

# PROCUREMENT OFFICE



## VENDOR GUIDE

HOW TO DO BUSINESS WITH  
ARLINGTON PUBLIC SCHOOLS



## **Introduction**

Mission, Vision and Core Values .....	1
Procurement Policies and Procedures.....	1
Office of the Procurement Agent .....	1
Authorized Purchases.....	1
Work Commencing Without an Approved Purchase Order or Change Order.....	1
Procurement Mission .....	2
Information About Current Contracts .....	2
Small and Disadvantaged Businesses.....	2
How to Become a Bidder or Offeror .....	2
Vendor Visits .....	2
Vendor Feedback.....	2
Purchase Order Terms and Conditions.....	3
Taxes .....	3
Arlington Public School Employees .....	3
Strategic Plan.....	3
Vendor Certification Regarding Criminal Convictions .....	3
Ethics in Public Contracting .....	3
Vendor Authority to Transact Business .....	3

## **Procurement Guidelines**

Small Purchases .....	4
Joint and Cooperative Procurement .....	4
Competitive Sealed Bidding .....	4
Payment Terms.....	4
Emergency Purchases.....	5
Competitive Negotiation .....	5
Sole Source Purchases .....	5
Staff .....	Back Page

## INTRODUCTION

This Guide is a resource on how to do business with Arlington School Board, operating as Arlington Public Schools (APS). It does not replace or supersede the instructions, terms and conditions contained in any solicitation.



## PROCUREMENT POLICIES AND PROCEDURES

THE PROCUREMENT PROCESS IS GOVERNED BY THE PROCUREMENT RESOLUTION.

A COPY IS AVAILABLE FOR INSPECTION ON THE PROCUREMENT OFFICE WEBSITE AT:

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

## PROCUREMENT MISSION

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 Agent shall serve as the principal public procurement official for APS and shall be responsible for the procurement of goods, services, professional services, construction, and insurance and for the disposal of APS surplus property 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.

## AUTHORIZED PURCHASES

Purchases by APS are authorized only if a purchase order signed by the Procurement Agent is issued in advance of the transaction. APS will not be liable for payment of any purchases made by its employees without appropriate purchasing authorization issued by the Procurement Agent.

## 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.

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## INFORMATION ABOUT CURRENT CONTRACTS

Vendors requiring information about current contracts, their expiration dates, and renewal periods should contact the Procurement Technician on (703) 228-2411.

## SMALL AND DISADVANTAGED BUSINESSES

It is the intention of APS to facilitate the participation of minority owned businesses, small businesses, women owned businesses, service disabled veteran owned businesses and employment service organizations in procurement transactions. For more information please refer to Article 8 of the Procurement Resolution.

<https://www.sbsd.virginia.gov/>

## HOW TO BECOME A BIDDER OR OFFEROR

The Procurement Office does not register vendors, nor notify them of solicitations. APS advertises its solicitations on eVA, the Commonwealth of Virginia's electronic procurement portal and on the Procurement Office website, where the aggregate or sum of all phases is expected to exceed \$200,000. Solicitations for professional services may be advertised in a local newspaper. Vendors do not have to register through eVA to submit responses to APS solicitations.

The links to the eVA home page is <https://www.eva.state.va.us>, and to the Procurement Office website is <https://www.apsva.us/procurement-office/>.



## VENDOR VISITS

VENDORS ARE ENCOURAGED TO VISIT THE PROCUREMENT OFFICE AT THE SYPHAX EDUCATION CENTER, 2110 WASHINGTON BLVD., ARLINGTON, VIRGINIA 22204. OFFICE HOURS ARE 8:30 AM – 5:00 PM, MONDAY THROUGH FRIDAY. TO MAKE AN APPOINTMENT PLEASE CONTACT THE PROCUREMENT TECHNICIAN AT (703) 228 2411.

## VENDOR FEEDBACK

The Procurement Office is committed to providing excellent customer service to those Vendors it conducts business with. If Vendors are able to identify opportunities on how APS can improve the quality of services it provides, they are strongly encouraged to provide feedback to the Procurement Office.





## **PURCHASE ORDER TERMS AND CONDITIONS**

Should the terms and conditions of a purchase order conflict with the terms and conditions of a contract the vendor has with APS, under which the purchase order is issued, the terms and conditions of the pre-existing APS contract shall take precedence.

## **TAXES**

APS is exempt from Federal and State taxes. State exemption form #ST-12 is available from the Procurement Office by calling 703-228-2411. The APS Federal Tax ID number is 54-6001128.

## **APS 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.



## **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 ALL PERSONS WHO PROVIDE SUCH SERVICES HAVE NOT BEEN CONVICTED OF A FELONY OR ANY OFFENSE INVOLVING THE SEXUAL MOLESTATION OR PHYSICAL OR SEXUAL ABUSE OR RAPE OF A CHILD.

## **ETHICS IN PUBLIC CONTRACTING**

The provisions contained in Article 9 of the Procurement Resolution apply to all contracts.

## **VENDOR AUTHORITY TO TRANSACT BUSINESS**

The vendor certifies it has in effect all licenses, certifications and classification(s) required to perform work for APS the work and is authorized to transact business in the Commonwealth as a domestic or foreign business entity.





# Procurement GUIDELINES

**APS PURCHASES GOODS, SERVICES, PROFESSIONAL SERVICES, CONSTRUCTION, AND INSURANCE FROM NON-GOVERNMENTAL SOURCE 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 not to exceed \$80,000.

- 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 \$30,000 – a minimum of three vendors shall be solicited to submit written quotations by the schools and departments
- Where the aggregate or sum of all phases is between \$30,001 and \$200,000 – a minimum of four vendors shall be solicited to submit written quotations by the schools or departments

## **JOINT AND COOPERATIVE PROCUREMENT**

APS may participate in, sponsor, conduct, or administer a cooperative 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 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.

## **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 make public an Invitation to Bid (ITB). The ITB will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system, and on the Procurement Office's website.

The process for an ITB shall include: making the ITB public for a minimum of ten (10) calendar days before bid opening, a public opening and announcement of all bids received, the bids are evaluated and an award made to the responsible bidder with the lowest responsive bid.

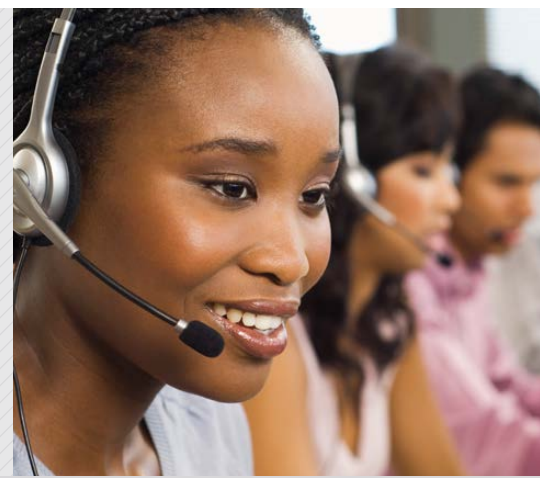
## **PAYMENT TERMS**

PAYMENTS WILL BE MADE WITHIN THIRTY (30) CALENDAR DAYS AFTER RECEIPT OF AN INVOICE APPROVED BY APS. ANY PROMPT PAYMENT DISCOUNTS OFFERED WILL BE TAKEN IF PAYMENT IS MADE WITHIN THE DISCOUNT PERIOD OFFERED. IN THOSE CASES WHERE PAYMENT IS MADE BY MAIL, THE DATE OF POSTMARK SHALL BE DEEMED TO BE THE DATE PAYMENT IS MADE.

## 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 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.



## 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 make public a Request for Proposal (RFP). The RFP will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system and on the Procurement Office's website. The RFP may be advertised in a newspaper of local circulation and on the Virginia Department of Small Business and Supplier Diversity website.

The process for an RFP for non-professional services includes: making the RFP public for a minimum of ten (10) calendar days before the date of proposal receipt, proposals not being made public until contract award, proposals being evaluated by a committee on the basis of factors included in the RFP, negotiations shall be conducted with a minimum of two offerors and an award made to the responsible offeror with the responsive proposal on the basis of factors involved in the RFP, including price if so stated in the 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 make public a RFP. The RFP will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system and on the Procurement Office's website. The RFP may be advertised in a newspaper of local circulation and on the Virginia Department of Small Business and Supplier Diversity website.

The process for an RFP for professional services includes; making the RFP public for a minimum of ten (10) calendar days before the date of proposal receipt, proposals not being made available to the public until contract award, proposal being evaluated by a committee in accordance with the evaluation criteria in the RFP, prices not being included with proposals, individual discussions, negotiating a contract at a fair and reasonable contract with the highest ranked offeror.



## SOLE SOURCE PURCHASES

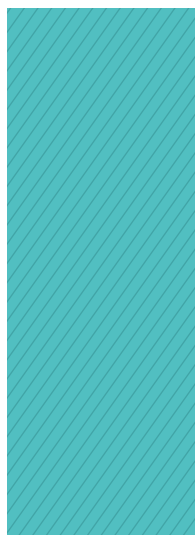
UPON A DETERMINATION IN WRITING BY THE PROCUREMENT AGENT THAT THERE IS ONLY ONE SOURCE PRACTICABLY AVAILABLE FOR THAT WHICH IS TO BE PROCURED, APS MAY NEGOTIATE A CONTRACT AND AWARD TO THAT SOURCE WITHOUT COMPETITIVE SEALED BIDDING OR COMPETITIVE NEGOTIATION.



**Arlington Public Schools**  
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[www.apsva.us](http://www.apsva.us)

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