

PURCHASING (Accompanying Regulation)

These purchasing regulations are established in accordance with the Virginia Public Procurement Act for use by employees of the Charles City County Public Schools, who, in the course of their duties, must procure goods and services by the expenditure of public funds. Strict adherence to these procedures will ensure that optimum value is received for each taxpayer dollar spent and that school division requirements are met in a timely manner. The success of the purchasing process depends upon all employees conscientiously following these procedures.

These purchasing procedures are not designed to answer every question relating to purchasing. Rather, they provide the foundation for an efficient system meeting the needs of the school division.

Purchasing Responsibilities

Purchasing, receiving and property control are responsibilities shared among school employees as follows:

Division Superintendent

The division superintendent shall have administrative responsibility for all purchasing by the school division. The division superintendent shall establish procedures that will provide the foundation for an efficient procurement system and will meet the procurement needs of the school division.

Director of Finance

The Director of Finance shall serve as purchasing agent for the school division. In this capacity, the Director of Finance shall purchase or contract for all supplies, materials, equipment and contractual services required by the school division, subject to federal and state law and School Board policies. The Director of Finance shall direct and manage all phases of the School Board's purchasing system.

As fiscal agent for the school division, the Director of Finance is the only school board appointee that may obligate the assets of the district. As such, any contract using appropriated funds must bear the signature of the assistant superintendent of finance and technology.

Principal/Cost Center Manager

The principal/cost center manager shall make the determination of needs at his site, and shall follow the appropriate purchasing method to acquire services and materials to satisfy those needs. He shall ensure that purchases are charged to the proper budget code and are made within available funds.

Finance Department

The finance department shall provide service and support in the procurement process for the entire school division. Finance department personnel shall serve as a

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The finance department shall provide service and support in the procurement process for the entire school division. Finance department personnel shall serve as a

resource for principals/cost center managers for the acquisition of goods and materials and evaluation of products and vendors. The finance department shall seek to ensure that procurement procedures follow applicable laws and policies, and that goods and services are available when needed and at a reasonable cost.

Contact with Vendors

No agents, salespersons, or solicitors shall engage in any sales activities with teachers or students at a school without written permission of the division superintendent's office. Such written permission shall first be presented to the principal of the school. Teachers should not be called from class to meet with salespersons. An exception to this policy may exist when the principal authorizes individual staff members to contact an individual salesperson or solicitor.

General Methods of Procurement

Fair and open competition is a basic tenet of public procurement. It reduces the opportunity for favoritism and inspires public confidence that contracts are awarded equitably and economically. A variety of procedures are available to legally contract for goods and services that meet the test of fair and open competition. Some of the procedures also recognize that the time and expense involved do not warrant more formal means of competition for lower value orders. Depending upon the circumstances, purchasing personnel will select the most appropriate methods to use.

Quotes obtained from vendors are of two types: informal or formal. An informal quote is a quote obtained by the principal/cost center manager or purchasing office when a written solicitation is not issued. Informal quotes may be either obtained by telephone or in writing. A formal quote is a quote obtained by the purchasing office for which a written solicitation is issued. Formal quotes must be written. Note that a purchase order is required for any purchase exceeding \$2,000.

The general methods of procurement which will normally be used are:

I. Small Purchases - Not Exceeding \$30,000.00

Any procurement not exceeding \$30,000 may be made by following this procedure, provided that the requirements are not artificially divided so as to circumvent competitive sealed bidding requirements.

Negotiation and competition are major components of small purchase procurement, even though competitive sealed bidding is not required. The following procedures should be followed:

a. Purchases -Not Exceeding \$5,000.00

Principals/cost center managers may make direct small purchases valued at less than \$5,000 (including any shipping charges involved) at their discretion and within their available funds, provided delivery is expected within 30 days. Such purchases must be charged to the proper budget code, as determined by the finance department. Lack of appropriate available funds may result in denial of payment from division funds and the individual placing the order being held personally responsible for payment. If this procedure is used, vendor invoices must be directed to the principal or cost center manager's attention. Once the invoice is received, it should be attached to a payment voucher (Exhibit A) and sent to the accounts payable department for payment. If delivery of goods/services is expected within 30 days, neither a

purchase requisition nor a purchase order is required. If delivery of goods/services is expected to extend beyond 30 days, a purchase requisition (Exhibit B) must be submitted to the purchasing department so that a purchase order (Exhibit C) can be generated (See subsection b, below). This will ensure a timely commitment of school funds prior to acquisition of the goods/services.

A **single** informal quote may be obtained for the purchase of goods/services not costing more than \$5,000. Purchases may not be arbitrarily "split" to qualify under the \$5,000 limit.

b. Purchases from \$5,000.01 - \$15,000.00

A minimum of **three informal quotes** must be obtained for any purchase of goods/services expected to cost between \$5,000.01 and \$15,000.00. Purchases may not be arbitrarily "split" to qualify under the \$5,000 limit. Particularly where a service is involved, an effort should be made to define the character, quality and scope of the services. For goods, a similar effort should be made to develop a brief summary of the desired characteristics and quality of the commodity. This can be done in reference to performance, physical characteristics, or both.

Purchases in this category require the submission of a purchase requisition to the purchasing department. The principals/cost center managers may submit a purchase requisition with a description of the goods/services to be procured and then the purchasing office will obtain the required quotes; **or**, the principal/cost center managers may obtain the required quotes and submit a purchase requisition with quotes attached or listed on the back of the purchase requisition. All information requested on the back of the requisition form should be completed for each additional vendor contacted.

The purchasing office may obtain additional quotes and must approve the award; therefore, vendors should not be given authorization to deliver goods/services and should not be given competitors' names, other prices quoted or be notified of the apparent low quote until a purchase order has been issued. The issuance of the purchase order becomes the award. Prior to award, vendors should not be provided any information about other vendors' quotes.

c. Purchases from \$15,000.01 - \$30,000.00

Only Purchasing Department staff may purchase goods or services that exceed \$15,000. They will solicit the three required (informal) quotes. The school division requires that a purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.

d. Blanket Purchase Orders

The blanket purchase order method is an easy method for making a small purchase and is commonly referred to as the "Charge Account" method. Its use is very similar to that of a personal charge account. The blanket purchase order is used for multiple purchases from a single vendor over a specified period. **No single item purchased on a blanket purchase order may exceed \$500 unit price, and no single order may exceed \$5,000 TOTAL PRICE.** The vendor submits an invoice at the end of each

month for all sales authorized by the blanket order. Ordering from a blanket purchase order must be pre-approved by the purchasing office.

Advantages of a blanket purchase order:

1. It reduces administrative lead time.
2. It reduces administrative workload due to the need to issue only one formal procurement document over a year's period of time.
3. It allows purchasing personnel to ascertain the amount of business given to a particular vendor since a record is compiled of all orders and dollar amounts.
4. Its proper utilization improves vendor relations since the above advantages also apply to the vendor.

Criteria for approval of the blanket purchase order method:

1. The category of goods or services must be repetitively purchased.
2. Purchased items must be needed for immediate use.
3. Estimated monthly purchases by the specific cost center should average \$200 or more.
4. Use of the procedures will not adversely affect use of other purchasing techniques that might produce greater discounts.

II. Purchases over \$30,000.00

Prequalification of Bidders

The division superintendent or designee, upon consultation with appropriate personnel, is authorized to prequalify bidders prior to any solicitation of bids, whether for goods or services, by requiring prospective bidders to submit such information as the division superintendent or his designee and appropriate personnel shall deem appropriate, including samples, financial reports, and references; provided, however, that opportunity to prequalify shall be given to any prospective bidder and a determination of failure to qualify shall be documented by the division superintendent or his designee.

In considering any request for prequalification, the division superintendent or designee shall determine whether there is reason to believe that the bidder possesses the management resources, financial soundness, and history of performance which indicate apparent ability to successfully complete the plans and specifications of the invitations for bid. The division superintendent or his designee may employ standard forms designed to elicit necessary information.

Prequalification of a bidder shall not constitute a determination that the bidder is responsible, and such bidder may be rejected as non-responsible on the basis of subsequently discovered information. Failure of a bidder to prequalify with respect to a given procurement shall not bar the bidder from seeking prequalification as to future procurement or from bidding on procurements which do not require prequalification.

Formal Written Quotes – Goods & Services – Purchases \$30,000.01 to \$50,000.00

Only Purchasing Department staff may solicit and receive formal written quotes. A minimum of three quotes is required and a purchase order is required. For services only, a written two-party contract is required. The school division requires that a

purchase order be issued and vendors should not deliver goods or perform services without a written purchase order.

Formal Bids and Contracts - Purchases \$30,000.01 and above

The division superintendent or designee shall provide for the purchase of goods and services exceeding \$30,000. Said purchases shall be made in accordance with School Board policies and in compliance with the Virginia Public Procurement Act.

Formal bid procedures are required for all purchases of professional services that exceed \$30,000 or leases of supplies, materials, and equipment or nonprofessional services requiring an estimated expenditure of \$50,000 or more. For the purchases of such goods and services, one of two (2) methods of procurement may be followed as permitted by applicable law:

Competitive Sealed Bidding

Only Purchasing Department staff may issue and receive competitive sealed bids. This method of procurement involves:

1. The issuance of an Invitation for Bid with a purchase description/specification and all contractual terms and conditions applicable to the procurement.
2. A public opening of bids at a pre-designated time and place.
3. Unconditional acceptance of a bid without alteration or correction, except as authorized by law or regulation.
4. Award of the contract to the responsive and responsible bidder who has submitted the lowest bid that meets the requirements and criteria set forth in the Invitation for Bid.

Competitive Sealed Bidding is not required for the procurement of professional services. All facets of the bidding process will be conducted by the purchasing office and all requests for bids and proposals shall be prepared for the signature of the assistant superintendent of finance & technology. Bid bonds, payment bonds and performance bonds will be required for formal bid purchases in cases where there is a significant potential for loss to the School Board resulting from unacceptable performance or default.

After selection of the successful vendor, a contract may be prepared by the School Board and the vendor, with legal assistance from the School Board's attorney as necessary. The assistant superintendent of finance & technology shall sign all contracts as fiscal representative of the School Board.

Competitive Negotiations

Where permitted by law, including for the acquisition of professional services, the School Board may purchase goods and services through competitive negotiations.

Only Purchasing Department staff may issue and receive Requests for Proposals. This method of procurement involves:

1. Issuance of a written Request for Proposal (RFP) indicating in general terms that which is sought to be procured, specifying the factors which will be used in evaluating the proposal and containing or incorporating by reference the other applicable contractual terms and conditions, including any unique capabilities or qualifications which will be required of the contractor.

2. Public notice of the RFP at least ten (10) days prior to the date set for receipt of proposals by posting in a public area normally used for posting of public notices or by publication in a newspaper of general circulation in the area in which the contract is to be performed, or both. In addition, proposals may be solicited directly from potential contractors.

Selection must be made from two (2) or more respondents deemed to be fully qualified and best suited among those submitting proposals on the basis of the factors involved in the Request for Proposal, including price, if so stated, of the respondents so selected. Price shall be considered, but need not be the sole determining factor. Should the School Board determine in writing that only one respondent is fully qualified, or that only one respondent is clearly more highly qualified than the others under consideration, a contract may be negotiated and awarded to that responder.

Change Orders

Change orders are required for increases in purchase orders that exceed 10% of the total purchase order amount. For example, a purchase order that was issued for \$50,000 must have a change order issued if the cost increases by \$5,000 or more.

Change orders must be requested on purchase requisition forms. The form is completed as usual with a notation that it is a change order to a previously issued purchase order. THE PURCHASE ORDER NUMBER MUST BE INCLUDED ON THE REQUISITION. Backup documentation for the change order must be attached to the requisition.

No fixed-priced contract may be increased by more than twenty-five percent (25%) of the amount of the contract or \$50,000, whichever is greater without the advance written approval of the School Board.

III. Special Procurement Situations

Sole Source

A contract may be awarded without competition when the division superintendent or his designee determines in writing, after conducting a review of available sources, that there is only one source for the required goods or services. The division superintendent or his designee shall conduct negotiations, as appropriate, as to price, delivery and terms. A record of the sole source procurement will be maintained in the permanent files of the purchasing department. The School Board shall issue a written notice stating that only one source was determined to be practicably available and identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. The notice shall be posted in a designated

public area or published in a newspaper of general circulation on the day the School Board awards or announces its decision to award the contract, whichever occurs first.

Emergency Procurement

An emergency shall be deemed to exist when goods or services are needed to restore or continue an essential service and where the time required to follow normal purchasing procedures may endanger the safety, health or welfare of the public or of the School Board's employees or facilities.

The assistant superintendent of finance and technology and others whom the division superintendent may designate are authorized to make purchases under emergency conditions. Emergency procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file. The School Board shall issue a written notice stating that the contract is being awarded on an emergency basis, and identifying that which is being procured, the contractor selected, and the date on which the contract was awarded or will be awarded. The notice shall be posted in a designated public area or published in a newspaper of general circulation on the day the School Board awards or announces its decision to award the contract, whichever occurs first, or as soon thereafter as is practicable.

IV. Participation of Small, Minority, Service-Disabled Veteran, and Women Owned Businesses

The purchasing department shall administer a program to facilitate small, minority-owned, service-disabled veteran and women-owned business participation. This program shall include, but not be limited to the following:

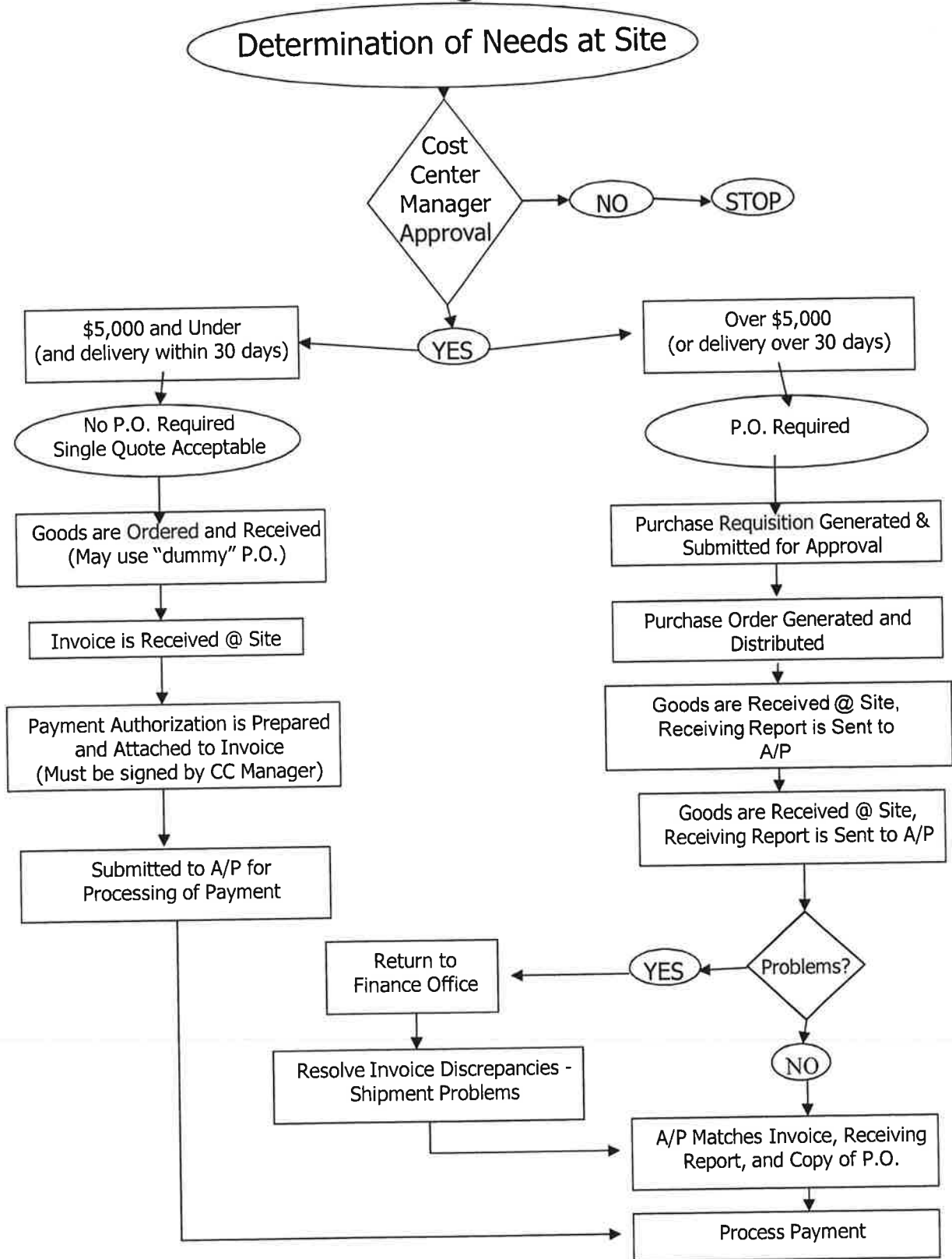
Competitive sealed bids and requests for proposals, or notices of the issuance thereof, shall be sent to a minimum of two vendors whose names appear on the most recently updated list supplied by the State Department of Minority Business Enterprise, if applicable categories for the goods/services sought are available in the listing of vendors

V. Purchasing Procedures

The Finance Office shall from time to time publish and distribute purchasing procedures to those employees whose positions require supervision or administration of procurement of goods and services. Such published procedures shall be maintained in each school building principal's office and the finance office.

Revised: 09/04/2012

Charles City County Public Schools Purchasing Process



LOCAL PURCHASE ORDER
 Charles City County School Board
 10910 Courthouse Road
 Charles City, Virginia 23030
 804-829-9219

dcp2112-01

BILL TO:

Charles City County School Board
 10910 Courthouse Road
 Charles City, Virginia 23030

THE ABOVE ORDER NO. MUST APPEAR ON ALL PAPERS
 AND PACKAGES RELATIVE TO THIS ORDER.

VENDOR

CDW-G

Deliver to:

Charles City County Public Schools
 Attn: DC Papenfuse
 10910 Courthouse Road
 Charles City, VA 23030-3426

By: David Papenfuse

Date of Request		School/Dept/Prog		Budget Code	Line Description	Ship Via
8/22/2012		Technology		4-212-68109-6060-000	Non-Cap Infrastructure	
ITEM	QTY.	UNIT	DESCRIPTION OF ARTICLES OR SERVICES	UNIT PRICE	AMT.	
1	1	1747095	Power Injector - AIR-PWR-B	\$35.44	\$35.44	
Sample						
VENDOR MUST COMPLETE AND RETURN BILLING VOUCHER						\$35.44

Recommended:

Authorized:

 Principal / Department Head

 Superintendent / Designee

NOTICE TO VENDORS

- This purchase order number shall be shown by vendor on all related invoices, delivered and/or correspondence. Memoranda, bills of lading, packages
- All shipments must be prepaid, FOB destination.
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- Please make deliveries between 8:30 a.m. and 4:00 p.m. on school days.
- Equipment, materials and/or supplies delivered on this order shall be subject to inspection and test shall remain the property of the vendor, who is responsible for removal. upon receipt and if rejected
- We reserve the right to cancel this order and reject goods if not delivered when required and in accordance with specifications.

INVOICES TO BE SENT TO ADDRESSEE IN "BILL TO" SECTION OF THIS FORM.

PURCHASE REQUISITION

Charles City County Public Schools
 10910 Courthouse Road
 Charles City, Virginia 23030
 804-829-9219

VENDOR

Dominion Tek 2496 Cedar Cone Drive Richmond, Virginia 23233 (804) 402-4903 (757)257-8845 (fax)
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Deliver to:

Charles City County Public Schools Technology Department attn: Ben Meador 10035 Courthouse Road Charles City, Virginia 23060

Date of Request	School/Dept/Prog	Budget Code	Line Description	Ship Via
9/4/2012	Technology	4-212-68109-6060-000	Non Capital Equipment	

ITEM	QTY.	UNIT	DESCRIPTION OF ARTICLES OR SERVICES	UNIT PRICE	AMT.
1	1	lot	High School Cafeteria Room Network Switch Upgrade	\$8,655.30	\$8,655.30
2	1	ea	APC Smart-UPS (Uninterrupted Power Supply for above)	\$985.00	\$985.00
3	1	ea	APC Network Monitoring Card (for above UPS unit)	\$235.00	\$235.00
					\$9,875.30

Sample

Requested by:

Authorized:

Principal / Department Head

Superintendent / Designee

Comments:

Please fax this order to the vendor
