



PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

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www.apsva.us

LINKS AND FORMS

- Virginia Public Procurement Act (VPPA)–
<https://dgs.virginia.gov/globalassets/business-units/dps/documents/vppa/virginia-public-procurement-act---july-2018.pdf>
- 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)

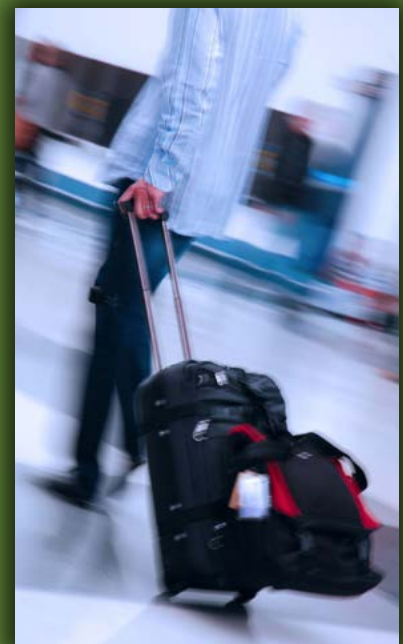
Please contact the Procurement Office at 703-228-2411, if you have any questions on the purchasing process. Or, log on to www.apsva.us/purchasing-office/

BOOKING AIR OR RAIL TRANSPORTATION FOR OFFICIAL TRAVEL

The October 2017 Newsletter encouraged the use of the Internet when booking air or rail transportation for official travel.

The contract with the travel consultant once used to make bookings is no longer in place and staff are therefore now required to make bookings through the Internet.

Staff need to be cognizant of budget constraints and should be booking the most economical price of air or rail tickets available. Bookings can be made by either using an official P Card or by personal means. If personal means are used, an iExpense can be submitted through STARS for reimbursement. Contact the Procurement Office if you have any questions.



EMPLOYEE AND VENDOR GUIDES

The Employee Guide, providing an overview of the APS procurement policies and procedures, and the Vendor Guide, offering information on how to do business with APS, have both been updated.

Links to the updated Guides are located at:

https://www.apsva.us/wp-content/uploads/2018/10/Vendor-Guide-Brochure_2018_Final_ForWeb.pdf

https://www.apsva.us/wp-content/uploads/2018/10/Employee-Guide-Brochure_2018_Final_rev_09242018.pdf

VAGP TRAINING SEMINAR

On October 29, 2018, the Procurement Office hosted a one-day seminar on Virginia Public Procurement Act (VPPA) Case Law. The vast majority of procurement by Virginia's state and local public bodies, including APS, are governed by the procurement policies and procedures contained in the VPPA. The seminar reviewed the Virginia Supreme Court and Circuit Court cases interpreting the provisions of the VPPA.

Ten local governmental agencies were represented at the seminar.

CREATING A NEW VENDOR IN STARS

Two simplified versions of the STARS New Vendor Form used to create a new vendor record in STARS are now available. One version is to be used for vendors on low value, one-off requirements. The other version is to be used in situations where individuals are providing assistance at school-based events, etc. The version requesting greater detail is still required to be completed for those vendors awarded contracts resulting from an invitation to bid, request for proposal, cooperative procurement ("rider"), etc.

The forms can be found at the link below:

- <https://www.apsva.us/wp-content/uploads/2018/10/2018-10-30-STARS-New-Vendor-Request-Form-ITB-RFP-Cooperative-etc-Changes-Accepted-1.pdf>
- <https://www.apsva.us/wp-content/uploads/2018/10/2018-10-30-STARS-New-Vendor-Request-Form-School-Based-Events-etc-Changes-Accepted-1.pdf>
- <https://www.apsva.us/wp-content/uploads/2018/10/2018-10-30-STARS-New-Vendor-Request-Form-One-time-Low-value-etc-Changes-Accepted-1.pdf>

GIFTS—HOLIDAY SEASON

As we approach the holiday season, some businesses express appreciation to their customers for business received during the preceding year in the form of gifts of various sorts. Because the actions of public employees are subject to intense and constant scrutiny, acceptance of such gifts could be easily misconstrued and result in embarrassment to both the giver and the receiver. It is therefore better for employees to decline any gift or gratuity offered by a vendor or contractor, than to subject themselves to possible violation of existing laws and policies.

All employees should be aware that, even where acceptance of such gifts may be technically within the law, the appearance of impropriety can be as damaging to the image of Arlington Public Schools and the employee as actual impropriety.

INVOLVE THE PROCUREMENT OFFICE EARLY IN YOUR PROCUREMENT PLANNING

If you are tasked with "making it happen" and in order to do so you need to purchase goods and/or services, please contact the Procurement Office at the earliest available opportunity. The Procurement Office can help identify whether APS has a contract in place for those goods and/or services you need or whether another jurisdiction has a contract which APS can purchase from or whether you just need to obtain a single or multiple quotes. As time is generally of the essence we can help you in planning your project timelines.

VENDOR PERFORMANCE

As part of the Procurement Office's on-going commitment to identify opportunities for improving communication between APS and those vendors providing the goods, services, and construction which support APS's core business needs, the Procurement Office encourages staff responsible for overseeing the performance of the vendors to contact the Procurement Office for guidance on what to do if a vendor's performance is not considered to be acceptable.

WHO DO I CONTACT?

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Stakeholders—All Schools and Departments, excluding Facilities and Operations

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

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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.