Procurement: Micro/Small Vendor Search

Before *every* purchase up to and including \$10,000, you must perform a search for an SBSD Certified Micro/Small Vendor:

- Micro vendors *must* be used if available and reasonably priced (referred to as "price reasonableness" in APSPM).
- If a Micro vendor is not available, a Small vendor should be used.
- If neither a Micro vendor nor a Small vendor is available, a purchase can be made from a non-certified vendor with appropriate, documented justification.

Notes:

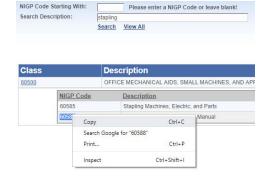
- "Price reasonableness" is met if the quoted price is no more than 5% above non-Micro/Small vendor pricing.
- Use of anything but a Micro vendor must be justified and documented, either in the P-Card packet, or on the eVA requisition.

How to process:



Perform an NIGP search

- Go to Resources → NIGP Code Look Up from the eVA home page
- 2. Type in a keyword for the item you wish to purchase
- 3. Click on the underlined "Class" code to drill-down to the specific NIGP code
- 4. Copy or note the NIGP code(s)



Note: If you cannot find your NIGP Code, the <u>Advanced Search tool</u> is also available through the link in the top right corner of the page



Search for Vendors

- Go to Transparency → Public Reports from the eVA home page
- 2. Click on report 720, then click "Open"
- 3. Select "Specific NIGP Commodity/Commodities"
- 4. Paste or type the NIGP code into the "NIGP Codes" box
- Select "Micro Business" and "Small Business" in the "SWAM Type" box
- 6. Click "Run Report"





Document Results and Select Vendor

1. Export your results by clicking "Excel" in the top right corner of the page, and saving the file



- 2. Under the SWAM column, "O" designates Micro and "S" Small
- 3. Select a vendor from the list, or use the file as documentation that no Micro or Small vendor exists to fill the need

Tip: On the web-based report (before export) click on the eVA Vendor ID to see a list of all NIGP codes provided by the vendor. This can help you understand what the vendor specializes in.



Job Aid: Micro/Small Vendor Search

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