

Passenger traffic isn't the only thing growing at Richmond International Airport.

A guide to contracting and concessionaire opportunities at RIC.



Now you're going places.

1 Richard E. Byrd Terminal Drive
Richmond International Airport, VA 23250-2400

**SUPPLIER
DIVERSITY
PROGRAM**

Richmond International Airport (RIC) continues to set passenger and cargo records, helping to fuel the RVA region's economy through tourism and commerce. This growth is also providing business opportunities for many contractors, suppliers and service providers, including small, women and minority (SWaM) vendors, disadvantaged business enterprises (DBE), and airport concession disadvantaged business enterprises (ACDBE).

If you are interested in contracting or concessionaire opportunities at RIC, we encourage you to follow these five steps to learn about and participate in our competitive bidding process:

#1 Register online at eVA.virginia.gov, the State of Virginia's procurement system.

- eVA is the best place to begin identifying business opportunities at RIC.
- eVA is free to join, and registration is simple and fast.
- Register now and sign up to be automatically placed on RIC's bidders list, and to receive email/fax notifications for business opportunities at RIC.

#2 When you register, be prepared with the following:

- Company name.
- Federal tax identification number (TIN) – The 9 digit TIN or Social Security number that identifies your organization.
- DUNS number – This is required for e-commerce, and you may obtain it for free from Dun & Bradstreet. Go to <http://fedgov.dnb.com/webform> or call 1-866-705-5711, then select option for state contractors.
- Addresses and contact information – You will need street and/or PO box addresses, phone numbers and email addresses for orders, payments, bills, business opportunities and physical location.
- Commodity Codes – This describes to RIC and other government buyers what your company sells, so completing this section with the appropriate codes is extremely important. Use the NIGP Code Look Up link on the eVA home pages.

#3 Go to RIC's website, Flyrichmond.com, for a complete listing of current and upcoming projects and concession opportunities.

- Click on the Business Opportunity tab on our website for summary descriptions of work at RIC.
- After reviewing the summary, go to eVA.virginia.gov to download all of the details, including a Request For Proposal (RFP) and/or Information For Bid (IFB) used by the airport for many opportunities.
- eVA is an excellent resource to review past purchases, historical information regarding the airport's purchases.



#4 Attend RIC Business Opportunity Forums, with dates and locations posted at Flyrichmond.com.

- The Forums help you learn from RIC representatives about processes and procedures for competing for business at RIC.
- The Forums are also a place where you can get acquainted with RIC management on site to answer questions and provide guidance.

#5 If qualified, seek additional opportunities by obtaining DBE, ACDBE or SWaM certifications through the Virginia Department of Small Business and Supplier Diversity (<https://www.sbsd.virginia.gov>).

- Firms interested in participating as DBEs in the airport's federally funded contracts, or as ACDBEs in our concessions contracts, must first be certified by the Virginia Department of Small Business and Supplier Diversity or the Metropolitan Washington Airports Authority.
- Also, many SWaM businesses participate in the airport's non-federally funded projects, as well as goods and services contracts.



Our Commitment

The Capital Region Airport Commission, which owns and operates RIC, is committed to an inclusive and fair process for competitive business opportunities. During the past decade, RIC and the Commission have demonstrated this commitment through a Supplier Diversity program that promotes equal opportunities to qualified small, women and minority (SWaM) vendors, disadvantaged business enterprises (DBE), and airport concession disadvantaged business enterprises (ACDBE).

RIC has been one of the fastest growing airports during the past decade, which has provided business opportunities for a wide variety of contractors and suppliers. As we continue to grow, you can be assured that fair and open contracting processes will remain a routine part of how we do business.