

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PURCHASING OFFICE

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www.apsva.us

LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<http://eva.virginia.gov/pages/eva-vppa.htm>
- Arlington Public Schools Purchasing Resolution
www.apsva.us/wp-content/uploads/2016/07/Purchasing-Resolution-Amendment-7-1-16.pdf
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
www.apsva.us/wp-content/uploads/legacy_assets/www/170aef2bf2-APS-CRIMINAL_CONVICTION_FORM_A-_6-15.pdf
(Click the link above to download form)

Please contact the Purchasing Office at 703-228-2411, if you have any questions on the purchasing process. Or, log on to www.apsva.us/purchasing-office/

PROTECTING STUDENT DATA

With the increase in technology use and technology integration in APS schools, it has become vital that APS ensures that student data is protected in accordance with federal law. Working collaboratively, Information Services and the Purchasing Office developed a way to keep a student's personal information private by creating a Student Data Usage and Privacy Agreement (SDUPA). The SDUPA must be signed by any vendor that will have access to student data as a result of having a contract with APS. Schools and central office staff have been using the SDUPA with online vendors as part of the resource selection process. The SDUPA is not applicable only to online vendors but to any vendor having access to student data as a result of having a contract with APS. The SDUPA now forms an important part of the purchasing process.



The SDUPA creates a standard that enables APS to have common expectations of all vendors that will have access to student data. It is the most definitive way for APS to be certain that vendors with whom APS contract understand how serious APS is about protecting its students' data.

If you have any questions, please contact Darryl Joyner, Instruction Tech Integration Analyst, at darryl.joyner@apsva.us or (703) 228-8474.

SOLE SOURCE PROCUREMENT

A sole source procurement, as permitted under the Code of Virginia's procurement policies, the Virginia Public Procurement Act (VPPA), is where there is only one source practicably available for the required procurement. In such instances a contract may be negotiated and awarded to that source without having to seek competition through either obtaining multiple quotes or issuing a solicitation.

As the intent of the VPPA is to seek competition to the maximum feasible degree, that all qualified vendors have access to Arlington School Board business and that no offeror be arbitrarily or capriciously excluded, approval must be sought from the Purchasing Office to dispense with competition and consider the requirement a sole source procurement. The requestor shall provide a written justification on what makes the goods or services provided by the vendor so unique to the business needs of APS. The justification should include the anticipated price of the goods or services over a three-year period.

The Purchasing Office will perform its due diligence to ensure the VPPA is followed by conducting market research for available competition. It may also reach out to other public bodies for any contract(s) in place with the vendor from which APS could purchase.

Please contact the Purchasing Office for guidance once it is known there is a possibility of a sole source procurement.

THANK YOU REBECCA HOFFMAN

After coming out of retirement to help the Purchasing Office, Rebecca has decided it is time to once again enjoy her retirement. Thank you Rebecca for all of your help. You will be missed.

EARLY PURCHASING OFFICE INVOLVEMENT IN YOUR PROCUREMENT PLANNING

If you are tasked with "making it happen" and in doing so you have to purchase goods and/or services, please contact the Purchasing Office at the earliest available opportunity. The Purchasing Office can help identify whether APS already has a contract in place for what you need or whether another jurisdiction has a contract which APS can purchase from or whether you just need to obtain a single or multiple quotes. As time is generally of the essence, we can help you in planning your project timelines.

PURCHASE OF GOODS AND/OR SERVICES BY DIRECT PAY

Purchasing goods and/or services with a purchase order (PO), approved in advance of the goods being ordered/ the services commencing, provides APS protection through the purchase order terms and conditions. For example, the terms and conditions instruct vendors to have in place the required insurance coverage before any work commences and allows APS to terminate the PO at its convenience. A purchase order also provides the vendor confirmation there is funding available.

Using Direct Pay, where the request is generally received after the goods have been received/services provided, exposes APS to risk because the vendor's terms and conditions would apply to the purchase. The vendor is also exposed to risk as there is no guarantee funding is available at the time the request for the purchase is made.

To better protect APS, in the future when a request for a Direct Pay is received for the purchase of goods and/or services, the school or department will be notified by the Finance Office that any future requests will be rejected and will need to be covered by a purchase order approved by the Purchasing Office.

HOW MANY QUOTES ARE REQUIRED FOR SMALL PURCHASES?

When a contract is not already in place and it is anticipated the aggregate or sum of all phases of a purchase during a three year period will be:

- Between \$00.01 and \$10,000 – One written quote is obtained by the school or department
- Between \$10,001 and \$30,000 – Three written quotes are obtained by the school or department
- Between \$30,001 and \$100,000 – Four written quotes are obtained by the school or department
- \$100,000 and Over – An Invitation for Bid (IFB) or a Request for Proposal (RFP) is issued by the Purchasing Office

WHO DO I CONTACT?

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Stakeholders—Facilities and Operations; Major Construction Projects and Minor Construction/Major Maintenance Projects

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Senior Buyer

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Stakeholders—All Schools and Departments, excluding Facilities and Operations

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Buyer

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Stakeholders—Facilities and Operations; All School Operating Fund requirements; Disposal of surplus property

Thanh Thai, VCA

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Responsibilities—Administrative support; Point of contact for all STARS related questions