



NEWSLETTER FROM
THE PURCHASING
OFFICE

PROCUREMENT News

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SPECIAL EDITION

MARCH IS GOVERNMENTAL PURCHASING MONTH!

Virginia Governor Ralph Northam has proclaimed March as Governmental Purchasing Month, and to celebrate the proclamation the Purchasing Office is arranging a number of events during the month. The first, is a special edition of Procurement News containing a crossword puzzle competition. The second, is the hosting of a one-day training seminar on the Virginia Public Procurement Act (VPPA). And finally, it is holding a presentation on the Purchasing Office's role in supporting the APS Strategic Plan.

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.apsva.us/wp-content/uploads/2018/03/2018-Governmental-Purchasing-Month-Governors-Proclamation.pdf>.

One-day Training Seminar

A one-day training seminar on the Virginia Public Procurement Act (VPPA) is being held at Syphax on March 23. For staff interested in attending the seminar the Purchasing Office is offering to pay half of the \$175 attendance fee to the first five APS staff members who enroll. Spaces are filling up fast so to avoid disappointment book early.

Presentation on the role of the Purchasing Office

A presentation to staff on the role of the Purchasing Office in making purchases to support the APS Strategic Plan is scheduled for Wednesday, March 21 from 9:30 A.M. – 10:30 A.M. in the Board Room. Staff involved in the purchasing process are encouraged to attend as this will provide a great opportunity to meet the Purchasing Office staff and ask any questions you may have about the purchasing process. To register please email Thanh Thai, at purchasing@apsva.us.

Crossword Puzzle Competition

The word search puzzle in last year's March special edition proved to be so successful that this year a crossword puzzle has been developed to test your purchasing knowledge. Just like last year, most of the answers can be found in articles from previous issues of Procurement News and/or in the Vendor and Supplier Guides and just like last year 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!**



PURCHASING CROSSWORD

ACROSS

2. What employees should decline from vendors.
3. Back-up _____ needs to be attached to a requisition entered in STARS having a value of greater than \$10,000.
4. Term applied to purchasing greener, healthier and more sustainable products. (2 wds)
7. The _____ Rule is used in interpreting state law when there is a question of whether or not a local government has a certain power.
11. Office to which all invoices must be forwarded for payment. (2 wds)
12. A public sale in which property or items of merchandise are sold to the highest bidder. Frequently a disposal method of surplus property.
13. APS advertises its solicitations here where the aggregate or sum of all phases, over a three year period, is expected to exceed \$100,000.
15. Before calling the Purchasing Office for assistance on a STARS iProcurement related question, users are requested to first review the library of which tutorials. (3 wds)
17. Who to contact if you have surplus property. (2 wds)
19. A legally binding promise, enforceable by law.
20. 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.

21. The name of the APS Purchasing System.
23. When it is determined by the Purchasing Agent there is only one vendor practicably available for that which is to be procured. (2 wds)
25. Use of wholesale club membership cards by APS employees to make purchases for personal use is _____. (2 wds)
27. _____ and _____ Agreement is required when 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. (4 wds)
28. The focal point for all STARS related questions. (2 wds)
29. Appointed Assistant Purchasing Director on September 1, 2017. (2 wds)

DOWN

1. The document which enunciated the Arlington School Board's policies concerning purchasing from nongovernmental sources. (2 wds)
2. An MOU or MOA is generally between two _____. (2 wds)
5. This Act of the Code of Virginia provides guidance regarding public policies pertaining to governmental procurement from nongovernmental sources. (4 wds)

6. One of APS's Core Values.
8. The topic of the one-day seminar on March 23 hosted by the Purchasing Office at Syphax.
9. A Baldrige category.
10. A type of protection provided to APS by using a purchase order.
14. The Purchasing Director is also known as this. (2 wds)
15. 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 to be an _____. (2 wds)
16. The purchase of goods and services by Direct Pay is _____.
18. The number of written quotes required to make a purchase between \$00.01 and \$10,000.
22. The number of businesses that must be solicited for quotes when 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.
24. Where to search for the most economical price when travelling.
26. The Virginia procurement association that all Purchasing Office staff are members of.

FIND THE ANSWERS TO THE CROSSWORD PUZZLE

