



PROCUREMENT News



NEWSLETTER FROM
THE PURCHASING
OFFICE

MARCH 2017
www.apsva.us

SPECIAL EDITION

MARCH IS GOVERNMENTAL PURCHASING MONTH!

You are receiving this special issue of Procurement News to celebrate Commonwealth of Virginia Governor Terry McAuliffe's proclamation recognizing March as Governmental Purchasing Month. 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 achieve best value for tax-dollars.

The Governor's proclamation can be found at:
<https://www.vagp.org/insidepages/content/index.cfm?newsid=3EFE4623-5056-8960-3ECE-B4B9489F654F>.
To put it into context on how highly the purchasing profession is held, the Governor has issued proclamations for:

- School Board Appreciation Month
- Governmental Purchasing Month
- School Board Clerk Appreciation Week
- School Principals Appreciation Week

In celebrating Governmental Purchasing Month, and to bring a little welcome relief to your busy day, the Purchasing Office has developed a word search puzzle to test your purchasing knowledge. Answers are hidden in the puzzle and, to assist you, most answers can be found in articles from previous issues of Procurement News and/or in the Vendor and Employee Guides.

Did I mention there will be PRIZES? 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. Good luck!

Finally, the Vendor and Employee Guides have been updated and can be found at the links below.

Employee Guide:

www.apsva.us/purchasing/employee-guide/

Vendor Guide:

www.apsva.us/purchasing/vendor-guide/



WORD SEARCH

FIND THE ANSWERS TO THE QUESTIONS HIDDEN IN THE PUZZLE

- The Purchasing Director is also known as the:
- The number of written quotes required where there is not already a contract in place and the sum or aggregate of the purchase is anticipated to be between \$30,001 and \$100,000:
- The document which enunciates the Arlington School Board's policies concerning purchasing from non-governmental sources:
- This Act of the Code of Virginia provides guidance regarding public policies pertaining to governmental procurement from nongovernmental sources:
- Use of wholesale club membership cards by APS employees to make purchases for personal use is:
- The Virginia procurement association of which 100% of the members of the Purchasing Office are members:
- What needs to be attached to a requisition entered in STARS having a value of greater than \$10,000?:
- Which member of the Purchasing Office joined APS in 2001?:
- An MOU or MOA is generally between two:
- Which member of the Purchasing Staff has over thirty-five years of vendor service with APS?:
- Before calling the Purchasing Office for assistance on a STARS iProcurement related question users are requested to first review the library of which tutorials?:
- Where a vendor will have access to student data as a result of having a contract with APS, this Agreement must be signed by the Vendor:
- Two of APS' six Core Values:
- APS advertises its solicitations here where the aggregate or sum of all phases, over a three year period, is expected to exceed \$100,000:
- 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 Purchasing Resolution:
- A statement of price, terms of sale, and description of goods or services offered by a vendor to a prospective purchaser:
- A legally binding promise, enforceable by law:
- 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 Purchasing Agent and considered an:
- When it is determined by the Purchasing Agent there is only one vendor practically available for that which is to be procured:
- Purchasing from another Public Body's contract or from the Contract of the Metropolitan Council of Governments (MWCOCG), even if APS did not participate in the RFP or ITB, is this type of procurement:
- The name of the APS Purchasing System:

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