

eVA NextGen Project Overview Activity 3: Activity Review

Use the following scenario to answer questions 1-4: A professor emails you that they need 5 copies of a specific book title and the book must be in new condition. You contacted the University Bookstore and they are not able to provide the book title for you.

Question 1: Give up to 3 possible NIGP Codes you can use to look up micro businesses who may supply this commodity.

Possible Answers: (minimum of 1 code required) 71500, 71510, 71588

Question 2: Give the names of 3 potential micro businesses you can contact for quotes.

Possible Answers: A to Z Books LLC, ALRAN Books, Delve Resources LLC dba Book No Further, Main Street Books DBA Prince Books, Nodhi Stories, Timothy W. Watson dba Virginia Textbook Exchange

Question 3: If the professor did not specify that the books needed to be in new condition and, after double checking with the professor they indicated they were fine with used condition, what Small Purchase Procedures exemption code could be used to purchase these titles in used condition without needing competition?

Answer: B13

Question 4: Using the original scenario: The micro business you contact can provide all 5 copies of the book title in new condition for a total of \$50.00. A non-micro business can provide all 5 copies of the book title in new condition for a total of \$49.00. Which business should you purchase from?

Answer: the micro business

Question 5: The University's mandatory source for office furniture is:

Answer: VCE

Question 6: What is the most appropriate contract number to use for the supplier B&H Photo when contacting the business for a quote?

Answer: CNR01341

Question 7: You are asked to purchase pens, notebooks, and sticky notes for your department. Which supplier should you use?

Answer: TSRC (The Supply Room Companies)

Question 8: You are asked to purchase conference registrations for two professors in your department. Does this purchase need to go into eVA?

Answer: No

Question 9: You are asked to purchase a quantity of 25 widgets. You contact a micro business and they can supply 10. Are you required to purchase the 10 widgets from the micro business?

Answer: No

Question 10: You are asked to purchase a website software application. What are the competition/eva requirements for this purchase?

Answer: Does not need competition but does need eVA entry