

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PURCHASING OFFICE

ISSUE 09 JUL 2016
www.apsva.us

Photo: Discovery Elementary School

LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<http://eva.virginia.gov/pages/eva-vppa.htm>
- Arlington Public Schools Purchasing Resolution
www.apsva.us/wp-content/uploads/2016/07/Purchasing-Resolution-Amendment-7-1-16.pdf
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
www.apsva.us/wp-content/uploads/legacy_assets/www/170aef2bf2-APS-CRIMINAL_CONVICTION_FORM_A-6-15.pdf
(Click the link above to download form)

Please contact the Purchasing Office at 703-228-2411, if you have any questions on the purchasing process. Or, log on to www.apsva.us/purchasing-office/

REQUIRING A STATE CORPORATION COMMISSION (SCC) IDENTIFICATION NUMBER

In Virginia, all public bodies, including the Arlington County School Board (APS), are required to include in every written contract a provision that a contractor is authorized to transact business in Virginia as a domestic or foreign business entity, if so required by law under Va. Code § 2.2-4311.2. This is required because entities registered to transact business in Virginia must have registered agents in Virginia to accept service of legal documents on behalf of the entity, and assert jurisdiction over it in the event of a legal dispute. This provision

also assists the Commonwealth of Virginia in collecting any taxes that may be due.

It has been the practice of the Purchasing Office to require all business entities to have a State Corporation Commission (SCC) identification number before APS entered into a contract with that business entity. With immediate effect, for any contract APS has with a domestic or foreign business entity (foreign business entity defined as being organized or existing under the laws of a state or jurisdiction other than Virginia)

where the aggregate or sum of all phases of the work, during a three (3) year period, is not expected to exceed \$100,000, the Purchasing Office will accept, without further verification, any statement from the entity regarding why it does not require an SCC identification number.

However, for any APS contract where the aggregate or sum of all phases of the work, during a three (3) year period, is expected to exceed \$100,000, any statement from any bidder or offeror that it is not required to have an SCC identification number as a foreign business entity may be verified by the Purchasing Office.

For more information please contact the Purchasing Office.

THE ARLINGTON PUBLIC SCHOOLS PURCHASING RESOLUTION HAS BEEN AMENDED

At its meeting on July 1, 2016, the Arlington School Board adopted an amendment to the Arlington Public Schools Purchasing Resolution. The Purchasing Resolution prescribes the policy for the conduct of purchasing by APS. The proposed amendment introduces amendments to the Virginia Public Procurement Act (VPPA) which have been adopted by the General Assembly.

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

Please contact the Purchasing Office for more information on the changes introduced through the amendment.

HAIL AND FAREWELL!

After almost five years as the Assistant Superintendent of Finance and Management Services, Deirdra McLaughlin is retiring. Deirdra's final day in the office is July 29, 2016. Happy retirement! At its July 20 meeting the Arlington School Board appointed Leslie Peterson as the new Assistant Superintendent of Finance and Management Services. Leslie previously was the APS Budget Director.

HOW MANY QUOTES ARE REQUIRED FOR SMALL PURCHASES?

If the aggregate or sum of all phases of a purchase for goods, services (excluding professional services) and construction, during a three (3) year period, is:

- Between \$00.00 and \$10,000 – One written quote is obtained by the school or department
- Between \$10,001 and \$30,000 – Three written quotes are obtained by the school or department
- Between \$30,001 and \$100,000 – Four written quotes are obtained by the school or department
- \$100,001 and Over – An Invitation for Bid (IFB) or a Request for Proposal (RFP) is issued by the Purchasing Office

For professional services, a Request for Proposal (RFP) is issued by the Purchasing Office if the aggregate or sum of all phases of a purchase, during a three (3) year period, is \$60,001 and over.

WHO DO I CONTACT?

David Webb, C.P.M.

Purchasing Director

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Ellen Wills, CPPB, VCO

Assistant Director

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E-mail: ellen.wills@apsva.us

Stakeholders—Facilities and Operations:

Major Construction Projects and Minor Construction/Major Maintenance Projects

Rebecca Hoffman, CPPB

Temporary Senior Buyer

Phone: 703-228-6126

E-mail: rebecca.hoffman@apsva.us

Stakeholders—All Schools and Departments, excluding Facilities and Operations

Ken Lawson, CPPB, VCO

Buyer

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Stakeholders—Facilities and Operations;

All School Operating Fund requirements;

Disposal of surplus property

Thanh Thai, VCA

Purchasing Technician

Phone: 703-228-2411

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Responsibilities—Administrative support; Point of contact for all STARS related questions

PURCHASING OFFICE FY 2016 STATS	FY 2016	FY 2015	DIFFERENCE	PERCENTAGE
Number of POs approved	10,125	9,026	+ 1,099	+ 12%
Total value of POs approved	\$73.233 M	\$78,193M	-\$4,960M	- 6.4%
Average number of business hours to approve a PO	3.66	3.57	- 0.09	- 2.5%
% of POs approved within one (1) business day of receipt by the Purchasing Office	92.64	92.54		+ 0.10
% of POs emailed to supplier directly from STARS	41.84	37.03		+ 4.81

STARS—NEED-BY DATE

When completing a requisition in STARS, requestors are asked to populate the Need-By Date field with the actual date the supplier is required to deliver the goods or complete the services. As an example, if the delivery of the HVAC equipment or the completion of professional development training is not due until October 21, 2016, then October 21, 2016 is the date to be inserted into the Need-By Date. Currently, STARS allows requestors to leave the field blank and then it automatically creates a default Need-By Date of two weeks from the date the requisition was created. This creates problems when running reports to evaluate a supplier's on-time delivery history due to the lack of confidence the Need-By Date information is accurate. It should be noted that Information Services is currently working on having the Need-By Date changed to a mandatory field where the requestor is required to insert a date before the requisition can be approved.