

Each year, George Mason University purchases more than \$80 million in materials, equipment, supplies, printing, and professional and non-professional services. As a public university of the Commonwealth of Virginia, our Buyers are committed to obtaining the highest-quality products at the lowest possible prices. Be a part of the team and do business with the University by following these three easy steps:

- **Register your business with eVA.**
- **Submit a W-9 Request for Taxpayer Identification and Certification.**
- **Certify Your Business as a Small, Woman or Minority-owned Business.**

## ABOUT THE UNIVERSITY

George Mason University is a nonprofit research and educational institution of the Commonwealth of Virginia. Recognized internationally for its innovation, diversity, and entrepreneurial spirit, Mason offers a wide array of academic programs, enterprising scholars and teachers, and a student body representing 135 countries and all 50 states. Located in Virginia only minutes from Washington, D.C., Mason provides unparalleled opportunities in research, internships, and work experiences through strong alliances with business, the community, and government. Enrollment now tops 28,000, with students studying in 148-degree programs at the undergraduate, master's, doctoral, and professional levels at campuses in Arlington, Fairfax, and Prince William Counties.

## ORGANIZATION

### PURCHASING DEPARTMENT

The Purchasing Department supports the university community by purchasing desired goods and services, receiving incoming shipments and delivering them to campus departments. All purchasing is conducted in accordance with the Virginia Public Procurement Act and the Purchasing Manual for Institutions of Higher Education and Their Vendors. Generally, transactions valued at \$2000 and above are processed at the central purchasing office. Buyers most commonly use informal competitive methods to solicit quotes or bids for transactions valued up to \$50,000. Transactions valued above \$50,000 are formally competed and are advertised within the state's e-procurement system (eVA).

### PURCHASING GOALS AND OBJECTIVES

- To support the University's mission of education and research.
- To acquire the highest quality products, services, and supplies at fair and reasonable prices.
- To maximize competition and strategically save tax dollars.
- To conduct procurement procedures in a fair and impartial manner and in compliance with state and university policy.
- To allow all qualified vendors access to public business and to provide information to vendors which seek to compete for the institutions' business.
- To streamline policies to facilitate public and private sector cooperation.
- To support the University's commitment to Supplier Diversity and demonstrate fair and ethical business practices.

To contact the Purchasing Department call 703-993-2580 or visit [http://fiscal.gmu.edu/Departments/Purchasing/Purchasing\\_page.htm](http://fiscal.gmu.edu/Departments/Purchasing/Purchasing_page.htm)

### PURCHASES BY CAMPUS DEPARTMENTS

Mason is a large university comprised of approximately 400 smaller decentralized deci-

sion-making entities, schools and departments. Campus departments are delegated the authority to purchase goods and services less than \$2000 using eVA and/or by using their corporate purchasing card. You can access departmental information and the Faculty/Staff Directory from the university's website at <http://www.gmu.edu>.

### ARCHITECTURAL /ENGINEERING SERVICES AND CONSTRUCTION

All architectural/engineering (A/E) services and capital construction projects are procured through the Facilities Department in accordance with the Commonwealth of Virginia's Construction and Professional Services Manual (CPSM). Facilities is comprised of a diverse mix of design and construction professionals responsible for planning, design, and construction of projects across the entire facilities spectrum. All such projects are advertised within eVA. For information on capital construction projects, contact Facilities at 703-993-2520.

### UNIVERSITY CAMPUS SERVICES

The university has on-campus (in-house) departments that supply various services to the university, such as facility maintenance services (Physical Plant), graphic artist/printing services (Creative Services), and university computing services (Information Technology Unit). "In house" organizations have delegated authority to purchase goods and services within their delegated limits. Vendors should market directly to the contacts below:

- **Maintenance, Repair, Operations:**  
Michael Graham, Materials Manager  
Physical Plant, 703-993-2594  
[mgraham7@gmu.edu](mailto:mgraham7@gmu.edu)
- **Printing:**  
Cindy Stocks, Production Manager  
Creative Services, 703-993-8812  
[cstockl@gmu.edu](mailto:cstockl@gmu.edu)
- **Computing/Information Technology:**  
Lisa Davenport, ITU Procurement Officer  
703-993-3599  
[ldavenpo@gmu.edu](mailto:ldavenpo@gmu.edu)

## VENDOR REGISTRATION

EVA Registration: All vendors interested in doing business with George Mason University must register with eVA, the Commonwealth of Virginia's electronic procurement application. Registration on the eVA website is Step One in doing business with George Mason University and 170 other local governments and state agencies in the Commonwealth of Virginia. To register, go to <http://evaregishelp.dgs.state.va.us/>

For Help or more information on eVA you may visit

<http://evaregishelp.dgs.state.va.us/Contactus.htm> or contact BuySense (eVA support line) at 866-289-7367 for registration assistance.

W-9 Request for Taxpayer Identification and Certification Form: Vendors are required to be entered into the George Mason University database in order for payment. To do so, complete W-9 Form that may be downloaded from the following location: [http://fiscal.gmu.edu/forms/purchasing formsVV-9\\_form.pdf](http://fiscal.gmu.edu/forms/purchasing formsVV-9_form.pdf)

## VENDOR VISITS

The Purchasing Department welcomes and encourages visits by vendors or their representatives. If you think the Purchasing Department is the appropriate market contact, call and ask to speak with a university buyer. Please have available specific information-line cards, literature descriptive of your specialties, and price lists. If you want to make a sales call or personally meet with a buyer and/or a university representative, always schedule an appointment in advance.

Vendors are also encouraged to visit individual departments that may be interested in their products or services. When working directly with departments on campus, do not begin any work or deliver goods on amounts at \$2,000 and above without an Agency Purchase Order issued by the Purchasing Department. Vendors who accept and deliver an order without a Purchase Order or other properly executed contract form do so at their own risk.

## VIRGINIA BUSINESS OPPORTUNITIES

George Mason University's major bids and RFP's over \$50,000 are posted through Virginia Business Opportunities Real Time at <http://www.eva.virginia.gov/learn-about-eva/solicitations.htm>. At this site you can see major products and services that state agencies and localities are purchasing. This statewide, web-based site provides the buyer's name and contact information for each item listed, and you can sort the opportunities by category, agency, buyer, or locality.

## SWAM BUSINESS OUTREACH

George Mason University is committed to the establishment, preservation and strengthening of small, women-owned and minority (SWAM) businesses. Towards that end, and to better facilitate the participation of these businesses in its procurement activities, the University utilizes an affirmative outreach program that includes solicitation to SWAM businesses selected from those that are Certified by the Virginia Department of Minority Business Enterprise (VDMBE), the primary agency for state certification of minority and women owned businesses.

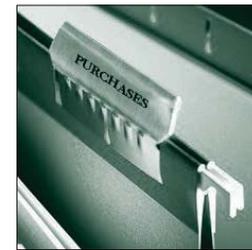
We encourage you to participate in the Commonwealth's SWAM Program, get certified, and begin to take advantage of the opportunities certification will afford for more contracting and subcontracting opportunities with state agencies and institutions.

For more information or to obtain a Certification Application, visit the VDMBE website at <http://www.dmbv.virginia.gov> or call 804-786-6585 or 800-223-0671 (Virginia only).

Small, woman-owned and minority businesses seeking additional assistance should contact William Hardiman, Director of Purchasing & Accounts Payable, at 703-993-2580 or email at: [whardima@gmu.edu](mailto:whardima@gmu.edu)

# Doing Business with George Mason

A Guide for Vendors



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