

**INSTRUCTION FOR THE PROCUREMENT PROCESS ON USE OF THE  
COMMONWEALTH OF VIRGINIA STATEWIDE SWaM CONSTRUCTION POOL**

**STATE AGENCIES ARE RESTRICTED TO PROJECTS \$100,000 OR LESS.**

**A. MINOR CONSTRUCTION COSTING \$10,000 OR LESS**

1. Develop scope of work (bid documents).
2. Use [CO-7](#) General Conditions.
3. Informally solicit bids from at least two (2) licensed [DSBSD-certified micro businesses](#).
4. Receive bids in sealed envelopes or via eVA by specified deadline.
5. Open / announce bids next day at specified time.
6. If the price received from the solicitation is determined to not be fair and reasonable, or upon due diligence it is determined that no micro businesses exist in a particular category or were willing to submit bids, follow the procedure in Section 7.1.1.2 of the [CPSM \(Construction & Professional Services Manual\)](#).

**B. MINOR CONSTRUCTION COSTING MORE THAN \$10,000 UP TO \$100,000**

1. Develop scope of work including plans & specifications (bid documents).
2. Use [CO-7](#) General Conditions.
3. Post notice of IFB in [eVA](#).
4. Solicit bids from at least four (4) licensed DSBSD-certified small businesses and one (1) licensed DSBSD-certified micro business.
5. Receive bids in sealed envelopes or via eVA by specified deadline.
6. Open / announce bids next day at specified time.
7. Post notice of award in [eVA](#). The Agency shall also post the Contract on eVA in accordance with the requirements of the Division of Purchases and Supply (DPS).
8. Bonds are not required but may be specified.
9. If the price received from the first solicitation is determined to not be fair and reasonable, or upon due diligence it is determined that no micro businesses exist in a particular category or were willing to submit bids, then remove the set aside and solicit bids from 5 businesses.

**C. DGS CONTRACTS**

DGS has developed a list of contracts and pre-qualified contractors (including some small business contractors) for use by all state agencies. The list of contracts can be reviewed at the [DGS website](#) under “Procurement”. [The Commonwealth of Virginia Contractors Pool](#) is found under “Statewide Building & Professional Services Contracts.” When soliciting from the prequalified pool, or issuing orders under the contracts, the set aside procedures above for micro businesses and small business are applicable.

1. Develop scope of work including plans & specifications (bid documents).
2. Use [CO-7](#) General Conditions.
3. Receive sealed bids.
4. Open bids next day at specified time.
5. Post notice of award on eVA. The Agency shall also post the Contract on eVA in accordance with the requirements of the Division of Purchases and Supply (DPS).
6. When purchasing from pre-established contracts, notify contractors of scope of work and request pricing based on fees established in the contracts.

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**D. BONDING REQUIREMENTS MAY BE FOUND IN THE CPSM**

[https://dgs.virginia.gov/engineering-and-buildings/statewide-constructionproject-management/current-cpsm-edition/](https://dgs.virginia.gov/engineering-and-buildings/statewide-construction-project-management/current-cpsm-edition/)

**E. QUICK STEPS FOR A STATEWIDE SWaM CONSTRUCTION POOL CONTRACTOR SEARCH**

Step 1	Go to <a href="#">SWaM Pool Report</a> <a href="https://logi.cgieva.com/External/rdPage.aspx?rdReport=Public.Reports.Report9023_Pa">https://logi.cgieva.com/External/rdPage.aspx?rdReport=Public.Reports.Report9023_Pa</a> rameters
Step 2	Select a Trade Pool To select more than one, either choose All or hold the Ctrl key to individually select more than one trade.
Step 3	Enter Zip Code or select VA County To search multiple zip codes, use commas to separate each zip code. To select more than one county, either hold the Ctrl key to select more than one county or select All Counties, the last option in the list.
Step 4	Select a SWAM Type To select more than one, either choose All SWAM Types or hold the Ctrl key to individually select more than one type.
Step 5	Click Run Report This will load a new page with the contractors found based on the criteria entered. This report may be exported to Excel or PDF using the corresponding buttons located at the top right of the report.

**NOTE:** The using agency is responsible for obtaining a current certificate of insurance from the vendor and reviewing applicable licenses which can be found [here on the DPOR website](#).  
<http://www.dpor.virginia.gov/LicenseLookup/>

**F. DPS CONTRACT OFFICER**

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