



PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

ISSUE 20 JUL 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-2019.pdf
- Arlington Public Schools Procurement Resolution
<https://www.apsva.us/wp-content/uploads/2019/07/2019-7-1-Procurement-Resolution.pdf>
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
<https://www.apsva.us/wp-content/uploads/2019/07/Criminal-Conviction-Forms-7-31-19.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/

WORK COMMENCING WITHOUT A PURCHASE ORDER BEING APPROVED BY THE PROCUREMENT OFFICE

The Arlington Public Schools Procurement Resolution, as adopted by the School Board, requires that a purchase order be approved by the Procurement Office before work commences. In doing so, the purchase order terms and conditions protect APS should the vendor fail to perform; the budget is also protected because the purchase order confirms funds are available.



There have been instances where work has commenced without an approved purchase order or change having been issued in advance by the Procurement Office. In such instances the requisition is generated using the invoice from the vendor as the backup documentation. In accordance with sub-Article 4-111, Unauthorized Purchases, of the Procurement Resolution, request for a purchase order after the work has been performed may be considered an Unauthorized Purchase, and may be rejected by the Procurement Office. Staff should be aware that in accordance with the Procurement Resolution, the individual may be held personally liable for the costs of the purchases or contract, if it is determined to be an Unauthorized Purchase.

THE ARLINGTON PUBLIC SCHOOL PROCUREMENT RESOLUTION HAS BEEN AMENDED

At its meeting on July 1, 2019, the School Board adopted an amendment to the Arlington Public Schools Procurement Resolution, formerly the Purchasing Resolution. The Procurement Resolution prescribes the policy for the conduct of procurement 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 Procurement Resolution is provided under Links and Forms on the front page.

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

HOW MANY QUOTES ARE REQUIRED?

If the aggregate or sum of all phases of a purchase for goods, services (excluding professional services) and construction, during the financial year is anticipated to be:

- Between \$00.00 and \$10,000 – One written quote is obtained by the school or department
- Between \$10,001 and \$30,000 – Three businesses shall be solicited by the school or department to submit written quotations
- Between \$30,001 and \$100,000 – Four businesses shall be solicited by the school or department to submit written quotations
- \$100,001 and Over – An Invitation to Bid (ITB) or a Request for Proposal (RFP) is issued by the Procurement Office

For professional services an Request for Proposal (RFP) is issued by the Procurement Office if the aggregate or sum of all phases of a purchase during the financial year is anticipated to exceed \$80,000.

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 June 30, 2019, the average time taken by the Procurement Office to approve a purchase order was 4.82 business hours.

CONGRATULATIONS TO DYANNA MCMULLEN

In continuing her professional development, Dyanna successfully completed the Universal Public Procurement Certification Council's (UPPCC) certification exam and has been granted the designation of Certified Professional Public Buyer (CPPB). The designation of CPPB is a public procurement credential recognized throughout the world.

VAGP TRAINING SEMINAR

On October 3, 2019, the Procurement Office is hosting a one-day seminar on Competitive Sealed Bidding (ITB) vs. Competitive Negotiations (RFP). The seminar will focus on the competitive negotiation processes, RFP development and techniques for a win-win negotiation. Differences between ITB and RFP are explained. The seminar may appeal to those employees having official responsibility for procurement transactions involving ITBs or RFPs. 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 Procurement, 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.

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, CPPB, 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.