

MISSION

Every Student Succeeds;
Educating lifelong learners and
inspiring civic responsibility.

VISION

Our Students achieve at high
levels, are well rounded, critical
thinkers, and have a passion to
learn.

PRINCIPLES

We believe in Educational
Excellence

We believe in High
Achievement for All

We believe in a Culture of
Collaboration

We believe in Continuous
Improvement and
Accountability

We believe in Environmental
Stewardship

**EVERY
STUDENT
SUCCEEDS**
ACPS 2020



Alexandria City Public Schools
Procurement and General Services
1340 Braddock Place, Suite 620
Alexandria, VA 22314

Phone: 703-619-8043
Fax: 703-619-8090
VSS Help - E-mail: vsshelphelp@acps.k12.va.us
Website: [http://www.acps.k12.va.us/
financial-services/purchasing/](http://www.acps.k12.va.us/financial-services/purchasing/)

PROCUREMENT STAFF

Sharon Lewis, M.P.S., VCO, CPPB
Director of Procurement & General
Services
703-619-8343
sharon.lewis@acps.k12.va.us

Meloni Hurley
Procurement Manager
703-619-8181
meloni.hurley@acps.k12.va.us

Francine Morris
Senior Buyer
703-619-8340
francine.morris@acps.k12.va.us

Angela Queen
Buyer
703-619-8061
angela.queen@acps.k12.va.us

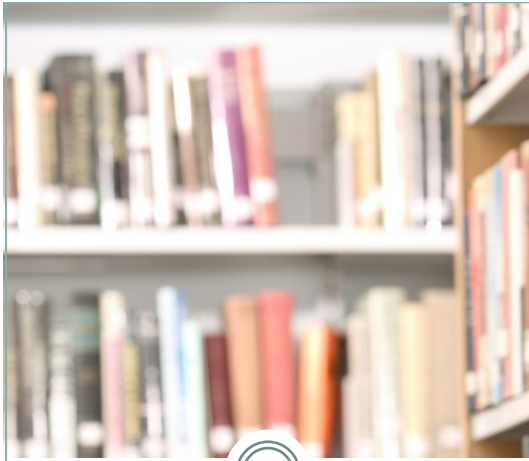
Melanie Johnson
Contract Specialist
703.619.8344



Doing Business with Alexandria City Public Schools

A Guide for Vendors

ACPS is Open for Business!



Welcome

Thank you for your interest in doing business with Alexandria City Public Schools (ACPS). The provision of vital services to our students and teachers is ultimately the result of a partnership between ACPS and the Vendor community which provides the goods and services needed to support ACPS operations.

The mission of the ACPS Procurement Department is to purchase goods and services in an efficient and cost effective manner. Activities of the personnel of the Procurement Department shall be performed in a manner that guarantees the integrity of the purchasing process, and that all vendors and ACPS personnel are treated equitably and professionally.

We hope this booklet will assist you in better understanding the process to do business with Alexandria City Public Schools.

DOING BUSINESS WITH ACPS

ACPS is Open for Business. We welcome business offers from all local, regional and national vendors. To be best prepared to submit a bid or proposal to ACPS please consider the following:

Maximum Competition

ACPS requires that the purchase of goods and services are competed to the maximum extent practicable. ACPS issues solicitations for all purchases above \$5,000 in the form of Requests for Quote, Invitations to Bid and Requests for Proposals on a regular basis. The business community is encouraged to respond to all solicitations. Please take care to submit responses in the format required prior to the closing date and time of the solicitation. Sealed bids and proposals must be submitted electronically via the Vendor Self Service (VSS) portal. Vendor Registration via VSS is required to submit bids and proposals.

Awards and Tabulations

Award notices and tabulations of bids and proposals are publicly posted on the ACPS website at <http://www.acps.k12.va.us/purchasing>

State Corporation Commission

In order to contract with ACPS Vendors must be registered and be in good standing with the Virginia State Corporation Commission (SCC).

VIEW SOLICITATION NOTICES

Opportunities are advertised on the ACPS website at <http://www.acps.k12.va.us/purchasing> and may be accessed by clicking the “Current Requests for Bids Proposals and Qualifications”.

ACPS also advertises business opportunities through eVA eProcurement Portal. Solicitations over \$100,000 are published in a newspaper of general circulation. Currently, these are located in the classified section of the Alexandria Gazette.

Vendors are strongly encouraged to register on ACPS’ Vendor Self Service Registration System (VSS) (<https://acps.munisselfservice.com>). Please download our VSS tutorial before doing so.

Registration on eVA (<https://eva.virginia.gov>) in order to receive notification of ACPS Solicitation Notices is also encouraged.

Vendors are responsible for checking ACPS’ website daily in the event that amendments are made to a solicitation. Those registered on VSS will get an email notification.

