

PURCHASING OFFICE



EMPLOYEE GUIDE

AN OVERVIEW OF PURCHASING
POLICIES AND PROCEDURES



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INTRODUCTION

This Guide acts as a resource for all Arlington Public Schools (APS) employees involved in the purchase of goods, services, professional services, construction and insurance. It provides an awareness of the purchasing laws, policies and procedures which must be complied with when making purchases.



PURCHASING POLICIES AND PROCEDURES

THE PROCUREMENT PROCESS IS GOVERNED BY THE PURCHASING RESOLUTION, WHICH IS BASED ON A SECTION OF THE CODE OF VIRGINIA KNOWN AS THE VIRGINIA PUBLIC PROCUREMENT ACT (VPPA).

A COPY OF THE PURCHASING RESOLUTION IS AVAILABLE FOR INSPECTION ON THE PURCHASING OFFICE WEB SITE AT:

<http://www.apsva.us/wp-content/uploads/2016/07/Purchasing-Resolution-Amendment-7-1-16.pdf>

PURCHASING MISSION

The Arlington School Board wants to obtain high quality goods, services, professional services, construction and insurance at reasonable cost, and that;

- all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety,
- all qualified vendors have access to Arlington School Board business
- that no bidder or offeror be arbitrarily or capriciously excluded,
- competition be sought to the maximum feasible degree.

OFFICE OF THE PURCHASING AGENT

The Purchasing Agent, also known as the Purchasing Director, shall serve as the principal public purchasing official for APS and is responsible for the procurement of goods, services, professional services, construction and insurance in accordance with the Purchasing Resolution.

No APS employee other than the Purchasing Agent or designee is permitted to award a contract or authorize the purchase or delivery of goods, services, professional services, construction or insurance on behalf of APS.

THE APS PURCHASING SYSTEM

The purchasing system used by APS is known as a Decentralized Process with a Centralized Authority. What this means is that the schools and departments, the Decentralized Process, are the subject matter experts, and prepare specifications, evaluate bids and proposals and manage contracts, while the Purchasing Office, the Centralized Authority, provides the purchasing expertise in reviewing the work to ensure the applicable procurement laws, policies and procedures are followed, and with limited exception has final award authority.

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REQUISITION/PURCHASE ORDER PROCESS

Creating a requisition and approving a purchase order through STARS is required for all purchases, except those using a Purchasing Card.

Schools and departments are responsible for approving the requisition and the Purchasing Office is responsible for approving the purchase/change order.

INFORMATION REQUIRED AS BACK-UP FOR A REQUISITION

For the Purchasing Office to be able to approve a purchase/change order, the requisition needs to have, as an attachment(s), the following back-up information:

- Where the aggregate or sum, over a three-year period, is less than \$10,000 – a minimum of one written quote is preferred.
- Where the aggregate or sum, over a three-year period, is between \$10,001 and \$30,0000 – a minimum of three written quotes must be provided.
- Where the aggregate or sum, over a three-year period, is between \$30,001 and \$100,0000 – a minimum of four written quotes must be provided.
- Where a contract has been awarded following either competitive sealed bidding (ITB), competitive negotiation (RFP), an emergency purchase, a sole source purchase or a purchase from another public body or cooperative contract – documentation to verify the prices in the proposal are in accordance with the contract.

Where hourly rates have been agreed in a contract, the Vendor’s proposal must to be broken down to allow the Purchasing Office to confirm the rates are in accordance with that contract.

DISPOSAL OF SURPLUS PROPERTY

The Purchasing Agent is responsible for selling, transferring, trading or otherwise disposing of personal property belonging to APS which has become obsolete, unusable or surplus.

WORK COMMENCING WITHOUT AN APPROVED PURCHASE ORDER OR CHANGE ORDER

In situations where work has commenced prior to a Purchase Order or Change Order being approved, requests for payment received from the contractor for work performed prior to the date of a Purchase Order or Change Order being approved, may be rejected by the Purchasing Agent and considered an Unauthorized Purchase.

VENDOR CERTIFICATION REGARDING CRIMINAL CONVICTIONS

For work where a Vendor will have direct contact with students, schools and departments must ensure the Vendor complies with Virginia Code §22.1-296.1 by having the Vendor certify that no person who will have direct contact with students has been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

The Vendor certification, and a copy of 22.1-296.1, can be found at: http://www.apsva.us/wp-content/uploads/legacy_assets/www/170aef2bf2-APS_CRIMINAL_CONVICTION_FORM_A-6-15.pdf

TIMEFRAME FOR APPROVING A PURCHASE/CHANGE ORDER

If the requisition has the required information described above, the Purchasing Office will approve a purchase/change order within five (5) business days of receiving it. If the required back-up information is not provided, the requisition will be returned to the school or department.

UNAUTHORIZED PURCHASES

Whenever an officer or employee of APS purchases or contracts for any goods, services, professional services, construction or insurance contrary to the policies and procedures of the Purchasing Resolution, such purchase or contract shall be void and not be considered to be an obligation of APS.

Any officer or employee making or approving the original purchase or contract contrary to the policies and procedures of the Purchasing Resolution may be personally liable for the costs of such purchase or contract. If already paid out of APS funds, the amount of the purchase or contract may be recovered by deduction from that officer’s or employee’s compensation or, the appropriate legal action instituted.

Examples of an unauthorized purchase would include:

- Splitting a purchase requirement to lower the individual portions of the purchase below the limits where a more restrictive level of competition is required;
- Ordering goods, services, professional services, construction and insurance without an approved purchase order;
- Purchasing goods, services, professional services, construction and insurance from a source other than the contracted Vendor without the advance approval of the Purchasing Office;
- Signing a contract of any nature between APS and a Vendor by an employee who does not have the authority to do so.

APS EMPLOYEES

No employee of APS shall be admitted to any share or part of a contract or to any benefit that may arise from a contract which is not available to the general public.

ETHICS IN PUBLIC CONTRACTING

Article 9 of the Purchasing Resolution shall apply to all individuals from schools and departments involved in the purchasing process.

VENDOR AUTHORITY TO TRANSACT BUSINESS

Before a Vendor is able to perform work for APS, schools and departments must confirm the Vendor has in effect all required licenses, certifications and classification(s), and is authorized to transact business in the Commonwealth by the State Corporation Commission. Contact the Purchasing Office staff for more information.

INSURANCE

Schools and departments need to be aware that some work requires a Vendor to provide a certificate of insurance indicating it has in force the appropriate coverage prior to the start of any work under the purchase/change order. For more information please contact the APS Risk Manager on 703 228-7740.

INFORMATION ABOUT CURRENT CONTRACTS

SCHOOLS AND DEPARTMENTS SHOULD CONTACT THE PURCHASING TECHNICIAN AT 703 228-2411 FOR INFORMATION ON CONTRACTS APS HAS IN PLACE.

Purchasing GUIDELINES

APS PURCHASES GOODS, SERVICES, PROFESSIONAL SERVICES, CONSTRUCTION AND INSURANCE FROM NON-GOVERNMENTAL SOURCES USING THE FOLLOWING METHODS:

SMALL PURCHASES

A Small Purchase is any single or term contract for goods, services (other than professional services) construction and insurance, if the aggregate or sum of all phases, over a three-year period, is not expected to exceed \$100,000 and for professional services estimated to cost \$60,000 or less.

- Where the aggregate or sum, over a three-year period, is less than \$10,000 – a minimum of one written quote is required by the schools and departments
- Where the aggregate or sum, over a three-year period, is between \$10,001 and \$30,0000 – a minimum of three written quotes are required by the schools and departments
- Where the aggregate or sum, over a three-year period, is between \$30,001 and \$100,0000 – a minimum of four written quotes are required by the schools and departments

JOINT AND COOPERATIVE PROCUREMENT

APS may participate in, sponsor, conduct, or administer a joint procurement agreement for the purpose of combining requirements to increase efficiency or reduce administrative expenses in any acquisition of goods and services. APS may purchase from another Public Body's contract or from the contract of the Metropolitan Washington Council of Governments (MWCOC), even if it did not participate in the RFP or ITB.

APS may purchase goods and non-professional services from a U.S. General Services Administration contract or a contract awarded by any other agency of the U.S. government. Refer to Article 3 of the Purchasing Resolution for restrictions.

LEGAL RESPONSIBILITY WHEN OBTAINING QUOTES FOR SMALL PURCHASES

WHEN SCHOOLS AND DEPARTMENTS OBTAIN QUOTES FROM VENDORS FOR SMALL PURCHASES THEY ARE SUBJECT TO THE SAME LEGAL CONSIDERATIONS THAT APPLY TO THE PURCHASING OFFICE, AS THEY ARE ACTING AS THE PURCHASING AGENT'S REPRESENTATIVE. SEE PURCHASING MISSION ON PAGE 1.



COMPETITIVE SEALED BIDDING

For the purchase of goods, services (other than professional services), construction and insurance, if the aggregate or sum of all phases, over a three-year period is expected to exceed \$100,000, the Purchasing Office will be responsible for issuing the Invitation for Bid (ITB).

COMPETITIVE NEGOTIATION

- **Non-Professional Services**
For the purchase of services, which are not considered to be Professional Services, if the aggregate or sum of all phases is expected to exceed \$100,000, the Purchasing Office will be responsible for issuing the Request for Proposal (RFP).
- **Professional Services**
A professional service is work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, actuarial services, or professional engineering.

For the purchase of professional services, if the aggregate or sum of all phases, over a three-year period, is expected to exceed \$60,000, the Purchasing Office will be responsible for issuing the Request for Proposal (RFP).

SOLE SOURCE PURCHASES

Upon a determination in writing by the Purchasing Agent that there is only one source practicably available for that which is to be procured, APS may negotiate a contract and award to that source without competitive sealed bidding or competitive negotiation.

EMERGENCY PURCHASES

In case of emergency, APS may award a contract without competitive sealed bidding or competitive negotiation. An emergency situation exists when the safety, health or welfare of the APS students, employees, School Board or public is vitally affected by:

- a breakdown in machinery and/or threatened termination of essential services, (including maintenance and repair of essential office equipment), or
- the development of a dangerous condition, or
- any other circumstance in which supplies are needed for immediate use.

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