

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

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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 procurement process. Or log on to <https://www.apsva.us/procurement-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.



STEP-BY-STEP GUIDE FOR THE DETERMINATION OF APPROPRIATE PROCUREMENT METHOD PROCESS

To help staff identify the appropriate procurement method to be used when procuring goods, services, construction, and insurance, a step-by-step guide has been developed and can be viewed at the following link:

<https://www.apsva.us/wp-content/uploads/2019/11/Determination-of-Appropriate-Procurement-Method-Task-List.pdf>

ATTACHMENTS TO REQUISITIONS IN STARS

When submitting to the Procurement Office a requisition having a value greater than \$10,000, requesters are asked to attach to the requisition back-up information to support the proposed purchase. In instances where there is not a formal contract in place and vendor selection is being made by obtaining multiple quotes, the multiple quotes obtained should be attached to the requisition. When a formal contract is in place for the proposed purchase, the attachment(s) should provide sufficient detail to allow confirmation that the pricing offered is in accordance with the contract.

PROCUREMENT OFFICE STATS

During the period July 1, 2019 through December 31, 2019, the Procurement Office approved a total of 6,009 purchase orders. During the same period in FY19 a total of 5,487 purchase orders were approved. The increase in purchase orders approved during FY20 reflects an increase of approximately 9.5% when compared to FY19.

ARLINGTON PUBLIC SCHOOLS PROCUREMENT RESOLUTION

The procurement of goods, services, construction, and insurance on behalf of Arlington Public Schools is done so in accordance with the Arlington Public Schools Procurement Resolution ("the Resolution"). The purpose of the Resolution is to ensure that sound business judgment is utilized in all procurement transactions and that all procurement transactions are obtained efficiently, economically, and comply with the Code of Virginia, especially the Virginia Public Procurement Act, and to ensure that all procurement transactions will be conducted in a manner that provides full and open competition. It is recommended that staff who are/will be involved in the procurement process use the Resolution as a reference to gain an understanding of the procurement policies and procedures.

A link to the amended Procurement Resolution is provided under Links and Forms on the front page

HAVING DIFFICULTIES IDENTIFYING SOURCES FOR GOODS OR SERVICES?

The Commonwealth of Virginia's online electronic procurement system, eVA, has a web-based application called Quick Quotes which allows APS to publicize its solicitations for Small Purchases (where the sum or aggregate of the purchase is not anticipated to exceed \$100,000) and provides vendors the opportunity to respond electronically. All vendors can review Quick Quote requests online but only eVA-registered vendors can respond online. If you know of a vendor you would like to receive a request but is not registered through eVA, the Procurement Office can ensure that the vendor is also notified of the request.

Typically, Quick Quotes is used for purchasing goods, but can be used for services providing the scope of services is not complex and the award can be made on price alone. Unlike formal solicitations (ITBs & RFPs), Quick Quotes can be advertised for fewer than ten (10) calendar days.

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 a 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.

WHO DO I CONTACT?

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Stakeholders—Facilities and Operations: School operating fund requirements; disposal of surplus property

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