

## PURCHASING AUTHORITY AND PROCEDURES

This regulation defines Bristol Virginia Public Schools (BVPS) purchasing principles in accordance with applicable laws, polices and regulations and with generally accepted professional standards in such a manner as to assure consistency and clarity. Regardless of the source of funds by which a contract is to be paid, the Virginia Public Procurement Act (VPPA) of the Code of Virginia and related School Board policies apply to the procurement of all goods and services by all departments and schools for both appropriated and activity funds. This regulation does not apply to PTA, PTO, Booster Clubs or any other School Support Organizations as defined by Policy KO when purchases are made directly by such group.

The application of this regulation will assure that all purchasing transactions are conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that no bidder or offerer be arbitrarily or capriciously excluded and that all qualified vendors have access to school board business, and that competition is sought to the maximum feasible degree.

The following guidelines shall apply to all purchases made by BVPS or any activity fund:

1. A purchase requisition must be completed for all purchases (unless specifically exempted below in item #4) and must contain the account code to which the item will be charged. Purchase requisitions follow the designated approval chain and will be generated into a purchase order if fully approved. If a purchase is made without a purchase order, the person responsible may be subject to disciplinary action and/or revocation of purchasing privileges.
2. Purchase orders will not be issued prior to approval by all required parties. The Financial Officer shall approve all Central Office purchase orders. Activity Fund purchase orders in excess of \$10,000 shall be approved by the Chief Financial Officer to ensure procurement guidelines have been followed. All purchase orders in excess of \$10,000 require approval of the Superintendent. All purchase orders in excess of \$50,000 require Board approval unless purchase is time sensitive at which time the Superintendent may direct authorization to order prior to Board approval and notify Board of such action. Approved purchase orders will be emailed to the purchase requisition initiator.
3. Procedures shall not be circumvented by ordering several smaller purchases to the same vendor (i.e. do not split orders to make purchase fall under procurement thresholds). This practice shall be considered a purchasing violation and disciplinary action is possible.
4. Exemptions to purchase order requirements: Utility charges including electrical, water, sewer, and telecommunications, copier usage charges, pest services and other monthly recurring services.

Procurement Thresholds: (use of Virginia's eProcurement Portal (eVA) quick quote will satisfy solicitation requirements of purchases \$0 - \$100,000)

\$0 - \$10,000	One written quote; Chief Financial Officer approval
\$10,001 - \$50,000	Solicitation of three (3) vendors. Solicitation documentation and written quotes must be attached to requisition (Form: Vendor Solicitation Record). SWaM vendor, as defined by Virginia's Department of Small Business and Supplier Diversity, solicitation is strongly encouraged. Superintendent approval required.
\$50,001 - \$100,000	Purchaser must provide Accounting Clerk with item specs/scope of work. Four (4) vendors will be solicited; two (2) of which must be a SWaM vendor as defined by Virginia's Department of Small Business and Supplier Diversity. An Unsealed Bid process will occur either by Fax Back Form, mail or email. Solicitation must be publically posted on eVA and BVPS website for at least three days. Awards must be posted for at least ten days following actual time of award. Board approval is required prior to award.
<b><i>Professional Services fall under competitive negotiation procurement at \$80,000. BVPS utilizes the Commonwealth of Virginia APSPM for its competitive negotiation guidelines. As such, all committee members are required to complete a Conflict of Interest Form.</i></b>	
\$100,001 and above	Purchaser must provide Accounting Clerk with item specs/scope of work. Six (6) vendors will be solicited; four (4) of which must be a SWaM vendor as defined by Virginia's Department of Small Business and Supplier Diversity. A Sealed Bid process will occur which requires a publically posted solicitation for at least ten (10) days prior to date set for receipt of bids. Awards must be posted for at least ten (10) days following actual time of award. Board approval is required prior to award.

Sole Source Exception: A sole source procurement is when there is only one source practicably available for the goods or services required. A written determination is required and must be approved in advance documenting that only one source is practicably available for the product being procured. (Form: Sole Source Form) Competition is not available in sole source situations, thus distinguishing it from a propriety purchase where the product/service required is restricted to the manufacturer(s) stipulated, but is sold through distributors and competition can be obtained. Sole source award requisitions will follow the same approval guidelines as listed above and all required documentation must be attached. Sole source purchases over \$30,000 are required to be posted on eVA.

Emergency Purchase Exception: An emergency is an occurrence of a serious and urgent nature that demands immediate action to protect personal safety, life, property, or to avoid termination of essential services that would cause a dangerous condition. In such cases, competition is not required but strongly encouraged, if practical. Buyers are required to attach written justification establishing the basis of the emergency purchase, for the selection of the particular vendor and documentation that the price is fair and reasonable.

