

Procurement: Micro/Small Vendor Search

Before every purchase up to and including \$10,000, you must perform a search for an SBS 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:

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Perform an NIGP search

1. 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)

NIGP Code Starting With: Please enter a NIGP Code or leave blank!
Search Description:
[Search](#) [View All](#)

Class	Description
<u>60500</u>	OFFICE MECHANICAL AIDS, SMALL MACHINES, AND APP
60585	Stapling Machines, Electric, and Parts
60588	Manual

Copy Ctrl+C
Search Google for "60588"
Print... Ctrl+P
Inspect Ctrl+Shift+I

Note: If you cannot find your NIGP Code, the [Advanced Search tool](#) is also available through the link in the top right corner of the page

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Search for Vendors

1. 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
5. Select "Micro Business" and "Small Business" in the "SWAM Type" box
6. Click "Run Report"

NIGP Codes:
For example: 62001, 62023
 Return no more than one solicitation contact per vendor

Service Zones:
Zone - 10
Zone - 97
Zone - 98
Zone - 99

SWAM Type:
Micro Business
Small Business
Woman-Owned Business
Minority-Owned Business

[Run Report](#) [Reset](#)

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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.