



PROCUREMENT News



A QUARTERLY
NEWSLETTER FROM
THE PROCUREMENT OFFICE

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www.apsva.us

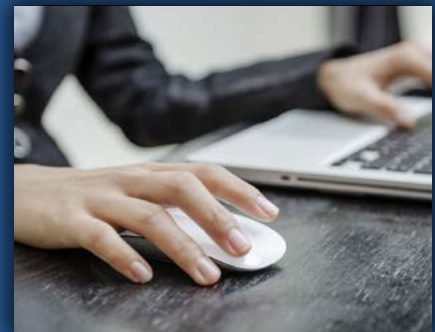
LINKS AND FORMS

- 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/

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 protect APS should the vendor fail to perform; the budget is also protected because the purchase order 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.

THE PROCUREMENT OFFICE POLICIES AND PIPS HAVE BEEN UPDATED

The Procurement Office's policies, D-10.1 Purchasing, and D-10.30 Purchasing – School Board Approval Required on Construction and Non-Construction Contracts, were recently amended. The PIPs linked to the two policies have also been updated. The updated policies and PIPs are posted on BoardDocs.

WORD SEARCH PUZZLE—WINNERS

A big thank you to everyone who submitted an entry in response to the word search puzzle in the March Special Edition of the Procurement Newsletter. The winners are T&L's Amy Sherman and Long Branch's Greg D'Addario. The answers to the puzzle can be found at the link below:

<https://www.apsva.us/wp-content/uploads/2019/04/Word-Search-Puzzle.pdf>

FISCAL YEAR 2019 CLOSE-OUT CALENDAR

A reminder that requisitions using 2019 funds that will become purchase orders, including special projects (i.e., grants), need to be entered in STARS by no later than May 20, 2019.

Please click on the link below for other important deadlines for making P-card charges, creating requisitions, receiving goods and services, etc.

The calendar can be found at the link below:

<https://www.apsva.us/wp-content/uploads/2019/04/Fiscal-Year-2019-Close-Out-Calendar.pdf>

CHARTER BUS TRIPS [OR TRAVEL]

Historically, APS has booked its travel requirements through Mount Vernon Travel. Mount Vernon Travel has a contract with Fairfax County Public Schools (FCPS) for the provision of travel agency services, and the procurement policies and procedures of the Code of Virginia, the Virginia Public Procurement Act, allows APS to purchase off the FCPS contract. In addition to Mount Vernon Travel, APS is also entitled to use the other travel agents agents on the FCPS contract. For information on approved travel agents, please contact Ken Lawson.

WHO DO I CONTACT?

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Stakeholders—All Schools and Departments, excluding Facilities and Operations

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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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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.

ATTACHMENTS TO REQUISITIONS IN STARS

When submitting a requisition to the Procurement Office which is greater than \$10,000, the requestor 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.

