

AMENDED MARCH 2017

## PURCHASING OFFICE



# VENDOR GUIDE

HOW TO DO BUSINESS WITH  
ARLINGTON PUBLIC SCHOOLS

# INTRODUCTION

This Guide is a resource on how to do business with Arlington Public Schools (APS). It does not replace or supersede the instructions, terms and conditions contained in any solicitation.

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IT IS THE DESIRE OF APS TO CONDUCT BUSINESS WITH QUALIFIED VENDORS WHO UNDERSTAND, AND SUPPORT, OUR MISSION, VISION, VALUES AND GOALS:

## MISSION

APS instills a love of learning in its students and prepares them to be responsible and productive global citizens.

## VISION

APS is a diverse and inclusive school community, committed to academic excellence and integrity. We provide instruction in a caring, safe and healthy learning environment, responsive to each student, in collaboration with families and the community.

## CORE VALUES

### ***Excellence***

APS fosters excellence in our students and staff.

### ***Integrity***

We expect our students and staff to act in an honest, ethical and respectful manner.

### ***Diversity***

We value all students, staff and families in our diverse, inclusive school community.

### ***Collaboration***

We support relationships among students, staff, families and the community that ensure effective communication and promote opportunities to benefit our students.

### ***Accountability***

We take responsibility for our progress through transparent evaluation of student success, staff quality and management of the community's resources.

### ***Sustainability***

We practice stewardship of economic and environmental resources, meeting our current needs without compromising the ability of future generations to meet their needs.



## PURCHASING POLICIES AND PROCEDURES

THE PROCUREMENT PROCESS IS GOVERNED BY THE PURCHASING RESOLUTION. A COPY IS AVAILABLE FOR INSPECTION ON THE PURCHASING OFFICE WEBSITE AT:

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

## OFFICE OF THE PURCHASING AGENT

The Purchasing Agent shall serve as the principal public purchasing official for APS and shall be responsible for the procurement of goods, services, professional services, construction and insurance and for the disposal of APS surplus property 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.

## AUTHORIZED PURCHASES

Purchases by APS are authorized only if a purchase order signed by the Purchasing Agent is issued in advance of the transaction. APS will not be liable for payment of any purchases made by its employees without appropriate purchasing authorization issued by the Purchasing Agent.

## 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 Vendor 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.



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.



PURCHASE ORDER TERMS AND CONDITIONS

Should the terms and conditions of a purchase order conflict with the terms and conditions of a contract the Vendor has with APS, under which the purchase order is issued, the terms and conditions of the pre-existing APS contract shall take precedence.

TAXES

APS is exempt from Federal and State taxes. State exemption form #ST-12 is available from the Purchasing Office by calling 703-228-2411. The APS Federal Tax ID number is 54-6001128.



INFORMATION ABOUT CURRENT CONTRACTS

Vendors requiring information about current contracts, their expiration dates, and renewal periods should contact the Purchasing Technician on 703 228-2411.

SMALL AND DISADVANTAGED BUSINESSES

It is the intention of APS to facilitate the participation of minority owned businesses, small businesses, women owned businesses, service disabled veteran owned businesses and employment service organizations in procurement transactions. For more information please refer to Article 8 of the Purchasing Resolution, or visit

<http://egov1.virginia.gov/index.html>

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.



HOW TO BECOME A BIDDER OR OFFEROR

The Purchasing Office does not register Vendors, nor notify them of solicitations. APS advertises its solicitations on eVA, the Commonwealth of Virginia’s electronic purchasing portal and on the Purchasing Office website, where the aggregate or sum of all phases, over a three year period, is expected to exceed \$100,000. Solicitations for professional services are also advertised in a local newspaper. Vendors do not have to register through eVA to submit responses to APS solicitations.

The links to the eVA home page is <https://eva.virginia.gov/>, and to the Purchasing Office website is <https://www.apsva.us/purchasing-office/>



STRATEGIC PLAN

APS develops six-year strategic plans with staff and community involvement to identify focus areas for school system improvement. Each year the School Board and the public receive reports on the progress made within each Strategic Plan goal area during the preceding year, with the opportunity for modifications to the Strategic Plan as warranted.

This plan focusses on five important goal areas:

- **Goal 1:** Challenge and Engage all Students
- **Goal 2:** Eliminate Achievement Gaps
- **Goal 3:** Recruit, Retain and Develop High Quality Staff
- **Goal 4:** Provide Optimal Learning Environments
- **Goal 5:** Meet the Needs of the Whole Child

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 all persons who provide such services have not been convicted of a felony or any offense involving the sexual molestation or physical or sexual abuse or rape of a child.

ETHICS IN PUBLIC CONTRACTING

The provisions contained in Article 9 of the Purchasing Resolution apply to all contracts.

VENDOR AUTHORITY TO TRANSACT BUSINESS

The Vendor certifies it has in effect all licenses, certifications and classification(s) required to perform work for APS the work and is authorized to transact business in the Commonwealth as a domestic or foreign business entity.

VENDOR VISITS

VENDORS ARE ENCOURAGED TO VISIT THE PURCHASING OFFICE AT THE EDUCATION CENTER, 1426 N. QUINCY STREET, ARLINGTON VIRGINIA 22207, OFFICE HOURS ARE 8:30 AM–5:30 PM, MONDAY THROUGH FRIDAY. TO MAKE AN APPOINTMENT PLEASE CONTACT THE PURCHASING TECHNICIAN AT (703) 228 2411.



# 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 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 \$30,000 – 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 \$100,000 – 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 (MWCOCG), 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.

## COMPETITIVE SEALED BIDDING

For the purchase of goods, services, other than professional services, construction and insurance, if the aggregate or sum of all phases is expected to exceed \$100,000, the Purchasing Office will make public an Invitation for Bid (IFB). The IFB will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system, on the Purchasing Office's website and on the Virginia Department of Small Business and Supplier Diversity website.

The process for an IFB shall include: making the IFB public for a minimum of ten (10) calendar days before bid opening, a public opening and announcement of all bids received, the bids are evaluated and an award made to the responsible bidder with the lowest responsive bid.

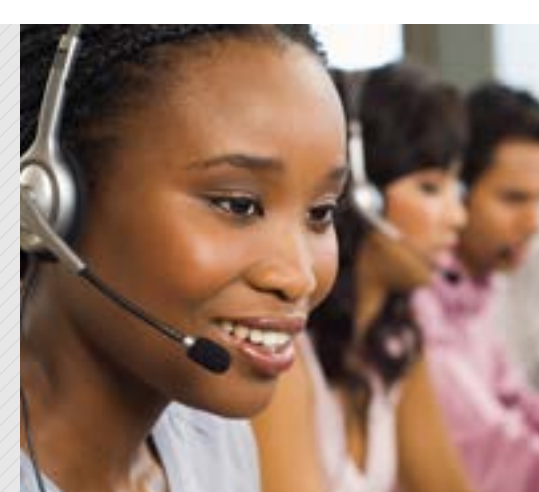
## PAYMENT TERMS

PAYMENTS WILL BE MADE WITHIN THIRTY (30) CALENDAR DAYS AFTER RECEIPT OF AN INVOICE APPROVED BY APS. ANY PROMPT PAYMENT DISCOUNTS OFFERED WILL BE TAKEN IF PAYMENT IS MADE WITHIN THE DISCOUNT PERIOD OFFERED. IN THOSE CASES WHERE PAYMENT IS MADE BY MAIL THE DATE OF POSTMARK SHALL BE DEEMED TO BE THE DATE PAYMENT IS MADE.

## 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.



## 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, over a three year period, is expected to exceed \$100,000, the Purchasing Office will make public a Request for Proposal (RFP). The RFP will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system and on the Purchasing Office's website. The RFP will be advertised in a newspaper of local circulation and on the Virginia Department of Small Business and Supplier Diversity website.

The process for an RFP for Non-Professional Services includes: making the RFP public for a minimum of ten (10) calendar days before the date of proposal receipt, proposals not being made public until contract award, proposals being evaluated by a committee on the basis of factors included in the RFP, negotiations shall be conducted with a minimum of two offeror and an award made to the responsible offeror with the responsive proposal on the basis of factors involved in the RFP, including price if so stated in the 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 make public a RFP. The RFP will be posted on eVA, the Commonwealth of Virginia's online, electronic procurement system and on the Purchasing Office's website. The RFP will be advertised in a newspaper of local circulation and on the Virginia Department of Small Business and Supplier Diversity Website.

The process for an RFP for Professional Services includes; making the RFP public for a minimum of ten (10) calendar days before the date of proposal receipt, proposals not being made available to the public until contract award, proposal being evaluated by a committee in accordance with the evaluation criteria in the RFP, prices not being included with proposals, individual discussions, negotiating a contract at a fair and reasonable contract with the highest ranked offeror.

## SOLE SOURCE PURCHASES

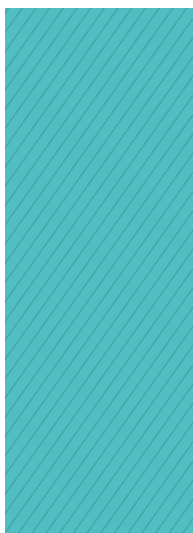
UPON A DETERMINATION IN WRITING BY THE PURCHASING AGENT THAT THERE IS ONLY ONE SOURCE PRACTICABLY AVAILABLE FOR THAT WHICH IS TO BE PROCURED, APS MAY NEGOTIATE A CONTRACT AND AWARD TO THAT SOURCE WITHOUT COMPETITIVE SEALED BIDDING OR COMPETITIVE NEGOTIATION.



**Arlington Public Schools**

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Phone: 703 228-2411

**[www.apsva.us](http://www.apsva.us)**



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