



# PROCUREMENT News



NEWSLETTER  
FROM THE  
PROCUREMENT OFFICE

MARCH 2019  
[www.apsva.us](http://www.apsva.us)

SPECIAL EDITION

## MARCH IS GOVERNMENTAL PURCHASING MONTH!

**Y**ou are receiving this special issue of Procurement News to celebrate Commonwealth of Virginia Governor Ralph Northam proclaiming March as Governmental Purchasing Month. To celebrate the proclamation, the Procurement Office is arranging a number of events during the month which are outlined below.

### **The Governor's Proclamation**

The proclamation highlights the important role the purchasing professional in Virginia plays in making the purchasing process competitive and transparent, obtaining quality goods and services in a timely manner and achieving best value for tax-dollars. The Governor's proclamation can be found at:

[Purchasing Month Proclamation](#)

### **Special Edition of Procurement News – Word Search**

This special edition of Procurement News contains a word search puzzle to test your purchasing knowledge. Answers are hidden in the puzzle and to assist you they are also found in articles from previous issues of Procurement News, or in the Employee or Vendor Guides. Prizes will be given to the first three correct responses. The names of the winners will be announced in

the next issue of Procurement News. Email your answers to [purchasing@apsva.us](mailto:purchasing@apsva.us). Good luck!

To help you with your search, links to previous editions of Procurement News and the Vendor and Employee Guides are provided:

- [Vendor Guide](#)
- [Employee Guide](#)

### **Presentation on the role of the Procurement Office**

A presentation to staff on the role of the Procurement Office in making purchases to support the APS Strategic Plan is scheduled for Thursday, March 21 from 10:00 A.M. – 11:00 A.M. in the Board Room. Staff involved in the purchasing process are encouraged to attend as this will provide a great opportunity to meet the Procurement Office staff and ask any questions you may have about the purchasing process. To register, please email Thanh Thai, at [purchasing@apsva.us](mailto:purchasing@apsva.us).

### **Training Seminar – Ethics in Procurement**

On March 7, 2019, the Procurement Office hosted a Virginia Association of Governmental Purchasing (VAGP) one-day seminar on Ethics in Procurement. There were twenty-eight attendees representing seven local public bodies.



# WORD SEARCH

H B O B A C K U P I N F O R M A T I O N H G  
 C W I N K X U V W S C B U D D A Z U O W E Y  
 W E Y O K J Z Y B I V M M J X A S I D M U E  
 W G W H V T L H X O D D T C A R T N O C S D  
 O W U I C C W C B S U G Y Z J U U N G T C T  
 T N Z M A Y I R Q O J L K P L O Z O F U I D  
 C T V H Z C B K U T J Y Y O Z N V V F K B H  
 K J M A W K G Q H L Q S S O A E Z A Y V E P  
 Q E E S A H C R U P D E Z I R O H T U A N U  
 B D N O T M D N C O R E A N B I I M K E R  
 G Z J L H C E C K G T E M X Y V Z O K W R C  
 G G J E A A S T N Q J E R D I V V N I E W H  
 N Z J S E W B I U S N G J T N V K A I G I A  
 P W M O T D S Z S T K N C Q V J V N H J G S  
 D T G U X A G O E E S U O L O L M D S L P I  
 Y Q U R H N R N N Q D E T T I M R E P T O N  
 K B Z C O B T S C O U E K P C P L Q J K H G  
 H K R E V I T A R E P O O C E U B U N M N A  
 U U P O T J G P D L A G J V F J Q I Q U L G  
 P U B I J H R P I G W Q A T Q X C T O S Y E  
 V I E R N E I V B A M O P V T N X Y K W V N  
 D S M P S X P C E I K F L N E A M R I V H T  
 N V Z U U J P I S H L Y R H U I G D B B T X  
 A T F Y Z V I C G B T M J J K G Y L V Z A W

## FIND THE ANSWERS TO THE QUESTIONS HIDDEN IN THE PUZZLE

- The Purchasing Director is also known as the:
- The number of written quotes required when there is not already a contract in place and the sum or aggregate of the purchase is anticipated to be between \$30,001 and \$100,000:
- The document which enunciated the Arlington School Board's policies concerning purchasing from non-governmental sources:
- This Act of the Code of Virginia provides guidance to public policies pertaining to governmental procurement from nongovernmental sources:
- Use of wholesale club membership cards by APS employees to make purchases for personal use is:
- The Virginia procurement association of which 100% of the members of the Purchasing Office are members:
- What needs to be attached to a requisition entered in STARS having a value of greater than \$10,000:
- An MOU or MOA is generally between two:
- Which member of the Purchasing Staff has over thirty-five years service:
- Before calling the Purchasing Office for assistance on a STARS iProcurement related question, users are requested to first review the library of which tutorials?:
- This Agreement (abbreviated as five letters) must be signed by the Vendor when it will have access to student data as a result of having a contract with APS:
- Two of APS's Core Values:
- APS advertises its solicitations here where the aggregate or sum of all phases, over a three year period, is expected to exceed \$100,000:
- A principle of right or good conduct or a body of such principles; a code of conduct; a system of moral principles or values. Article 9 of the Purchasing Resolution:
- A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser:
- A legally-binding promise, enforceable by law:
- Request for payment received from the Vendor for work performed prior to the date of a purchase order being approved, may be rejected by the Purchasing Agent and considered an:
- When it is determined by the Purchasing Agent there is only one Vendor practicably available for that which is to be procured:
- Purchasing from another Public Body's contract or from the Contract of the Metropolitan Council of Governments (MWCOG) or the Virginia Sheriff's Association, even if APS did not participate in the RFP or ITB, is this type of procurement:
- The name of the APS Purchasing System:
- The Senior Procurement Specialist responsible for all schools and departments, excluding Facilities and Operations:
- A list of goods sent or services provided, with a statement of the sum due for these; a bill: