

AMENDED DECEMBER 2022

# PROCUREMENT OFFICE



# EMPLOYEE GUIDE

AN OVERVIEW OF PROCUREMENT  
POLICIES AND PROCEDURES



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## INTRODUCTION

This Guide acts as a resource for all Arlington Public Schools (APS) employees involved in the purchase of goods, services, professional services, construction, and insurance. It provides an awareness of the procurement laws, policies and procedures which must be complied with when making purchases.



## PROCUREMENT POLICIES AND PROCEDURES

THE PROCUREMENT PROCESS IS GOVERNED BY THE PROCUREMENT RESOLUTION, WHICH IS BASED ON A SECTION OF THE CODE OF VIRGINIA KNOWN AS THE VIRGINIA PUBLIC PROCUREMENT ACT (VPPA).

A COPY OF THE PROCUREMENT RESOLUTION IS AVAILABLE FOR INSPECTION ON THE PROCUREMENT OFFICE WEB SITE AT:

<https://www.apsva.us/wp-content/uploads/2022/07/Procurement-Resolution-Amended-1-July-2022.pdf>

## PROCUREMENT MISSION

The Arlington School Board, operating as Arlington Public Schools (APS), wants to obtain high quality goods, services, professional services, construction, and insurance at reasonable cost, and that;

- all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety,
- all qualified vendors have access to APS business,
- that no bidder or offeror be arbitrarily or capriciously excluded,
- competition be sought to the maximum feasible degree.

## OFFICE OF THE PROCUREMENT AGENT

The Procurement Director, also known as the Procurement Agent, shall serve as the principal public procurement official for APS and is responsible for the procurement of goods, services, professional services, construction, and insurance in accordance with the Procurement Resolution.

No APS employee other than the Procurement Agent or designee is permitted to award a contract or authorize the purchase or delivery of goods, services, professional services, construction, or insurance on behalf of APS.

## THE ARLINGTON PUBLIC SCHOOLS PROCUREMENT SYSTEM

The procurement system used by APS is known as a decentralized process with a centralized authority. What this means is that the schools and departments, the decentralized process, are the subject matter experts, and prepare specifications, evaluate bids and proposals and manage contracts, while the Procurement Office, the centralized authority, provides the procurement expertise in reviewing the work to ensure the applicable procurement laws, policies and procedures are followed, and with limited exception has final award authority.

## REQUISITION/PURCHASE ORDER PROCESS

Creating a requisition and approving a purchase order through STARS is required for all purchases, except those using a Purchasing Card.

Schools and departments are responsible for approving the requisition and the Procurement Office is responsible for approving the purchase/change order.

## INFORMATION REQUIRED AS BACK-UP FOR A REQUISITION

For the Procurement Office to be able to approve a purchase/change order, the requisition shall have, as an attachment(s), the following back-up information:

- Where the aggregate or sum is not greater than \$10,000 – a minimum of one written quote shall be obtained by the school or department.
- Where the aggregate or sum is between \$10,001 and \$30,0000 – a minimum of three vendors shall be solicited by the school or department to submit written quotations.
- Where the aggregate or sum is between \$30,001 and \$200,0000 – a minimum of four vendors shall be solicited by the school or department to submit written quotations.
- Where a contract has been awarded following either competitive sealed bidding (ITB), competitive negotiation (RFP), an emergency purchase, a sole source purchase, or a purchase from another public body or cooperative contract – documentation to verify the prices in the proposal are in accordance with the contract.

Where hourly rates have been agreed in a contract, the vendor's proposal must to be broken down to allow the Procurement Office to confirm the rates are in accordance with that contract.

## DISPOSAL OF SURPLUS PROPERTY

The Procurement Agent is responsible for selling, transferring, trading or otherwise disposing of personal property belonging to APS which has become obsolete, unusable or surplus.



## TIMEFRAME FOR APPROVING A PURCHASE/CHANGE ORDER

If the requisition has the required information described above, the Procurement Office will approve a purchase/change order within five (5) business days of receiving it. If the required back-up information is not provided, the requisition will be returned to the school or department.

## UNAUTHORIZED PURCHASES

Whenever an officer or employee of APS purchases or contracts for any goods, services, professional services, construction, or insurance contrary to the policies and procedures of the Procurement Resolution, such purchase or contract shall be void and shall not be considered to be an obligation of APS.

Any officer or employee making or approving the original purchase or contract contrary to the policies and procedures of the Procurement Resolution may be personally liable for the costs of such purchase or contract. If already paid out of APS funds, the amount of the purchase or contract may be recovered by deduction from that officer's or employee's compensation or, the appropriate legal action instituted.

Examples of an unauthorized purchase would include:

- Splitting a purchase requirement to lower the individual portions of the purchase below the limits where a more restrictive level of competition is required;
- Ordering goods, services, professional services, construction, or insurance without an approved purchase order;
- Purchasing goods, services, professional services, construction or insurance from a source other than the contracted vendor without the advance approval of the Procurement Office;
- Signing a contract of any nature between APS and a vendor by an employee who does not have the authority to do so.





## WORK COMMENCING WITHOUT AN APPROVED PURCHASE ORDER OR CHANGE ORDER

In situations where work has commenced prior to a purchase order or change order being approved, requests for payment received from the vendor for work performed prior to the date of a purchase order or change order being approved, may be rejected by the Procurement Agent and considered an unauthorized purchase..



## VENDOR CERTIFICATION REGARDING CRIMINAL CONVICTIONS

For work where a vendor will have direct contact with students, schools and departments must ensure the Vendor complies with Virginia Code §22.1-296.1 by having the vendor certify that no person who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child..

The vendor certification, and a copy of 22.1-296.1, can be found at: <https://www.apsva.us/wp-content/uploads/2019/07/Criminal-Conviction-Forms-7-31-19.pdf>

## ARLINGTON PUBLIC SCHOOLS EMPLOYEES

No employee of APS shall be admitted to any share or part of a contract or to any benefit that may arise from a contract which is not available to the general public.

## ETHICS IN PUBLIC CONTRACTING

Article 9 of the Procurement Resolution shall apply to all individuals from schools and departments involved in the procurement process.

## VENDOR AUTHORITY TO TRANSACT BUSINESS

Before a vendor is able to perform work for APS, schools and departments must confirm the vendor has in effect all required licenses, certifications and classification(s), and is authorized to transact business in the Commonwealth by the State Corporation Commission. Contact the Procurement Office staff for more information.

## INSURANCE

Schools and departments need to be aware that some work requires a vendor to provide a certificate of insurance indicating it has in force the appropriate coverage prior to the start of any work under the purchase/change order. For more information please contact the APS Risk Manager on (703) 228-7740.

## INFORMATION ABOUT CURRENT CONTRACTS

INFORMATION ON CONTRACTS APS HAS IN PLACE CAN BE FOUND IN THE PROCUREMENT CONTACT REGISTER LOCATED ON STAFF CENTRAL OR BY CONTACTING THE PROCUREMENT TECHNICIAN ON (703) 228-2411.



A blue-tinted photograph of three business professionals (two men and one woman) leaning over a table, looking at documents in an office setting.

# Procurement GUIDELINES

## **APS PURCHASES GOODS, SERVICES, PROFESSIONAL SERVICES, CONSTRUCTION, AND INSURANCE FROM NON-GOVERNMENTAL SOURCES USING THE FOLLOWING METHODS:**

### **SMALL PURCHASES**

A small purchase is any single or term contract for goods, services (other than professional services) construction, and insurance, if the aggregate or sum of all phases is not expected to exceed \$200,000 and for professional services estimated to cost \$80,000 or less.

- Where the aggregate or sum of all phases is not greater than \$10,000 – a minimum of one written quote is required by the schools and departments
- Where the aggregate or sum of all phases is between \$10,001 and \$30,0000 – a minimum of three businesses shall be solicited to submit written quotations by the school or department
- Where the aggregate or sum of all phases is between \$30,001 and \$200,0000 – a minimum of four businesses shall be solicited to submit written quotations by the school or department

### **SMALL PURCHASES (CONT.)**

For purchases where the anticipated cost, or the aggregate or the sum of all phases of that to be provided for the term of the award is not greater than two hundred thousand dollars (\$200,000), and where the purchases are being made by an office within different departments or schools for the same or similar goods, services (other than professional services), construction, and insurance, each office has its own two hundred thousand (\$200,000) ceiling and each office is required to solicit the number quotes so stated above. Purchases shall not be manipulated or coordinated in any manner by, between or among those offices making the purchases for the purpose of staying below any particular ceiling.

### **JOINT AND COOPERATIVE PROCUREMENT**

APS may participate in, sponsor, conduct, or administer a joint procurement agreement for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. APS may purchase from another public body's contract or from the contract of the Metropolitan Washington Council of Governments (MWCOCG), even if it did not participate in the RFP or ITB.

APS may purchase goods and non-professional services from a U.S. General Services Administration contract or a contract awarded by any other agency of the U.S. government.

Refer to Article 3 of the Procurement Resolution for restrictions.



## LEGAL RESPONSIBILITY WHEN OBTAINING QUOTES FOR SMALL PURCHASES

WHEN SCHOOLS AND DEPARTMENTS OBTAIN QUOTES FROM VENDORS FOR SMALL PURCHASES THEY ARE SUBJECT TO THE SAME LEGAL CONSIDERATIONS THAT APPLY TO THE PROCUREMENT OFFICE, AS THEY ARE ACTING AS THE PROCUREMENT AGENT'S REPRESENTATIVE. SEE PROCUREMENT MISSION ON PAGE 1.



## COMPETITIVE SEALED BIDDING

For the purchase of goods, services (other than professional services), construction, and insurance, if the aggregate or sum of all phases is expected to exceed \$200,000, the Procurement Office will be responsible for issuing the Invitation to Bid (ITB).

## COMPETITIVE NEGOTIATION

### ■ Non-Professional Services

For the purchase of services, which are not considered to be professional services, if the aggregate or sum of all phases is expected to exceed \$200,000, the Procurement Office will be responsible for issuing the Request for Proposal (RFP).

### ■ Professional Services

A professional service is work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, actuarial services, or professional engineering.

For the purchase of professional services, if the aggregate or sum of all phases is expected to exceed \$80,000, the Procurement Office will be responsible for issuing the Request for Proposal (RFP).

## SOLE SOURCE PURCHASES

Upon a determination in writing by the Procurement Agent that there is only one source practicably available for that which is to be procured, APS may negotiate a contract and award to that source without competitive sealed bidding or competitive negotiation.

## EMERGENCY PURCHASES

In the case of an emergency, APS may award a contract without competitive sealed bidding or competitive negotiation. An emergency situation exists when the safety, health or welfare of APS students, employees, School Board or public is vitally affected by:

- a breakdown in machinery and/or threatened termination of essential services, (including maintenance and repair of essential office equipment), or
- the development of a dangerous condition, or
- any other circumstance in which supplies are needed for immediate use.

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