

PURCHASING GUIDELINES

Methods of Procurement

▪ **Small Purchases:**

Purchases of non-professional goods and services from non-governmental sources where the estimated total cost of goods or services is less than \$100,000 and for professional services if the total cost is less than \$60,000. Budget Holders are authorized to make purchases up to \$15,000 (\$20,000 for Facilities Management) for the procurement of non-contract goods and services. Purchases exceeding \$15,000 (\$20,000 for Facilities Management) will be made by the Prince William County Public School (PWCS) Purchasing Office.

▪ **Sealed Competitive Bidding:**

Purchases from non-governmental sources for goods and services other than professional services where the estimated total cost is expected to exceed \$100,000 shall be made by the Purchasing Office through competitive sealed bidding. The Purchasing Office will advertise and issue an Invitation for Bid (IFB) to at least six (6) qualified sources when available. IFB(s) will be publicly posted or published for a minimum of 10 (ten) days prior to the date set for receipt of bids. IFB(s) will be advertised on the PWCS Purchasing Office Web site at <http://purchasing.departments.pwcs.edu> and can be downloaded as an Adobe Acrobat PDF file. Award notices will be posted for 10 days immediately following the actual time of award. PWCS reserves the right to negotiate with the lowest responsive and responsible bidder to obtain a contract price within funds available whenever such a low bid exceeds available funds budgeted for the requirement.

▪ **Competitive Negotiation:**

PWCS Purchasing Office will use the competitive negotiation process for the procurement of non-professional services when the estimated amount exceeds \$100,000 and professional services exceeding \$60,000. Non-professional services requires a written determination that competitive sealed bidding is either not practicable or fiscally advantageous to PWCS. A Request for Proposal (RFP) shall be issued to at least six (6) qualified sources for a minimum of 10 days prior to the proposal due date. RFP(s) will be advertised in a newspaper of local circulation and on the PWCS

Purchasing Office Web site at <http://purchasing.departments.pwcs.edu> and can be downloaded as an Adobe Acrobat PDF file. A selection committee evaluates proposals in accordance with previously established criteria.

▪ **Professional Services:**

The procurement of professional services from non-governmental sources shall be obtained in accordance with applicable provisions of the Virginia Public Procurement Act (VPPA). Professional services are defined as work performed within the scope of practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, and professional engineering.

▪ **Emergency Purchases:**

An emergency may arise in order to protect personal safety, life or property; i.e., an occurrence of a serious, urgent and threatening nature that demands immediate action to avoid termination of essential services or dangerous conditions. In such cases, PWCS may award a purchase order or contract without formal competitive bidding or competitive negotiation. Such procurement will be made with as much competition as is practicable under the circumstances and must be approved by the Supervisor of Purchasing.

▪ **Sole Source:**

A product or service that is available from only one source. A written justification supported by factual data must be submitted to the Supervisor of Purchasing for prior approval.

Delivery of Goods

Delivery of goods must be made to the location indicated on each purchase order. Generally, PWCS receives deliveries of goods between the hours of 8:00 a.m. and 4:00 p.m. Monday through Friday, however, delivery times may vary by location. The vendor shall prepay all shipping charges. PWCS will not accept COD orders. All shipments must be accompanied by appropriate packing slips containing the shipper's name, exact contents, and purchase order number. If items are to be shipped from a company or manufacturer other than the one specified on the purchase order, it is imperative that this information be included, or the shipment may be refused.

Vendor Assistance – Specification Preparation

Advice or assistance may be received from a vendor in identifying the features and characteristics needed to satisfy a requirement; however, no person or vendor who, for compensation, prepares an IFB or RFP for PWCS shall submit a bid or proposal for that procurement or disclose to any bidder or offeror information concerning the procurement which is not available to the public. This does not prohibit vendors from freely exchanging information concerning what is sought to be procured and what is offered.

Facsimile/Electronic Bids and Proposals

▪ **Small Purchases:**

The Purchasing Office will receive and accept facsimile bids prior to the time and date designated for bid submission for unsealed bids only.

▪ **Formal Sealed Bids:**

The Purchasing Office will not receive or accept facsimile or electronic bids for formal sealed bids or proposals.

Payment

Vendors must address all invoices to the school or department indicated on each purchase order. Failure to do so may delay payment. Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery whichever occurs last. However, this shall not affect offers of discounts for payment in less than 30 days.

Protest of Award

Any bidder or offeror may protest the award or decision to award a contract by submitting such protest in writing to the Bid Protest Officer, no later than 10 days after public notice of the award or the announcement of the decision to award, whichever occurs first. The written protest shall include the basis for the protest and the relief sought. The Bid Protest Officer will issue a decision in writing within 10 days of the receipt of the protest stating the reasons for the action taken.

Receipt of Bids or Proposals

Solicitations will specify that competitive bids or proposals are to be received by the specified date and hour in the Purchasing Office. Under no

circumstances will PWCS accept bids/ proposals after the date and time specified, or to any other location.

Purchase Order Terms and Conditions

The PWCS purchase order terms and conditions are available on the PWCS Purchasing Office Web site at <http://purchasing.departments.pwcs.edu>. The receipt of a purchase order authorizes shipment/ performance and acceptance of these terms and conditions.

Required Certification Prior to Contract Award

As a condition of contract award, Contractor/ Vendor providing contracted services requiring direct contact with students on school property during regular school hours or school-sponsored activities shall execute this document certifying that neither the Contractor nor any employee of the Contractor has been convicted of a felony or any offense involving the sexual molestation, physical or sexual abuse of rape of a child. This certification shall be binding upon the Contractor and their employees providing services throughout the term of the contract or purchase order, including any extensions or renewals.

Solicitation General Terms and Conditions

General terms and conditions express the contractual intent of PWCS and are available on the PWCS Purchasing Office Web site at <http://purchasing.departments.pwcs.edu>.

Solicitation Results

The Purchasing Office, upon evaluation of solicitations, will announce the results of the decision by issuing a purchase order or posting a Notice of Intent to Award or Notice of Award on the PWCS Purchasing Office Web site at <http://purchasing.departments.pwcs.edu>. PWCS does not routinely notify unsuccessful vendors.

Taxes

PWCS is exempt from Federal and State taxes. State exemption certificate (ST-12) is available on the PWCS Purchasing Office Web site at <http://purchasing.departments.pwcs.edu>. Federal Tax Exempt #54-6001533.

☛ GENERAL INFORMATION ☛

Background

Prince William County (PWC) is a suburban community located 35 miles southwest of Washington, D.C. and 80 miles north of Richmond, Virginia. The County encompasses 348 square miles and stretches from the Potomac River to the Bull Run Mountains. The current county population is estimated at 438,580 (as of September 30, 2015) and it is projected to grow to over 561,953 persons by 2030. PWCS enrollment on September 30, 2016 was 88,920 pupils, making it the second largest school division in the Commonwealth. The School Division currently has a total of 95 schools, 59 elementary schools, 16 middle schools, 12 high schools, three (3) special education schools, two (2) alternative schools and three (3) traditional and K-8 schools.

Overview

The Purchasing Office serves as the centralized purchasing function for PWCS and procures essential goods, services, insurance and construction requirements in support of a high quality and comprehensive education for all PWC students. The PWCS Purchasing Office is the recipient of the Excellence in Procurement Award from the National Purchasing Institute and the Outstanding Agency Accreditation Achievement Award from the National Institute of Government Purchasing (NIGP).

Visit our Web site at <http://purchasing.departments.pwcs.edu> for the following information.

- Vendor Resources:
 - Vendor Registration
 - Compliance Certificate
 - W-9 Form
 - Sales Tax Exemption
 - Federal Tax ID: #54-6001533
 - Vendor Information Guide
- Solicitations:
 - Invitation for Bids
 - Request for Proposals
 - IFB/RFP Terms
- Purchase Order Terms
- Master Agreements

Authority to Sign Purchase Orders and Commit PWCS

Prince William County School Board delegates authority to the Supervisor of Purchasing to enter into contracts for the procurement of goods and services. The Supervisor of Purchasing delegates the authority to all Budget Holders to issue Decentralized Purchase orders (PDs) up to \$15,000 (\$20,000 for Facilities Management) and make procurement (credit) card purchases up to \$5,000 for the procurement of non-contract goods and services. Budget Holders are also delegated the authority to issue and approve Master Agreement release orders (DOs) less than \$100,000.

Vendor Visits

The Purchasing Office welcomes and encourages visits by vendors or their representatives. In order that the staff and vendors may schedule their time most productively, an appointment is suggested. Appointments with a buyer may be scheduled from 9:00 a.m. to 3:00 p.m., Monday through Friday.

Vendor Registration

The Purchasing Office maintains an automated vendor database of all registered commodity codes and tax identification numbers. A vendor must complete the registration process on-line by visiting our Web site at <http://purchasing.departments.pwcs.edu>. It is the vendor's responsibility to keep current the information provided on-line. Any changes in company name, address, billing address, telephone numbers, or materials, equipment, supplies or other services the vendor wishes to furnish must be kept current. Incidental correspondence and bids/proposals received with different addresses will not be considered as a change to the vendor database file.

Pre-Bid or Pre-Proposal Conferences

On complex, critical or high value procurements, a solicitation may contain a requirement to attend a pre-bid or pre-proposal conference. Attendance at the conference may be "mandatory" in order to submit a bid or proposal. When such a requirement exists, it will be stated in the solicitation, and only bids or proposals submitted by vendors who were represented at the

conference will be considered. Attendance at "optional" pre-bid or pre-proposal conferences is not mandatory.

Tie Bid

In the event of a tie bid, preference is given to materials and supplies produced in Virginia, goods or services or construction provided by Virginia persons, firms, or corporations; otherwise, the tie shall be decided by a coin toss.

Debarment

PWCS has the right to debar individuals or firms from contracting with the School Division for goods or services for specific periods of time. The purpose of debarment is to protect PWCS from individuals/firms having exhibited an inability or unwillingness to fulfill contractual requirements, who have displayed improper conduct, and to protect the interest and integrity of the procurement process.

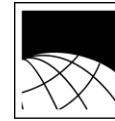
Drug-Free Workplace

Any bidder/offeror shall in accordance with the Virginia Public Procurement Act agree to maintain a drug-free workplace.

Purchasing Office Staff

Anthony Crosby, CPPO, Supervisor.....8738
crosbyae@pwcs.edu
Vacant, Administrative Coordinator.....8744
Laurie Baber, CPPB, Senior Buyer8741
baberl@pwcs.edu
Sheila Farmer, CPPB, Senior Buyer.....8737
farmersd@pwcs.edu,
Brian Burtner, CPPB, VCO, Buyer8736
burtneba@pwcs.edu
Angela Fredrickson, Buyer.....8096
fredriam@pwcs.edu
Daemien Jones, Buyer8740
jonesdj@pwcs.edu
Karen Sobers, CPPB, Buyer8888
sobersk@pwcs.edu
Angie Baker, Supervisor's Secretary8743
bakerax@pwcs.edu
Christine Knoll, Secretary7414
knollcf@pwcs.edu

The Prince William County Public School Division does not discriminate against faith-based organizations in accordance with the Code of Virginia, Section 2.2-4343.1 or against any bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by state law relating to discrimination in employment.



Prince William County
PUBLIC SCHOOLS
Providing A World-Class Education

How to do Business with Prince William County Public Schools

Purchasing Office

Financial Services
Purchasing Office
<http://purchasing.departments.pwcs.edu>
Edward L. Kelly Leadership Center, Room #1500
14715 Bristow Road
Manassas, Virginia 20112

09/2018