

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PURCHASING OFFICE

ISSUE 10 **OCT 2016**
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/

NEED HELP IN STARS? CHECK THE LIBRARY OF USER PRODUCTIVITY KIT (UPK) TUTORIALS

Before calling the Purchasing Office for assistance on a STARS iProcurement related question please review the library of User Productivity Kit (UPK) tutorials available through the STARS@APS training materials. There are three different options when accessing the UPK tutorials for STARS: 1) See It: Watch the tutorial; 2) Try It: Click through the tutorial with prompts; and 3) Print It: Save or print a job aid you can refer back to when needed. If you still cannot find what you are looking for contact Thanh Thai on than.thai@apsva.us or extension 2411. Also, let Thanh know if you have any suggestions of processes you would like to have added to the library of UPK tutorials. UPK tutorials can be found at <http://myupk.apsva.us>.



WELCOME TO JOSHUA MAKELY

I am pleased to announce that Joshua Makely has joined the Purchasing Office as its Senior Buyer. Joshua brings with him the experience gained while working in the purchasing offices at Arlington County and Loudoun Water.

Joshua has obtained the Certified Professional Public Buyer (CPPB) certification and was recognized by the Virginia Associated of Governmental Purchasing board, wherein he was awarded the J. Brad Oakley Scholarship in 2013.

Joshua is an avid volleyball player and serves as league coordinator and co-organizer for one of Northern Virginia's elite competitive volleyball organizations. He is a member of multiple league teams, and even finds time to coach junior league when his schedule permits.

Welcome aboard Joshua!



REQUISITION NEED-BY DATE

Effective October 24, 2016, when creating a requisition in STARS the Need-By Date will no longer automatically default to a date two weeks from the date the requisition was created. Users are now required to manually enter the actual date the goods or services are due to be delivered or completed.

GIFTS—HOLIDAY SEASON

As we approach the holiday season, some businesses express appreciation to their customers for business received during the preceding year in the form of gifts of various sorts. Because the actions of public employees are subject to intense and constant scrutiny, acceptance of such gifts could be easily misconstrued and result in embarrassment to both the giver and the receiver. It therefore better to decline any gift or gratuity offered by a vendor or contractor, than to subject themselves to possible violation of existing laws and policies.

All employees should be aware that, even where acceptance of such gifts may be technically within the law, the appearance of impropriety can be as damaging to the image of Arlington Public Schools and the employee as actual impropriety.

FAIRFAX COUNTY REVERSE TRADE SHOW

Ellen Wills and Ken Lawson represented APS at the Fairfax County Reverse Vendor Forum in October. It is estimated that over 850 vendors were in attendance.

FINANCE AND PURCHASING OFFICE STARS USER SESSIONS

The Finance and Purchasing Offices and Kirsten Keller, ERP Financials Functional Lead recently supported fifteen STARS User Support Sessions over a period of two weeks. 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 over sixty-five attendees.



HOW MANY QUOTES ARE REQUIRED FOR SMALL PURCHASES?

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

David Webb, C.P.M.

Purchasing Director

Phone: 703-228-6127

E-mail: david.webb@apsva.us

Ellen Wills, CPPB, VCO

Assistant Director

Phone: 703-228-7649

E-mail: ellen.wills@apsva.us

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

Joshua Makely, CPPB

Senior Buyer

Phone: 703-228-6126

E-mail: joshua.makely@apsva.us

Stakeholders—All Schools and Departments, excluding Facilities and Operations

Rebecca Hoffman, CPPB

Special Projects

Phone: 703-228-6218

E-mail: rebecca.hoffman@apsva.us

Ken Lawson, CPPB, VCO

Buyer

Phone: 703-228-6193

E-mail: ken.lawson@apsva.us

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

Thanh Thai, VCA

Purchasing Technician

Phone: 703-228-2411

E-mail: thanh.thai@apsva.us

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