completed by direct solicitation from a member of the Procurement Team. In addition, opportunities expected to exceed \$100,000 are posted on eVA, Virginia's procurement marketplace.

Firms interested in doing business with the City are encouraged to subscribe to receive notifications of procurement opportunities on the City of Newport News e-procurement portal, OpenGov Procurement (formerly ProcureNow). **Please provide information about the services your company provides by selecting all applicable category/NIGP codes when subscribing.**



The Office of Purchasing has obtained Accreditation for Quality Public Procurement Departments (QDDP) from the Institute of Public Procurement (NIGP).

Our Mission

To obtain high quality goods and services at fair prices in an open and impartial manner and obtain those goods and services with efficiency and integrity with the overall objective to support the City's mission, vision, and values.

Our Vision

To be a trusted partner within the City through a customer focused approach as well as strategically source goods and services using efficient procurement processes.

Procurement Team

For contact information for members of the Procurement Team, including department assignments, please visit nva.gov/671.

Getting Started

Get to know us and let us know who you are by registering online for OpenGov Procurement and meeting with our staff to discuss your firm's capabilities.

Find current solicitations or upcoming opportunities by visiting our webpage and OpenGov Procurement.

If your firm does not win a bid, please follow up with our Purchasing staff to determine why.



Value Through Diversity

It is the goal of the City of Newport News to facilitate the establishment, preservation, and strengthening of SWaM firms and to encourage their participation in City contracts. Toward this goal, SWaM firms are encouraged to compete for City business, and it is suggested that majority firms establish partnerships, joint ventures, and subcontracts with SWaM firms when competing for City business.

SWaM firms are strongly urged to obtain certification from the Virginia Department of Small Business and Supplier Diversity (SBSD). The City recognizes SBSB-certified firms for many procurement opportunities. The City also recognizes certifications from other entities, such as the National Minority Supplier Development Council (NMSDC) and its local affiliate Carolina-Virginia Minority Supplier Development Council (CVMSDC), and certifications from other states.