



# PROCUREMENT News



A QUARTERLY  
NEWSLETTER FROM  
THE PURCHASING OFFICE

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[www.apsva.us](http://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](http://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](http://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/](http://www.apsva.us/purchasing-office/)*

## VAGP TRAINING SEMINAR

**O**n March 23, 2018, the Purchasing Office is hosting a one-day seminar on the Virginia Public Procurement Act (VPPA) at the Syphax Education Center. The vast majority of procurement by Virginia's state and local public bodies, including APS, are governed by the procurement policies and procedures contained in the VPPA, including the APS Purchasing Resolution. This training opportunity is open to all state and local bodies, but if there are any APS staff who are interested in attending the seminar, the Purchasing Office is offering to pay half of the \$175 attendance fee for the first five APS staff members who enroll.



The seminar is sponsored by the Virginia Association of Governmental Purchasing (VAGP) and the presenter is an attorney, from a law firm located in Richmond, experienced in public procurement.

*Please contact Joshua Makely, Assistant Director of Purchasing, at extension 6126 or [joshua.makely@apsva.us](mailto:joshua.makely@apsva.us) for details.*

## STARS INFORMATION FUNCTIONALITY IMPROVEMENTS

There have been functionality improvements recently made to iProcurement in STARS. The first is when staff are entering a goods receipt via the Receiving tab, the Requisition Created field defaults to search requisitions created at any time instead of within the last seven days. The second is that when staff are receiving goods or services via the Receiving tab, the Search Attribute field defaults to search based upon the user's purchase order number instead of the requisition number.

## TRAINING FOR NEW EMPLOYEES

STARS training for new employees will tentatively take place on February 7, March 7, and April 4.

**For more information on both of these items please contact Matt O'Grady, ERP Financials Functional Analyst, on extension 6012 or [matt.ogrady@apsva.us](mailto:matt.ogrady@apsva.us).**

## VENDOR INVOICES

Those APS staff responsible for handling vendor invoices should be aware that payment to the vendor cannot be processed until Accounts Payable has received the vendor's invoice. This applies even if the goods or services have been received in STARS, or if the invoice was attached to the requisition as back-up.

## PURCHASING OFFICE PRESENTATION

The Purchasing Office is planning to hold a presentation during the month of March on the services it provides to support the APS Strategic Plan. The date and venue have yet to be arranged but details will be made available once they are known. Staff having a role in the purchasing process are encouraged to attend.



## VENDOR PERFORMANCE

The Purchasing Office is committed to identifying opportunities for improving communication between APS and those suppliers who provide the goods, services, and construction which support APS' core business needs. As part of that commitment the Purchasing Office will be implementing a process to seek feedback bi-annually from its core suppliers and from the APS customers responsible for managing the day-to-day operations that are supported by contracts with the core suppliers. After a period of six months following contract award, and every six months thereafter during the contract period, the Purchasing Office will be sending questionnaires to both the supplier and the APS customer asking for feedback on timeliness, quality, business relations, and customer satisfaction, and seeking recommendations on how the business relationship can be improved. More to follow on this process in the upcoming weeks.

## 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 businesses shall be solicited to submit written quotations by the school or department
- Between \$30,001 and \$100,000 – Four businesses shall be solicited to submit written quotations by the school or department
- \$100,000 and Over – An Invitation to Bid (ITB) or a Request for Proposal (RFP) is issued by the Purchasing Office

## WHO DO I CONTACT?

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