



PROCUREMENT News

MARCH 2023
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NEWSLETTER FROM
THE PROCUREMENT
OFFICE

SPECIAL EDITION

MARCH IS PUBLIC PURCHASING MONTH

You are receiving this special issue of Procurement News to celebrate Commonwealth of Virginia's Governor Glenn Youngkin proclaiming March as Public Purchasing Month. This special edition contains a word search puzzle to test your purchasing knowledge. To assist you in finding the hidden words, some of the answers are 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.

Links to previous editions of Procurement News, and the Employee and Vendor Guides are listed on the right side of this page. Good luck!

Link to Procurement News:

<https://www.apsva.us/procurement-office/procurement-news/>

Link to Employee Guide—An Overview of Procurement Policies and Procedures:

https://www.apsva.us/wp-content/uploads/2022/12/Employee-Guide-Brochure_2022_Final_ForWeb.pdf

Link to Vendor Guide—How to do Business with Arlington Public Schools:

https://www.apsva.us/wp-content/uploads/2022/12/Vendor-Guide-Brochure_2022_Final_ForWeb.pdf

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: <https://www.governor.virginia.gov/newsroom/proclamations/proclamation-list/public-purchasing-month-1.html>.



WORD SEARCH

FIND THE ANSWERS TO THE QUESTIONS HIDDEN IN THE PUZZLE

- The title of the principal public procurement official for APS (Two Words):
- The number of written quotes to be solicited required when there is not a contract already in place and the sum or aggregate of the purchase is anticipated to be between \$30,001 and \$200,000 (One Word):
- The document which enunciates the Arlington School Board's policies concerning purchasing from non-governmental sources (Two Words):
- This Act of the Code of Virginia provides guidance to public policies pertaining to governmental procurement from nongovernmental sources (Four Letters):
- Use of wholesale club membership cards by APS employees to make purchases for personal use is (One Word):
- The Virginia procurement association of which 100% of the members of the Procurement Office are members (Four Letters):
- What information is required as back-up for a requisition entered in STARS (One Word):
- An MOU or MOA is generally between two (Two Words):
- Before calling the Procurement Office for assistance on a STARS iProcurement related question, users are requested to first review which tutorials found in the STARS@APS Training Materials? (Three Words):
- This Agreement must be signed by the Vendor when it will have access to student data as a result of having a contract with APS (Five Letters):
- Two of APS's Core Values (Two Words):
- APS is required to advertise its solicitations here when the aggregate or sum of all phases is expected to exceed \$200,000 (Three Letters):
- 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 Procurement Resolution (One Word):
- A legally binding promise, enforceable by law (One Word):
- 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 Procurement Agent and considered an (Two Words):
- When it is determined by the Procurement Agent there is only one Vendor practically available for that which is to be procured (Two Words):
- Purchasing from another Public Body's contract or from the Contract of the Metropolitan Washington 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 (One Word):
- Work performed by an independent Contractor within the practice of architecture is a (Two Words):
- Office of the Chief of School (One Word):
- Organizational operations will continually improve their effectiveness as measured by identified (Four Letters):
- This council advises APS on fiscal integrity, public confidence, and wise stewardship of taxpayer resources (Three Letters):
- Who to contact in the Procurement Office concerning the disposal of surplus property (Two Words):
- An APS member who is selected because they demonstrate excellence in collaboration, equity, inclusivity, integrity, innovation, and stewardship is an APS (Two Words):
- An agreed addition to, deletion from, correction, or modification of a contract (One Word):
- The means by which an entity sells its surplus property to the highest bidder (One Word):
- A bargaining process between two or more parties, each with its own agenda and objectives, seeking to reach a mutually satisfactory agreement (One Word):
- An offer to provide goods or services received in response to a Request for Proposals issued by APS (One Word):

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

CHARTER BUS SERVICES

Contracts have recently been awarded by the Procurement Office to Mount Vernon Travel (27FY23-A) and Adventures by Dawn, dba Adventure Tours (27FY23-B), for charter bus services to transport APS students on trips. Copies of the contracts can be found on the Procurement Office website under **Current Contracts**.

A trip involving an overnight stay, or other activities identified in **Section B. 4. of Policy Implementation Procedure E-3.31 PIP-8 Risk Management** requires the prior approval of the trip by the Risk Manager.

PROCESS TASK DETAILS—REQUEST FOR PROPOSAL (RFP) AND INVITATION TO BID (ITB)

To help staff better understand how to purchase non-professional services using the RFP method and how to purchase goods and services using the ITB method, process task details have been developed and are in the Procurement Office area within Staff Central.

INVOLVE THE PROCUREMENT OFFICE EARLY IN YOUR PROCUREMENT PLANNING

If you are tasked with “making it happen” and to do so you need to purchase goods and/or services, please contact the Procurement Office at the earliest available opportunity. The Procurement Office can help identify whether APS has a contract in place for those goods and/or services you need, whether another jurisdiction has a contract which APS can purchase from, whether you need to obtain quotes, or whether a solicitation must be issued. As time is generally of the essence, we can help you plan your project timelines.

USEFUL STARS INFORMATION

Requisition Need-By Date

When completing a requisition in STARS, requestors are asked to populate the Need-By Date field with the actual date the vendor is required to deliver the goods or complete the services by. As an example, if the delivery of the goods or the completion of services is not due until April 14, 2023, then April 14, 2023, is the date to be inserted into the Need-By Date.

Receiving

Receiving is a required step in the procurement process. It records the receipt of goods and services and initiates the payment process. Items should be received in STARS immediately upon delivery to your location, including partial shipments, to avoid payment delay. When entering your receipt, please enter a receipt date that accurately reflects when goods were actually delivered or services were actually performed. Receiving the goods or services prior to the actual delivery or performance date could result in payment being made to the vendor before APS receives the goods or services. This could prove problematic if the goods are damaged or fail to be delivered or the services are not performed to the satisfaction of APS.

Invoices

All vendor invoices must be sent to the Accounts Payable team at aps.payables@apsva.us. Attaching an invoice as backup to a requisition is not sufficient and would be an indication of an unauthorized purchase as no goods or services should be delivered without an approved Purchase Order already being in place.

Purchase Orders—Blanket Purchase Order

When approval has been provided by the Procurement Office to enter into a contract/agreement with a vendor, and it is known that multiple/repetitive purchases will be made during the term of the contract/agreement, a single purchase order can be created for an amount equal to the total amount anticipated to be spent during the current fiscal year. This is referred to as a Blanket Purchase Order (BPO). The benefit offered by a BPO is that instead of entering a requisition each time APS wants to make a purchase, the vendor will submit an invoice referencing the BPO #. Each invoice paid will draw down against the amount of the BPO. If it appears the spending against the BPO is going to exceed the amount of the BPO, a requisition can be submitted requesting a change order to increase the amount of the BPO. Any questions should be directed to the Procurement Office representative responsible for your office or department.

User Productivity Kit (UPK)

UPK is a software application available within STARS that can be used to create simulations of tasks performed in iProcurement to help with training new members of staff or providing a refresher on the application. Tasks covered by the UPK include, but are not limited to, creating requisitions, adding attachments, receiving, and vendor punch-outs.

The STARS tutorials/instructions are available here: <http://myupk.apsva.us>.

Any questions on these topics should be directed to the Procurement Office representative responsible for your office or department.

FISCAL YEAR 2023 CLOSE-OUT

Requisitions using FY 2023 funds that will become purchase orders, including special projects (i.e., grants), need to be entered in STARS by no later than May 18, 2023. Please click on the link for other important close-out dates.

Link to Fiscal Year 2023 Close-Out Calendar:

<https://www.apsva.us/wp-content/uploads/2023/03/FISCAL-YEAR-2023-CLOSE-OUT-CALENDAR-FINAL.pdf>

WHO DO I CONTACT?

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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)

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

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Responsibilities—Special Projects