



PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

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LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<https://law.lis.virginia.gov/vacodepopularnames/virginia-public-procurement-act/>
- Arlington Public Schools Procurement Resolution
<https://www.apsva.us/wp-content/uploads/2022/07/Procurement-Resolution-Amended-1-July-2022.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.

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 order 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.



HOW MANY QUOTES ARE REQUIRED?

If the aggregate or sum of all phases of a purchase for goods, services (excluding professional services), or 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 vendors shall be solicited by the school or department to submit written quotations
- Between \$30,001 and \$200,000 – Four vendors shall be solicited by the school or department to submit written quotations
- \$200,001 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.

Where the purchases are being made by an office within different departments or schools for the same or similar goods, services (excluding professional services), or construction, each office has its own ceiling in the amounts set forth above and each office is required to solicit the number of quotes so stated above. Purchases shall not be manipulated or coordinated in any manner by, between or among those offices making the purchases for the purpose of staying below any applicable ceiling.

CONTRACT REGISTER

Information on contracts APS has in place can be found in the Procurement Contract Register located on Staff Central or by contacting Thanh Thai on (703) 228-2411 or thanh.thai@apsva.us.

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 (“VPPA”), 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.

At its Organizational Meeting on July 1, 2022, the School Board adopted an amendment to the Resolution introducing changes to the VPPA which have been approved by the General Assembly.

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

BACK-UP INFORMATION REQUIRED FOR REQUISITIONS IN STARS

When submitting a requisition to the Procurement Office, requesters are required to attach to the requisition back-up information to support the proposed purchase. In instances where the vendor selection is being made by obtaining quotes, the quotes obtained must be attached to the requisition. When a 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. Requisitions submitted without the required back-up information may be returned to the requestor for the required information.

CREATING AND MANAGING REQUISITIONS

As part of the October 10, 2022, Day of Learning, the Procurement Office delivered a presentation on Creating and Managing Requisitions. A link to the recording of the presentation and the PowerPoint used during the presentation can be found in the Procurement Office area within Staff Central.

VENDOR PERFORMANCE

If you consider the vendor you are working with is not performing in accordance with the terms and conditions of the contract/purchase order, you are encouraged to contact the Procurement Office at the earliest opportunity to discuss the available options. It is important that staff document any communication(s) with the vendor. The APS Vendor Complaint Form can be found at:

<https://www.apsva.us/wp-content/uploads/2015/09/APS-Vendor-Complaint-Form.pdf>

WHO DO I CONTACT?

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Stakeholders—Chief Academic Officer

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Stakeholders—Chief of School Support Office, Chief of Staff Office, Chief of Diversity, Equity and Inclusion, Schools & Community Relations, Superintendent’s Office, Division Counsel Office, Chief Operating Office (Excluding Facilities and Operations, and Safety, Security, Risk and Emergency Management)

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Stakeholders—Chief Operating Office (Facilities and Operations—Offices of Design and Construction & Maintenance Services (CIP Projects))

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Stakeholders—Chief Operating Office (Facilities and Operations—APS and the Environment, Aquatics Centers, Maintenance Services (Operating Funds), Plant Operations, and Transportation Services, Chief Operating Office (Safety, Security, Risk and Emergency Management), disposal of surplus property)

Thanh Thai, VCA

Purchasing Technician

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Responsibilities—Administrative support. Focal point for all STARS-related questions.

Rebecca Hoffman, CPPB

Procurement Analyst

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Responsibilities—Special Projects