

PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

ISSUE 16 **JUL 2018**
www.apsva.us

Photo: (L to R) Ken Lawson, Kim Young, Dyanna McMullen, Rebecca Hoffman, Josuha Makely, Thanh Thai, and David Webb.

LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<http://eva.virginia.gov/pages/eva-vppa.htm>
- Arlington Public Schools Purchasing Resolution
<https://www.apsva.us/wp-content/uploads/2018/07/2018-7-2-Purchasing-Resolution.pdf>
(Click the link above to download form)
- Criminal Conviction Certification and the Code of Virginia
<https://www.apsva.us/wp-content/uploads/2018/07/Criminal-Conviction-Forms-7-16-18.pdf>
(Click the link above to download form)

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

WELCOME, WELCOME, AND FAREWELL

I am excited to announce that the Procurement Office has two new staff members. The first is Dyanna McMullen who joined the Procurement Office on June 11, 2018, as the Senior Procurement Specialist responsible for Capital Improvement Projects (CIP) and Minor Construction/Major Maintenance (MC/MM) contractual matters. Dyanna brings with her the experience gained while working in the procurement offices at Fairfax County and Norfolk State University. The second new member to the Procurement Office is Kim Young, who joined on July 9, 2018, as the Senior Procurement Specialist responsible for contractual matters involving all schools and departments, excluding Facilities and Operations. Prior to joining APS, Kim worked for the Detroit Housing Commission's Procurement Department and the City of Chicago Department of Procurement Services, and made the move to Arlington to take up the position. (Long) Way to go Kim!

A big shout-out to Kirsten Corrice who left APS on April 5, 2018. Kirsten was the ERP Financials Functional Lead and, working in collaboration with the Procurement Office, was responsible for the implementation of several improvements/efficiencies to the iProcurement module in general, and specifically to the STARS purchase order process.



WORK COMMENCING WITHOUT A PURCHASE ORDER BEING APPROVED BY THE PROCUREMENT OFFICE

The Arlington Public Schools Purchasing Resolution, as adopted by the School Board, requires that a purchase order be approved by the Procurement Office before work commences. In doing so, the purchase order terms and conditions protects APS should the vendor fail to perform; the budget is also protected because it confirms funds are available

There have been instances where work has commenced without an approved purchase order or change having been issued in advance by the Procurement Office. In such instances the requisition is generated using the invoice from the vendor as the backup documentation. In accordance with sub-Article 4-111, Unauthorized Purchases, of the Purchasing Resolution, request for a purchase order after the work has been performed may be considered an Unauthorized Purchase, and may be rejected by the Procurement Office. Staff should be aware that in accordance with the Purchasing Resolution the individual may be held personally liable for the costs of the purchases or contract, if it is determined to be an Unauthorized Purchase.

HAVING DIFFICULTIES IDENTIFYING SOURCES FOR GOODS OR SERVICES?

The Commonwealth of Virginia's online electronic procurement system, eVA, has a web-based application called Quick Quotes which allows APS to publicize its solicitations for Small Purchases (where the sum or aggregate of the purchase is not anticipated to exceed \$100,000) and provides vendors the opportunity to respond electronically.

All vendors can review Quick Quote requests online but only eVA-registered vendors can respond online. If you know of a vendor you would like to receive a request but is not registered through eVA, the Procurement Office can ensure that the vendor is also notified of the request.

Typically, Quick Quotes is used for purchasing goods, but can be used for services providing the scope of services is not complex. Unlike formal solicitations (ITBs & RFPs), Quick Quotes can be advertised for less than ten (10) calendar days.

ATTACHMENTS TO REQUISITIONS IN STARS

When submitting a requisition to the Procurement Office which is greater than \$10,000, the requester is required to attach to the requisition back-up information to support the proposed purchase. In instances where there is not a formal contract in place and vendor selection is being made by obtaining multiple quotes, the multiple quotes obtained are to be attached to the requisition. When a formal contract is in place for the proposed purchase, the attachment(s) should provide sufficient detail to allow confirmation that the pricing offered is in accordance with the contract. For example, where the contract requires hourly rates to calculate the lump sum/prices, the breakdown of the hourly rates used to calculate the lump sum/prices is to be provided.

Where a requisition is missing the supporting documentation, the missing information should be provided within five business day of receiving the request from the Procurement Office. If the information is not provided within five business days, the requisition may be rejected and returned to the requestor.



CONGRATULATIONS TO JOSHUA MAKELY

In continuing his professional development, Joshua successfully completed the Universal Public Procurement Certification Council's (UPPCC) certification exam and has been granted the designation of Certified Public Procurement Officer (CPPO). The designation of CPPO is a public procurement credential recognized throughout the world.



THE ARLINGTON PUBLIC SCHOOL PURCHASING RESOLUTION HAS BEEN AMENDED

At its meeting on July 2, 2018, the 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 adopted amendment introduces changes 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 of this Newsletter.

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

WHO DO I CONTACT?

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Stakeholders—All Schools and Departments, excluding Facilities and Operations

Kim M. Young

Senior Procurement Specialist

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Stakeholders—All Schools and Departments, excluding Facilities and Operations

Dyanna S. McMullen, VCO

Senior Procurement Specialist

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Stakeholders—Facilities and Operations: Major Construction Projects and Minor Construction/Major Maintenance Projects

Ken Lawson, CPPB, VCO

Procurement Specialist

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Stakeholders—Facilities and Operations: School operating fund requirements; disposal of surplus property

Thanh Thai, VCA

Purchasing Technician

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Responsibilities—Administrative support. Focal point for all STARS-related questions.

CROSSWORD PUZZLE WINNERS

A big thank you to everyone who submitted an entry in response to the crossword puzzle in the March Special Edition of the Purchasing Newsletter. The three winners who are now enjoying their super prizes are **Jim Meikle**, *Maintenance Services*; **Amy Jones**, *Design and Construction*; and **Kirsten Corrice**, *formerly of Finance*. Congratulations everyone!!

The answers to the puzzle can be found at: <https://www.apsva.us/wp-content/uploads/2018/07/Crossword-Puzzle-Answer.pdf>

HOW MANY QUOTES ARE REQUIRED?

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

- Between \$00.00 and \$10,000 – One written quote is obtained by the school or department
- Between \$10,001 and \$30,000 – Three businesses shall be solicited by the school or department to submit written quotations
- Between \$30,001 and \$100,000 – Four businesses shall be solicited by the school or department to submit written quotations
- \$100,001 and Greater – An Invitation to Bid (ITB) or a Request for Proposal (RFP) is issued by the Procurement Office

For professional services, a Request for Proposal (RFP) is issued by the Procurement Office if the aggregate or sum of all phases of a purchase, over a three (3) year period, is anticipated to be greater than \$80,000.

NEGOTIATED SAVINGS DURING FY18

The Procurement Office negotiated savings of just under \$310,000 during FY 2018. These savings were realized mostly as the result of negotiations held during the RFP process.

STEP-BY-STEP GUIDES FOR THE REQUEST FOR PROPOSAL (RFP) AND INVITATION TO BID (ITB) PROCESSES

To help staff better understand the RFP and ITB processes, step-by-step guides have been developed and can be viewed at the links below:

<https://www.apsva.us/wp-content/uploads/2018/08/ITB-Process-Task-Details-Non-Construction.pdf>

<https://www.apsva.us/wp-content/uploads/2018/08/RFP-Process-Task-Details-for-Non-Professional-Services.pdf>