

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

ISSUE 18 JAN 2019
www.apsva.us

LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<https://dgs.virginia.gov/globalassets/business-units/dps/documents/vppa/virginia-public-procurement-act---july-2018.pdf>
- Arlington Public Schools Purchasing Resolution
<https://www.apsva.us/wp-content/uploads/2018/07/2018-7-2-Purchasing-Resolution.pdf>
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
<https://www.apsva.us/wp-content/uploads/2018/07/Criminal-Conviction-Forms-7-16-18.pdf>
(Click the link above to download form)

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

VAGP TRAINING SEMINAR

On March 7, 2019, the Procurement Office is hosting a one-day seminar on Ethics in Procurement at Syphax. The seminar identifies the various sections of the Code of Virginia dealing with ethics and their applicability to public employees having official responsibility for procurement transactions. Attendees will review and discuss ethical responses to various business scenarios, especially as it relates to public procurement. The information in this class will assist in promoting and establishing confidence in the ethical standards at APS. 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 cost is \$175.00 to attend.



The seminar is sponsored by the Virginia Association of Governmental Purchasing (VAGP).

Please contact Joshua Makely, Assistant Director of Purchasing, at extension 6126 or joshua.makely@apsva.us for details.

FRAUD INVOLVING VENDOR BILLING

There have been a number of cases in the media of fraud schemes involving the payment of vendor invoices. The fraud typically involves staff receiving an email which purports to be from a vendor with whom APS does business. The email looks authentic, instructing a change in the way the vendor is paid. Once the change is made, payments are then diverted to the fraudster. If staff are contacted with a request to change the billing details of a vendor, please forward the request to Thanh Thai at thanh.thai@apsva.us.

STEP-BY-STEP GUIDES FOR THE COOPERATIVE PROCUREMENT ("RIDER") PROCESS

To help staff better understand the process of purchasing goods and services using another public body's contract, step-by-step guides have been developed and can be viewed at the following link:

<https://www.apsva.us/wp-content/uploads/2019/01/Cooperative-Procurement-Task-Details.pdf>



RECEIVING GOODS OR SERVICES IN STARSTO ENABLE PAYMENT OF VENDOR INVOICE

Receiving goods or services in STARS is an essential step in the procurement process. Please remember to receive the goods or services in STARS once the goods have been received or the services completed. Generally, payments must be issued within thirty days of the receipt of the goods or the completion of the services. 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 and the goods or services have been received in STARS.

APS IS A TOP PERFORMER FOR TIME TAKEN TO APPROVE A PURCHASE ORDER

APQC (American Productivity & Quality Center) is the world's foremost authority in benchmarking, best practices, process and performance improvement, and knowledge management. APQC has developed a cycle time key performance indicator for the procurement process of approving a purchase order. The APQC cycle time in hours for a top performer to place a purchase order from receipt of a purchase requisition is five business hours. During the period July 1, 2018, through December 31, 2018, the average time taken by the Procurement Office to approve a purchase order was 4.05 business hours.

PURCHASING INFORMATION TECHNOLOGY EQUIPMENT AND/OR SERVICES

When staff are considering making a purchase of information technology equipment and/or services, please contact the Office of Technology Services at the earliest available opportunity for guidance. They can provide guidance on whether the proposed purchase is, for example, compatible with the technology currently in place, the best option available to meet APS' needs, or whether it can be purchased elsewhere at more favorable prices. Please contact Terance Proctor at terance.proctor@apsva.us or 6029 or Kerry Sterns at kerry.sterns@apsva.us or 2402/2847.

WHO DO I CONTACT?

David Webb, C.P.M.

Procurement Director

Phone: 703-228-6127

E-mail: david.webb@apsva.us

Joshua A. Makely, CPPO, CPPB

Assistant Director

Phone: 703-228-6126

E-mail: joshua.makely@apsva.us

Stakeholders—All Schools and Departments, excluding Facilities and Operations

Kim M. Young

Senior Procurement Specialist

Phone: 703-228-7643

E-mail: kimberly.young@apsva.us

Stakeholders—All Schools and Departments, excluding Facilities and Operations

Dyanna S. McMullen, VCO

Senior Procurement Specialist

Phone: 703-228-7649

E-mail: dyanna.mcmullen@apsva.us

Stakeholders—Facilities and Operations:

Major Construction Projects and Minor Construction/Major Maintenance Projects

Ken Lawson, CPPB, VCO

Procurement Specialist

Phone: 703-228-6193

E-mail: ken.lawson@apsva.us

Stakeholders—Facilities and Operations:

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.

Focal point for all STARS-related questions.