



PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PURCHASING OFFICE

ISSUE 13 JUL 2017
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/2015/02/Purchasing-Resolution-7-2017-1.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/

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. The goal is that effective July 1, 2018 all purchases for goods and/or services will be made by PO.

HAVING DIFFICULTIES IDENTIFYING SOURCES FOR GOODS OR SERVICES?

The Commonwealth of Virginia's online electronic procurement system, eVA, has a web-based application called Quick Quotes which allows APS to publicize its solicitations for Small Purchases (where the sum or aggregate of the purchase is not anticipated to exceed \$100,000) and provides vendors the opportunity to respond electronically.

All vendors can review Quick Quote requests online but only eVA-registered vendors can respond online. If you know of a vendor you would like to receive a request but is not registered through eVA, the Purchasing Office can ensure that the vendor is also notified of the request.

Typically, Quick Quotes is used for purchasing goods, but can be used for services providing the scope of services is not complex. Unlike formal solicitations (ITBs & RFPs), Quick Quotes can be advertised for fewer than ten (10) calendar days.

ATTACHMENTS TO REQUISITIONS IN STARS

When submitting a requisition to the Purchasing Office having a value greater than \$10,001, requesters are asked to attach to the requisition back-up information to support the proposed purchase. In instances where there is not a formal contract in place and vendor selection is being made by obtaining multiple quotes, the multiple quotes obtained should be attached to the requisition. When a formal contract is in place for the proposed purchase, the attachment(s) should provide sufficient detail to allow confirmation that the pricing offered is in accordance with the contract.

FINANCE AND PURCHASING OFFICE STARS USER SESSIONS

During April and May the Finance and Purchasing Offices and Kirsten Corrice, ERP Financials Functional Lead, provided STARS User Support Sessions to new users of STAR to over forty attendees. The sessions were held to help familiarize STARS users with recent improvements made in iProcurement, iExpense and General Ledger Inquiries and Reporting. A big thank you to the forty-one (41) attendees.

Lookout for a schedule of Fall Sessions.

HOW MANY QUOTES ARE REQUIRED FOR SMALL PURCHASES?

If the aggregate or sum of all phases of a purchase for goods, services (excluding professional services) and construction, over a three (3) year period, is:

- Between \$00.00 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
- \$100,001 and Over – An Invitation to Bid (ITB) or a Request for Proposal (RFP) is issued by the Purchasing Office

For professional services, a Request for Proposal (RFP) is issued by the Purchasing Office if the aggregate or sum of all phases of a purchase, over a three (3) year period, is \$60,001 and over.

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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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

Purchasing Technician

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

PURCHASING OFFICE FY 2017 STATS	FY 2017	FY 2016	DIFFERENCE	PERCENTAGE
Number of POs approved	11,357	10,125	+ 1,232	+ 12%
Total value of POs approved	\$74.14M	\$73.23M	+ \$0.91M	+ 1.2%
Average number of business hours to approve a PO	3.69	3.66	+ 0.03	+ 0.8%
% of POs approved within one (1) business day of receipt by the Purchasing Office	92.08	92.64	- .56	- 0.6%
% of POs emailed to supplier directly from STARS	41.38	41.84	- 0.46	- 1.1%

THE ARLINGTON PUBLIC SCHOOL PURCHASING RESOLUTION HAS BEEN AMENDED

At its meeting on July 5, 2017, the School Board adopted an amendment to the Arlington Public Schools Purchasing Resolution. The Purchasing Resolution prescribes the policy for the conduct of purchasing by APS. The proposed amendment introduces amendments to the Virginia Public Procurement Act (VPPA) which have been adopted by the General Assembly.

A link to the amended Purchasing Resolution is provided under Links and Forms on the front page.

Please contact the Purchasing Office for more information on the changes introduced through the amendment.