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</table>
1340 Braddock Place, Suite 620
Alexandria, VA  22314

Contact Information

• Vacant Position, Director – 703-619-8343 or ext. 1290
• Meloni Hurley, Manager – 703-619-8181 or ext.1181
• Melanie Johnson, Contract Specialist – 703-619-8344 or ext.1291
• Francine Morris, Sr. Buyer – 703-619-8140 or ext.1140
• Angela Queen, Buyer – 703-619-8061 or ext. 2751
• Munis Help – 703-619-8045 (email: munishelp@acps.k12.va.us)

Helpful Links

• Procurement Manual can be found here or at www.acps.k12.va.us/purchasing.
• Chart of Accounts can be found here or by logging into Canvas, selecting ACPS Resources, Financial Resources, and then Budget and Grants.
• NIGP Commodity Code Search Link:
  http://app.ocp.dc.gov/RUI/information/nigplist.asp
• Customer Service Survey
  https://acpsweb.wufoo.com/forms/procurement-customer-service-survey/
• Register to do business with ACPS
  https://acps.munisselfservice.com
PROCUREMENT PROCESS GUIDE

Competition / VPPA

VIRGINIA PUBLIC PROCUREMENT ACT (VPPA)

- What is the Virginia Public Procurement Act?
- Competition - Why does ACPS follow this process?

To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered.

Reference: Virginia Public Procurement Act (VPPA) Code of VA 2.24300 (C)

Availability of Funds

Funds must be available in the correct general ledger account code prior to any request for goods or service. The available budget amount must be reserved in your budget during the entire quote or solicitation process.

Dollar Thresholds-Professional Services

Professional services means work performed by an independent contractor in the fields of accounting, actuarial services (services relating to insurance), architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering. It may also include an economist, if procured by the State Corporation Commission (SCC), according to 2.2-4301 of VPPA.

- Up to $60,000: Departments/Schools are authorized to procure professional services with one written quote, though it is recommended to contact at least one other vendor to make sure you are getting a good price. It’s important not to always call the same vendor when procuring professional services, even at this dollar threshold. All requests for quote and responses are to be submitted in writing.

- $60,001 to $99,999: Purchase transactions must be initiated by obtaining four (4) written quotes from different vendors, submitted in writing. The requestor must send via email the request for quotes to the vendors. This will ensure all offerors are getting the same information.

- Over $99,999: Requisitions and any documentation shall be forwarded to Procurement for processing and competitive solicitation. Please include your charge code for the effort and your budget amount.
Dollar Thresholds-Non-Professional Services

Non-Professional Services is any service not specifically mentioned beforehand as professional services.

- **Up to $4,999**: Departments/Schools are authorized to procure goods without competitive quotes, though it is recommended to contact at least one other vendor to make sure you are getting a good price. It’s important not to always call the same vendor when buying goods and services, even at this dollar threshold. All quotes are to be submitted in writing.

- **$5,000 to $29,999**: Purchase transactions must be initiated by obtaining three (3) written quotes from different vendors, submitted in writing. The requestor must send via email the request for quotes to the vendors. This will ensure all offerors are getting the same information.

- **$30,000 to $99,999**: Purchase transactions must be initiated by obtaining four (4) written quotes from different vendors, submitted in writing. The requestor must send via email the request for quotes to the vendors. This will ensure all offerors are getting the same information.

- **Over $99,999**: Requisitions and any documentation shall be forwarded to Procurement for processing and competitive solicitation. Please include your charge code for the effort and your budget amount.

Procurement Methods

**Single Quote / Proposal Method**

- Orders less than $4,999
  - Get quote / proposal in writing. No telephone quotes.
  - If a consultant will be on site for work, a Certificate of Insurance and background check will be needed.

**Request for Quotes (RFQ)**

- Orders greater than $4,999
  - Use the quote form as an example of information to send to vendors.
  - Send vendors the same information.
  - Include shipping to your destination.
    - Alert vendors of any delivery restrictions at ACPS Central Office or school site.
    - Always ensure inside delivery is included in price.
  - Communicate in writing and share all answers to vendors.
  - Award to lowest cost bidder

- Orders $30,000 to $99,999
  - Obtain four (4) written quotes from different vendors
  - Contact procurement if you need assistance
  - Award to lowest cost
Small Letter Request for Proposals (RFP)

- Orders greater than $5,000 to $99,999, if not using the Request for Quotes method
  - Used for Services, Consulting, Professional Development, etc.
  - Contact Procurement if considering an RFP.
  - Evaluation by Committee
  - Award to offeror who provides best value. **Cost is not the determining factor.**

Sealed Bidding (ITB)

- Orders equal to or greater than $100,000
  - Handled only by the Procurement Office.
  - Department and schools role:
    - Specifications development
    - Response to questions
    - Assess substitutions
  - Award to lowest cost bidder

Competitive Negotiation (RFP)

- Order equal to or greater than $100,000
  - Handled only by the Procurement Office.
  - Department and schools role:
    - Scope of work
    - Evaluation criteria development
    - Serve on evaluation committee
  - Award to offeror who provides best value. **Cost is not the determining factor.**

Notes:

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### SOLICITATION REQUEST

<table>
<thead>
<tr>
<th>Purpose: (What are we seeking?)</th>
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<tbody>
<tr>
<td>General Background Information: For example…...Alexandria City Public Schools is …. (What are our missions, goals, and helpful background information in the area in which we are seeking?)</td>
<td></td>
</tr>
<tr>
<td>Scope of Work &amp; Deliverables: What I want them to do</td>
<td></td>
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<tr>
<td>Milestone/Substantial and Final Completion Dates:</td>
<td></td>
</tr>
<tr>
<td>Outcomes: What I want to achieve or for staff to learn/ gain</td>
<td></td>
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<tr>
<td>Number of Days (for factors like training if applicable):</td>
<td></td>
</tr>
<tr>
<td>Special Requirements for Bid/Proposal Submission (i.e. do you want access to any of their goods/services before selection of vendor/vendors—i.e. web access, sandbox, hours of work, etc.)</td>
<td></td>
</tr>
<tr>
<td>Expected Amount of Hours (for factors like training if applicable)</td>
<td></td>
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<tr>
<td>Evaluation Criteria:</td>
<td></td>
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</table>

#### Budget Amount (i.e. the max you are willing to spend)

<table>
<thead>
<tr>
<th>Budget Amount:</th>
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<tbody>
<tr>
<td>Budget Code:</td>
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</table>

#### Preferred Vendors

<table>
<thead>
<tr>
<th>(Company Name):</th>
<th>(Company Contact—Name, Phone, Email Address):</th>
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<tbody>
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</tbody>
</table>

#### Committee/Evaluation Members (3 or 5 for RFP and RFQ; 1 for ITB)

<table>
<thead>
<tr>
<th>(Committee Member Name):</th>
<th>(Committee Member Title):</th>
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<tbody>
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</tbody>
</table>

#### Expected Timeline

<table>
<thead>
<tr>
<th>(Date):</th>
<th>(Action—Ex. Send Out RFP, Pre-Proposal Conference, preferred award date, etc.):</th>
<th></th>
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</thead>
<tbody>
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</table>
REQUEST FOR QUOTE (RFQ)

REQUEST FOR QUOTE (RFQ) - THIS IS NOT AN ORDER

Please complete and return this form with your quotation VIA EMAIL.

RETURN EMAIL ADDRESS ______________________

Alexandria City Public Schools
School Name: 
Address: 
Alexandria, Virginia 22XXX

DATE: ENTER DATE HERE
RESPOND BY: ENTER DATE HERE
(If your response is not received by 3:00 p.m. on May 17, 2018, your quotation may not be considered)
No. of pages including coversheet: 3

From: Angela Queen
Buyer
E-MAIL ADDRESS: angela.queen@acps.k12.va.us
TELEPHONE NUMBER (301) 619-8061

DELIVERY IS F.O.B. DESTINATION UNLESS OTHERWISE STATED BELOW
Insurance Requirements – Attachment A
Purchase Order Terms & Conditions – Attachment B

<table>
<thead>
<tr>
<th>DESCRIPTION</th>
<th>ESTIMATE D QTY.</th>
<th>UNIT OF MEASURE</th>
<th>UNIT PRICE</th>
<th>TOTAL BID PRICE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lithonia Model # 2RT5 14T5 MVOLT GEB115S LP841 Series Fluorescent lighting fixtures with corresponding T-5 lamps in 4100K color. Labeled Type 1</td>
<td>26</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lithonia Model # 2RT5 28T5 MVOLT GEB95S LPM841P Series Fluorescent lighting fixtures with corresponding T-5 lamps in 4100K color. Labeled Type 2</td>
<td>7</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lithonia Model # 2RT5 14T5 MVOLT GEB115 LP841 Series Fluorescent lighting fixtures with corresponding T-5 lamps in 4100K color. Labeled Type 3</td>
<td>19</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lithonia Model # 2RT5 14T5 MVOLT GEB115 EL14 LP841 Series Fluorescent lighting fixtures with corresponding T-5 lamps in 4100K color. Labeled Type 3EM</td>
<td>7</td>
<td>Each</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL BID PRICE PLUS FREIGHT (all items included)</td>
<td></td>
<td></td>
<td></td>
<td>$ __________________________</td>
</tr>
</tbody>
</table>


UNIT PRICE SHALL INCLUDE SHIPPING AND HANDLING CHARGES.

Please note that the estimated quantity listed in this Request for Quote is an estimate only (if not estimate, leave this out) and is given for the information of Bidders and for the purpose of bid evaluation. This estimated quantity does not indicate the actual number of items that may be requested by ACPS.

NOTE: If using a brand name for quality. The information listed above, is used to convey the quality of the items desired. The use of the brand does not restrict bidders to the specific brand or manufacturer named. Any item which ACPS, in its sole discretion, determines to be the substitution of that specified, considering quality workmanship, economy of operator and suitability for purpose intended shall be accepted.

No substitution will be considered unless written request for approval has been submitted by the bidder and has been received by Sharon Lewis, Director of Procurement, at least five (5) calendar days prior to the date for receipt of bids. Each such request shall include the name of the equipment for which it is to be substituted and a complete description of the proposed substitute including drawings, cuts, performance and test data, and any other information necessary or required by the Financial Services, Procurement Office for an evaluation. A statement setting forth any changes in other material, equipment, or work that incorporation of the substitute would require shall be included.

Approval or Substitution: The approval or disapproval of a proposed substitution shall be in the sole discretion of ACPS and shall be final. If approved, such approval will be set forth in an addendum issued to all recorded bidders. Bidders shall not rely on approvals made in any other manner.

ITEMS SHALL BE DELIVERED TO __________________ AT __________________, Alexandria, Virginia 22XXX WITHIN ___ CONSECUTIVE CALENDAR DAYS FOLLOWING THE ISSUANCE OF A PURCHASE ORDER.

Certification Regarding Sex Offenses

As a condition of awarding a purchase order or contract for the provision of services that require the contractor or his employees to have contact with students on school property during regular school hours or during school-sponsored activities, the school board will require the contractor to provide certification that all persons who will provide such services have not been convicted of a felony or any offense involving the sexual molestation of physical or sexual abuse or rape of a child.

This requirement does not apply to a contractor or his employees providing services to a school division in an emergency or exceptional situation, such as when student health or safety is endangered or when repairs are needed on an urgent basis to ensure that school facilities are safe and habitable, when is reasonably anticipated that the contractor or his employees will have no direct contact with students.

Anti-Discrimination

Every contract over $10,000 has anti-discrimination language in it that requires contractors to: not discriminate against anyone, state that they are an equal opportunity employer in all solicitations and ads, and put the anti-discrimination language in all subcontracts.
TO:

<table>
<thead>
<tr>
<th>FULL LEGAL NAME (PRINT): (Company name as it appears with your Federal Taxpayer Number)</th>
<th>FEDERAL TAXPAYER NUMBER (ID#):</th>
<th>DELIVERY DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>BUSINESS NAME/DBA NAME/TA NAME: (If different than the Full Legal Name)</td>
<td>FEDERAL TAXPAYER NUMBER: (If different than ID# above)</td>
<td>PAYMENT TERMS:</td>
</tr>
<tr>
<td>BILLING NAME: (Company name as it appears on your invoice)</td>
<td>FEDERAL TAXPAYER NUMBER: (If different than ID# above)</td>
<td></td>
</tr>
<tr>
<td>PURCHASE ORDER ADDRESS:</td>
<td>PAYMENT ADDRESS:</td>
<td></td>
</tr>
<tr>
<td>CONTACT NAME/TITLE (PRINT):</td>
<td>SIGNATURE (IN INK):</td>
<td>DATE:</td>
</tr>
<tr>
<td>E-MAIL ADDRESS:</td>
<td>TELEPHONE NUMBER:</td>
<td>TOLL FREE TELEPHONE NUMBER:</td>
</tr>
<tr>
<td>BUSINESS CLASSIFICATION</td>
<td>LARGE</td>
<td>SMALL</td>
</tr>
</tbody>
</table>

The attention of each Bidder/Offeror is directed to Virginia Code Section 2.2-4311.2 (effective July 1, 2010) which requires a bidder or offeror organized or authorized to transact business in the Commonwealth of Virginia pursuant to Title 13.1 or Title 50 of the Code of Virginia, as amended, or as otherwise required by law, shall include in its bid or proposal the Identification Number issued to such bidder or offeror by the Virginia State Corporation Commission (SCC). Furthermore, any bidder or offeror that is not required to be authorized to transact business in the Commonwealth of Virginia as a domestic or foreign business entity under Title 13.1 or Title 50 or as otherwise required by law shall include in its bid or proposal a statement describing why the bidder or offeror is not required to be so authorized. Please complete the following by checking the appropriate line that applies and providing the requested information:

A.______Bidder is a Virginia business entity organized and authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is ________________________.

B.______Bidder is an out-of-state (foreign) business entity that is authorized to transact business in Virginia by the SCC and such bidder's Identification Number issued to it by the SCC is ________________________.

C.______Bidder does not have an Identification Number issued to it by the SCC and such bidder is not required to be authorized to transact business in Virginia by the SCC for the following reason(s):

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Please attach additional sheets of paper if you need more space to explain why such offeror is not required to be authorized to transact business in Virginia.
INSURANCE REQUIREMENTS

Neither the Contractor nor any subcontractor shall commence work under this Contract until the Contractor has obtained all the insurance policies required under this Section and such insurance has been approved by ACPS. All such insurance shall be primary and noncontributory to any insurance or self-insurance ACPS may have.

1. The following minimum insurance requirements apply:
   a. **Workers' Compensation and Employers' Liability:**
      The Contractor shall obtain and maintain the following limits:
      
      | Insurance Type          | Limit                          |
      |-------------------------|--------------------------------|
      | Workers' Compensation   | $100,000 bodily injury by accident each occurrence |
      | Employers' Liability    | $500,000 bodily injury by disease (policy limit) |
      |                         | $100,000 bodily injury by disease each employee |

   b. **Commercial General Liability:**
      Coverage is to be written on an "occurrence" basis, $1,000,000 minimum limit, and such coverage shall include:
      - Products/Completed Operations
      - Personal Injury and Advertising Injury
      - Bodily Injury

   c. **Automobile Liability:**
      Limits for vehicles owned, non-owned or hired shall not be less than:
      - $1,000,000 Bodily Injury and Property Damage combined single limit

2. Proof of Insurance Coverage: The policies of insurance shall be purchased from a reputable insurer licensed to do business in Virginia and maintained for the life of the Contract by the Contractor. Other insurance requirements include the following:
   a. The Contractor shall furnish ACPS with the required certificates of insurance showing the insurer, type of insurance, policy number, policy term, and limits.

   b. The required certificates of insurance shall contain substantially the following statement: "The insurance covered by this certificate shall not be canceled or materially altered except after a thirty (30) day written notice has been received by ACPS.

   c. The required certificates of insurance shall name ACPS, its officers, agents, volunteers, and employees as additional insureds except with regard to the workers' compensation and employers' liability coverages which shall contain a waiver of subrogation in favor of ACPS. Additional insured and waiver endorsements shall be received by the requestor from the insurer within 30 days of beginning of this contract.
PURCHASE ORDER TERMS AND AGREEMENT

1. Definitions.
   ACPS – Alexandria City Public Schools, Alexandria Virginia (sometimes also referred to as Buyer).
   Items – All materials, goods, components, end products, data (including electronic data), work, and/or services described in and/or called for by the Purchase Order.
   Purchase Order or Order or Service Contract – The Purchase Order, Service Contract or other document (which can include an electronic document) issued by ACPS to obtain the items identified in such document.
   Vendor – The person or entity to which the Purchase Order is directed and who will provide the items identified therein (sometimes also referred to as Seller).

2. Invoicing.
   All invoices shall be sent to: Alexandria City Public Schools, Name of School and Address

3. Termination for Default and Convenience.
   If Vendor refuses or fails to perform any of the terms of this Purchase Order, including poor services, work, or materials, ACPS may, by written notice to Vendor, terminate this Purchase Order, in whole or in part. In addition to any right to terminate, ACPS may enforce any remedy available at law or in equity in connection with such default, and Vendor shall be liable for all damages to ACPS resulting from Vendor's default. ACPS further reserves the right to obtain immediately such items from other vendors in the event of Vendor's default. Furthermore, ACPS may reject any items that do not comply with the requirements of this Purchase Order and any such items may be returned to Vendor at Vendor's sole cost and risk of loss.
   ACPS may exercise ACPS’s right of setoff as to any amounts ACPS may owe the Vendor.
   ACPS may require Vendor to transfer title and deliver to ACPS any or all items produced or procured by Vendor for performance of the work terminated.

4. Changes By Vendor.
   No changes, deletions or additions may be made by the Vendor to this Purchase Order, including the terms and conditions, without the express written approval of ACPS.

5. Payment.
   The price(s) to be paid the Vendor shall be the current price(s) as stated on this Purchase Order. Unless otherwise stated in this Purchase Order, the price(s) shall include charges such as packaging, shipping, duties, customs, tariffs and government imposed surcharges.

   ACPS is exempt from payment of State Sales and Use Tax on all tangible personal property purchased or leased for ACPS's use or consumption. The Virginia Sales and Use Tax Certificate of Exemption number is 217-074292-9.

7. Free on Board (F.O.B.), Risk of Loss, and Title.
   All prices are to be quoted F.O.B. Destination. The risk of loss from any casualty, regardless of cause, shall be on the Vendor until the items have been delivered to the place specified in the Purchase Order and accepted by ACPS.

8. Inspection.
   ACPS shall have a reasonable time after receipt of items and before payment to inspect all items for conformity to this Purchase Order.

9. Insurance.
   Vendor, and any of its subcontractors, shall, at its sole expense, obtain and maintain during the term of this Purchase Order the insurance policies and/or bonds, if any, that may be required by this Purchase Order.

10. Warranty.
Vendor hereby warrants that all items and work covered by this Purchase Order shall conform to the specifications, drawings, samples, or other description furnished by ACPS and shall be merchantable, of good material and workmanship, and free from any defects. Vendor also warrants good title to and freedom from any encumbrances for all items and warrants against any infringement. Acceptance by Vendor may not exclude any warranty. If this Purchase Order is for services, Vendor warrants that the services shall be completed in a professional, good and workmanlike manner, with the degree of skill and care that is required by like vendors in Virginia.

11. **Nondiscrimination.**
   Vendor shall comply with the nondiscrimination provisions of Section 2.2-4311 of the Code of Virginia, which are incorporated herein by reference.

12. **Drug-Free Workplace.**
   Vendor shall comply with the drug-free workplace provisions of Section 2.2-4312 of the Code of Virginia, which are incorporated herein by reference.

13. **Faith-Based Organizations.**
   Pursuant to the Code of Virginia, Section 2.2-4343.1, be advised that ACPS does not discriminate against faith-based organizations.

14. **Assignment.**
   Vendor may not assign or transfer this Purchase Order in whole or in part except with the prior written consent of ACPS, which consent shall not be unreasonably withheld.

15. **Successors and Assigns.**
   The terms, conditions, provisions, and undertakings of this Purchase Order shall be binding upon and inure to the benefit of each of the parties hereto and their respective successors and assigns.

16. **Indemnification.**
   Vendor agrees to indemnify and hold harmless ACPS and its officers, agents, and employees against any and all liability, losses, damages, claims, causes of action, suits of any nature, costs, and expenses, including reasonable attorney's fees, resulting from or arising out of Vendor's or its employees, agents, or subcontractors actions, activities, or omissions, arising in any way out of or resulting from any of the work or items to be provided under this Purchase Order.

17. **Governing Law and Forum Selection.**
   By virtue of entering into this Purchase Order, Vendor submits itself to a court of competent jurisdiction in Alexandria, VA and further agrees that this Purchase Order is controlled by the laws of the Commonwealth of Virginia and that all claims, disputes, and other matters shall only be decided by such court according to the laws of the Commonwealth of Virginia.

18. **Acceptance – Entire Agreement - Modification.**
   Acceptance of this Purchase Order shall be limited to the terms and conditions, but such Terms and Conditions may be changed, added to, deleted, or modified as may be agreed to between ACPS and the Contractor contained herein and/or incorporated herein by reference. This Purchase Order shall be deemed accepted upon the commencement of performance by the Vendor. ACPS rejects any additional and/or inconsistent terms and conditions offered by Vendor at any time and irrespective of ACPS's acceptance of or payment for Vendor's items.
EXCEPTIONS TO COMPETITION

Sole Source

- Only ONE provider
- Sole Source vs. Proprietary
- Approval process
  - Sole Source Justification Form must be submitted with the Requestor and Executive signature to the Director of Procurement
    - Attach current research to verify there is only one provider practically available
  - The Contract Specialist will assign the Sole Source a MUNIS generated Contract # (2018XXX) and provide to the department
  - The Department must link the contract number to the requisition
- Reference: Section 7 and page 100 of Procurement Manual

Emergency

- Health & Welfare
- No time to compete due to the nature of the work
- Approvals:
  - Director of Procurement approval
  - Superintendent approval
  - School Board briefing
  - The Contract Specialist will assign the Emergency Procurement a MUNIS generated Contract # (2018XXX) and provide to the department
  - The Department must link the contract number to the requisition
- Reference: Section 7.6-7.10 and pages 16 and 22 of Procurement Manual

Notes:

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INTERNAL MEMORANDUM - SOLE SOURCE APPROVAL REQUEST

To: Central Office – Director of Procurement

From: ________________________________

Date: ________________________________

Requesting Department: ________________________________

Vendor’s Legal Name: ________________________________

Amount of purchase: ________________________________

Brief Description: ________________________________

☐ One Time Purchase ONLY

☐ Purchase is for multiple renewal periods (Contract may be required).

A. Explanation/Justification:

Explain why this is the only product or service that can meet the needs of the department.

______________________________________________________________________________

______________________________________________________________________________

Explain why this is the only available source from which to obtain this product or service, explaining what steps were taken to ensure this is the only vendor to provide this product or service. Include a letter from the Vendor stating they are the only available source.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

Explain why the price is considered fair and reasonable. If any negotiation was done, describe the efforts that were made to conduct a negotiation to get the best possible price for ACPS.

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________
The above facts establish that the vendor is the only source practically available to provide the services/items requested, and it meets the criteria established under Section 2.2-4303 E. of the Virginia Public Procurement Act, the Alexandria City School Board (dba Alexandria City Public Schools, hereinafter “ACPS”) has made the determination to declare the above referenced vendor as a sole source for this project. This method will be used in lieu of competitive sealed bidding, competitive negotiation, or small purchase procedures for the purchase amount listed above, all inclusive.

Signed: ___________________________  Print Name: ___________________________

Program Lead  Date: ___________________________

Signed: ___________________________  Print Name: ___________________________

Executive Approval (Required)  Date: ___________________________

For Procurement Office use only, do not write below this line.

Procurement Comments: _______________________________________________________
                     _______________________________________________________
                     _______________________________________________________
                     _______________________________________________________

Signed: ___________________________  Print Name: ___________________________

Director of Procurement  Date: ___________________________

Note: Code of Virginia 2.2-4303 E. Methods of procurement. Upon a determination in writing that there is only one source practicably available for that which is procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body 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.
INTERNAL MEMORANDUM - EMERGENCY APPROVAL REQUEST

To: Central Office – Director of Procurement
From: ____________________________________
Date: _________________________________

Requesting Department: ________________________________________________________
Vendor’s Legal Name: ___________________________________________________________
Amount of purchase: ___________________________________________________________
Brief Description: ______________________________________________________________

Explanation/Justification for the emergency:

Explain how this situation threatens to shut down a critical system or process, or a situation that threatens personal safety or property.

____________________________________________________________________________
____________________________________________________________________________

Explain how you obtained this available source from which to obtain this product or service, explaining what steps were taken to ensure this can start work immediately. Include the scope of work from the Vendor as an attachment to this request for approval.

____________________________________________________________________________
____________________________________________________________________________

Explain why the price is considered fair and reasonable. If any negotiation was done, describe the efforts that were made to conduct a negotiation to get the best possible price for ACPS. Enter the date the actual emergency work was started.

____________________________________________________________________________
____________________________________________________________________________

____________________________________________________________________________
The above facts establish that the vendor is the only source practically available to provide the services/items requested, and it meets the criteria established under Section 2.2-4303 E. of the Virginia Public Procurement Act, the Alexandria City School Board (dba Alexandria City Public Schools, hereinafter “ACPS”) has made the determination to declare the above referenced vendor as a sole source for this project. This method will be used in lieu of competitive sealed bidding, competitive negotiation, or small purchase procedures for the purchase amount listed above, all inclusive.

Signed: ___________________________  Print Name: ___________________________
School Principal  
(Department Head)  
Date: ___________________________

Signed: ___________________________  Print Name: ___________________________
Executive Approval (Required)  
Date: ___________________________

For Procurement Office use only, do not write below this line.

Procurement Comments: __________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Signed: ___________________________  Print Name: ___________________________
Director of Procurement  
Date: ___________________________

Note: Code of Virginia 2.2-4303 E. Methods of procurement. Upon a determination in writing that there is only one source practically available for that which is procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. The writing shall document the basis for this determination. The public body 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.
Vendor Self Service (VSS)

ACPS Financial Services/Procurement Department has implemented an electronic system for vendors to register to do business with ACPS. The Vendor Self Service functionality allows external vendors access to all bidding or RFP opportunities, vendor search for checks issued, invoice detail information, purchase order search, and the ability to update their vendor profile.

When looking to do business with an external vendor, direct them to the ACPS website to complete registration through Vendor Self Service. The vendor will input their latest company contact information and will be prompted to upload a signed and dated W9 form and add commodity codes. This is important to completing the profile.

Here is the link to Vendor Self Service: https://www.acps.k12.va.us/purchasing.

It is recommended that Vendors download and review the Vendor Self Service tutorial before registering, as it will guide them through the process. Also, each vendor record goes through an approval workflow before becoming ACTIVE in our internal system; thus the process may take 24-48 hours to go through the departments, given that vendors have entered all information correctly.

For questions and assistance, provide the vendor with the VSS Help email: vsshelp@acps.k12.va.us

How to Access Vendor Self-Service

Step 1

1. Select Departments
2. Select Financial Services
3. From the left hand side menu, Select Procurement and General Services
Step 2

**ACPS Self Service**

Welcome to ACPS EMPLOYEE SELF SERVICE (ESS) & VENDOR SELF SERVICE (VSS).

**LOGIN INSTRUCTIONS**

ACPS EMPLOYEE SELF SERVICE (For current ACPS Employees Only):
Click on the link “Log In” on the upper right corner of this screen. Then, type in your User name (employee ID) and Password.
*For FIRST-TIME ESS USERS, your login is your ESS employee ID, and your password is the last 4 digits of your Social Security number. You will then be prompted to change your password.*

ESS Log Out Instructions:
To log out of ACPS ESS, click on your name and then click the link “Log Out” on the upper right corner of this screen.

ACPS VENDOR SELF SERVICE:
*FIRST-TIME VSS USERS need to register before they can use ACPS Vendor Self Service portal. To register, click on the link “Vendor Self Service” and then “Registration”.
Choose your own login and password and provide the needed information.
*EXISTING VSS USERS: Click the link “LOG IN” on the upper right corner of this screen.
VSS “Log Out” Instructions:
To log out of ACPS Vendor Self Service, click on your company name and then click the link “Log Out” on the upper right corner of this screen.

Please note, we do not keep your login and password information. For password resets, click on the link “Forgot your password?”. Enter your username and click “Send reset link”.

---

Step 3

**ACPS Self Service**

Welcome to Vendor Self Service

Welcome to the Alexandria City Public Schools (ACPS) Vendor Self Service Module. Thank you for your interest in doing business with ACPS. The Procurement Team is looking forward to working with you. Please assemble the following information before continuing:

- Tax ID
- Legal Business Name
- State Corporation Commission ID
- Contact Information (name, address, email, phone)
- Account Administrator (person responsible for updates)
- Commodity codes/descriptions of your products and services.

For help, please email us at VSSHELP@ACPS.k12.va.us.

Note: FOR APPROVAL AS A VENDOR, A WA ATTACHMENT IS REQUIRED.

Sincerely,

ACPS Procurement Director
Step 4

Vendors that are already in the Tyler Munis financial system can update their records by completing the “Existing Vendors” field or create a new registration if they have never done business with ACPS.

Vendors should review the ACPS Self-Service Tutorial on www.k12.va.us/purchasing prior to registration.

Vendor's View in Vendor Self Services after Registration
Vendor Self Service (VSS) vs. Employee Self Service (ESS)

To add an ACPS employee to the vendor portal, do not send them to the Vendor Self Service link (this creates an extra record which cannot be deleted from the system). All employees are to update their information in Employee Self Service (ESS) and then the end user should email the Contract Specialist, Melanie Johnson, to add or update employee information on the vendor record. The following information is needed to add an employee as a vendor:

- Employee’s Full Name
- Employee’s Full Address
- Employee’s ACPS ID Number
- Reason for the add

The employee should be copied on the email request. To update a name or address of an existing employee, provide the information listed above, as well as, the Vendor number. Please note that there is an approval workflow which goes through Procurement and Accounting Departments, which may take up to 24 to 48 hours to complete.

Vendor Central

The Vendor Central module displays information about vendors that exist in your MUNIS database. This module is intended for use to search vendor information, verify vendor addresses and vendor email for purchase order delivery.

To locate a vendor in MUNIS go into Vendor Central and search by their name. You can do an Advanced Search by Vendor number, the DBA name, City or State, FID, etc. The SnagIt figure below has been created to show the steps on locating a vendor in MUNIS.
Contracts in Munis

After execution of the contract, the end user receives the MUNIX generated contract number from the Contract Specialist. Contracts are located in MUNIX via Vendor Central. The SnagIt figure below will show you how to find a contract in Vendor Central. With this number, one will be able to locate their contract in MUNIX, track spend, invoicing, purchase orders, checks, etc. When locating Contracts, make sure the contract is ACTIVE. If your contract shows a status of INACTIVE or CLOSED contact the Procurement Department.

All Contracts will have a dollar amount on them, which must be considered before submitting a requisition (RE). There is also a new process in place for linking contracts. You do not have to add the contract attachment to your RE as it is already attached when the contract is linked. You should, however, attach quotes, invoices, training/workshop materials which are not already a part of the contract file.

Search for Vendors and Contract Number

Step 1 – Navigate to Vendor Central

Type Vendor Central in to Tyler Menu Search, Press Enter.
Step 2 – Type Vendor name in Search Field

Step 3 – Choose Setup Tiles to View Vendor Information

A few setup tiles are here, but you want to see if there is a contract.

Click Setup Tiles to choose more tiles for this vendor.
Step 4 – Select Any Tiles, including Contracts

Step 5 – Chosen Tiles Appear for the Vendor

Select Contracts or Select All. You can also view purchase orders done against this vendor.
Step 6 – Selecting the Contracts Tile Reveals the Contract Number

Step 7 – Contracts Tile also reveals Purchase Order Delivery email

**Note:** Upon requisition entry, please verify how the vendor wants to receive their purchase order (e.g., print, email, fax, E-Procurement). If E-Procurement is checked on the requisition this means the vendor uses the online ordering system and no purchase order will need to be sent.
CONTRACT & SMALL LETTER AGREEMENTS

Contract Signature Authority

Only the following individuals have the authority to sign contracts:

- Superintendent
- Chief Financial Officer
- Director of Procurement

eSign Live!

- The Procurement Office implemented a new process in utilizing an electronic signature interface, eSign Live!.
  - The e-signature solution is an innovative signature solution that enables documents to be securely signed electronically on any device.
  - The Request for signature and digitally sign agreements/contracts will be sent to your email from (Alexandria City public School)

Signature Authority for Small Agreements

Small agreements are agreements for services such as DJ’s, band, ROTC, bus rentals for field trips, etc. These agreements are typically one time purchases and the corresponding agreement must be signed by the Director of Procurement and then uploaded to the requisition.
Contract Administration

Contract administration describes the functions that are performed after all parties have fully executed/signed a contract. After execution, the Procurement Department’s Contract Specialist will forward the requesting department an email with a new MUNIS generated contract number (2018XXX). With this number and once the contract is linked to a requisition, end users are able to locate their contract in MUNIS, track spend, invoicing, purchase orders, checks, etc. Therefore, please contact the Procurement Office if you want to use a contract that your department or school did not request. Linking contracts for vendors that your school or department did not procure disrupts spend analysis. Any questions on how to locate your contract can be found on Page 31 of this Manual.

Contract Administrator Responsibilities

ACPS Contract Administrators are Department Heads or their designees, are responsible for:

- Understanding the contract
- Managing the process
- Ensuring timely payment
- Inspecting the delivery of goods and services
- Recording performance
- Assuring quality
- Avoiding and resolving delays
- Handling initial disputes and poor performance
- Overseeing trainings and workshops
- Initiating amendments and change orders when necessary
- Negotiating when needed
- Providing analysis for contract renewal
- Contract closeout

During contract renewal, Contract Administrators cannot negotiate cost with a vendor if they do not have written available funds and at any point a vendor exercises their right to increase prices. ACPS, however, reserves the right to negotiate to available funds.

Performance & Termination

- Keep good records on Vendor performance and report performance Procurement
- Discuss performance issues and attempt to resolve with Vendor
  - Issues not resolved should be routed to Procurement
  - Cure Notice Process
  - Termination
    - Only Procurement notifies vendor of Contract Termination
CONTRACTOR PERFORMANCE EVALUATION

Contract Number: ______________________________________________

Contractor: ____________________________________________________

Evaluator/Administrator: ____________________________________________

Date Submitted: __________________________________________________

Period of Evaluation From: ___________________________ To: ____________

RATE CONTRACTOR’S PERFORMANCE ON A SCALE OF 1 TO 5 (by circling)

1. Overall Evaluation
   Unsatisfactory 1 2 3 4 5 Satisfactory

2. Delivery Performance
   Late/Early (if problem) 1 2 3 4 5 On Time

3. Quality of Goods/Services
   Unacceptable 1 2 3 4 5 Acceptable

4. Number of Complaints (please explain any complaints in comments)
   High 1 2 3 4 5 Low

5. Contractor’s Responsiveness to requests to correct deficiencies
   Non-responsive 1 2 3 4 5 Takes prompt corrective action

6. Renew this contract?
   Yes _____ No _____ If no, please explain in comments.
Note: Any score of 3 or less must be described in detail below as to what action was taken to remedy the contractor’s poor performance and what steps the contractor took to correct the deficiency cited. (Continue on separate sheet if necessary.)

7. COMMENTS: ________________________________________________________________

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REQUISITION & APPROVAL PROCESS

No orders for goods and services should be placed or obtained without a completed requisition.

Requisition approval requires the following:

- Detailed Descriptions
  - Include correct Ship To Information and Reference Name
  - Include email address for Online Orders
- Correct Vendor
- Object Codes
  - The object code should match the items being ordered
  - Reference chart of accounts (please see helpful link on page 2)
- Attachments
  - Supporting documentation is required
  - Examples:
    - Quotes
    - Itemized Receipts
    - Small Agreements signed by Procurement Director
    - Certificate of Insurance if a consultant will be on site for work
      - Please see appendix for insurance requirements
    - Sole Source signed by Procurement Director
    - Rider Contracts and renewal letters for contracts not issued by ACPS
- Contract Number
- National Institute of Governmental Purchasing (NIGP) Commodity Code
  - All items you request are classified into commodity codes
  - Please search for all commodity codes prior to requisition entry
      or use Commonly Used Commodity Code List (please see Appendix)
    - Note: School Specialty provides commodity codes in the description box of each item for online orders
    - All Line Items require commodity codes
      - General Commodity Codes (parent)– 3 digits
      - Line Item Commodity Codes (child)– 5 digits

Notes:
Additional Consideration for:

- **Refreshments/Food**
  - Meals/snacks can be provided and paid for with public funds if the meeting is four (4) hours or more and separate breaks would be disruptive to the meeting objectives.
  - **Documentation required with requisition:**
    - Outline of Meeting
    - List of Participants
    - GSA per diem for Alexandria, VA (please reference www.gsa.gov)

- **Furniture**
  - Before ordering any furniture, please contact Glods Alberto in the Facilities Department at glods.alberto@acps.k12.va.us
  - Email approval uploaded on requisition is required if Facilities does not place the order for you.

- **Hardware and Online Subscriptions**
  - Before ordering any hardware or online subscriptions, please contact Cathy Hoilman in the ITS Department at cathy.hoilman@acps.k12.va.us for printers, tablets, and online software programs.
  - Email approval uploaded on requisition is required if ITS does not place the order for you.
Requisition Entry

Required Fields of the Requisition

Step 1: Navigate to Requisition Entry Page and enter all the numbered sections.

Note: “General Notes” will turn yellow to indicate that notes exist. Clicking “Accept” will automatically take you to Line Items

Step 2: Enter all Line Items

- If a service, the Quantity entered should be the total amount of Purchase Order.
- If a service, the Unit Price should be 1.
Step 3: Attachments

To avoid delay in approval, attach all quotations, approved sole source memos, and other evidence to support the method of procurement.
Step 4. Release Requisition

Congratulations! The status of your requisition is released and is in Work Flow Approval.

Step 5. View Released Requisition

Congratulations! The status of your requisition is released and is in Work Flow Approval.
Requisition Workflow Approval

- After releasing a requisition, check the status in the Munis workflow if you have not received a Purchase Order (PO) within two business days.

Step 1. Scroll down to the bottom of the requisition and select “Approvers”

Step 2. Detail Status View of Workflow Approval

Click on Name to get Detail Status
Step 3. Identify Approver and what Action is Needed

Notes:
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**APPROVER PROCESS**

1. **Log into Tyler Munis ERP System** found at: 

2. **Review your Tyler Dashboard for “Approvals” needed.**

3. **Double-click the “Approvals” tile to list all items currently awaiting approval.**

4. **Review the items awaiting approval.**

5. **To view additional information, click the Detail hyperlink to view the item in the applicable Munis program.**
• Please ensure that each requisition has the following information before approving:
  i. Detailed Descriptions
     1. Check for correct Ship To Information and Reference Name
     2. Check for included email address for Online Orders
  ii. Correct Vendor
  iii. Object Codes
     1. The object code should match the items being ordered
     2. Reference chart of accounts if needed
  iv. Attachments
     1. Check the paperclip that states “Attach” below. Supporting documentation is required for all purchases.
        a. Examples:
           ▪ Quotes
           ▪ Itemized Receipts
           ▪ Small Agreements signed by Procurement Director
           ▪ Certificate of Insurance if a consultant will be on site for work
           ▪ Please see appendix for insurance requirements
           ▪ Sole Source signed by Procurement Director
           ▪ Rider Contracts and renewal letters for contracts not issued by ACPS
           ▪ Contract Number
           ▪ Commodity Codes on each line of the requisition

Reference: Requisition Section of Procurement Training Manual.
6. To approve from the Tyler Munis program, use the options in the Workflow group at the bottom of the screen.
7. To approve the item from the Approvals Tile, select the item to display the Workflow options and then select the appropriate action.

When you select Accept, Reject, Forward, or Hold, the web part provides an Optional Comment (Accept) or Required Comment (Reject, Forward, or Hold) box. For required comments, enter the reason for the action.
<table>
<thead>
<tr>
<th>Button</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Approve</td>
<td>Identifies the record as approved, and sends notification to the next approver in sequence.</td>
</tr>
<tr>
<td>Reject</td>
<td>Rejects the item. You must enter a rejection reason. The program notifies the originator of the rejection and reason. The originator determines the next course of action (alteration and resubmission or deletion).</td>
</tr>
<tr>
<td>Forward</td>
<td>Allows you to choose another Munis user to review this pending record. If you are approving an item that has been forwarded to you, the Forward option is not available.</td>
</tr>
<tr>
<td>Hold</td>
<td>Retains an item in your approval queue for additional review. It will remain here until further action is taken.</td>
</tr>
<tr>
<td>Convert</td>
<td>When you are the final approver for a requisition and you have the appropriate permissions, the Convert option allows you to convert the requisition to a purchase order or contract.</td>
</tr>
</tbody>
</table>

Notes:

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PURCHASE ORDER

After a requisition is approved, a Purchase Order (PO) is generated. We encourage all users to utilize Tyler Munis attachment portal (TCM) for record-keeping.

PO found in TCM

- Vendor Copy
  - No General Ledger Account Code
  - Includes Superintendent Signature. Please send to vendors who do not receive POs automatically

Printing PO

Step 1.

- Select Tyler Menu on Dashboard.
- Type “Purchase Order” in Search Box.
- Select “Purchase Order Inquiry.”
Step 2.

- Click “Search” to search for your purchase order.

Step 3.

- Enter the fiscal year of your PO.
- Enter the purchase order number.
- Click Accept.
Step 4.

- Click “Attachments” to view copies of the PO.

Step 5.

- Click on “Purchase Order” on the pop-up menu to view copies of the purchase order.
Step 6.

- Images of the various purchase order types (e.g. originator copy, vendor copy etc…) are now available. Select the type you wish to print.
- Click “Print.”

Notes:

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PURCHASE ORDER CHANGE ORDERS

Purchase Order Change Orders (CO)

A Change Order is any change to a Purchase Order.

Reasons for changing a PO:

- Increasing or decreasing PO amount
  - Supporting documentation is required
- Changing account code
- Change Limit: 25% or $50,000 whichever is greater
  - CIP change order limits are 10% or $50,000 (whichever is greater) and requires School Board Approval

**PO Change orders are not used for changing a Vendor's information.** For address changes, please direct the vendor to Vendor Self Service (VSS) to update their information.

If the PO Change Order will exceed the amount of the contract, an Amendment will be required before the Change Order is initiated. Please contact the Contract Specialist and include the following information:

- Contract Number
- The amount of the increase
- Reason for the increase
- Quotes or Invoices that depict change amount

**PO Changes are also not used to circumvent the procurement process or thresholds.**

Notes:

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Step 1.

- Select Tyler Menu on Dashboard.
- Type “Purchase Order” in Search Box.
- Select “Purchase Order Change Orders.”

Step 2.

- Click “Search” to search for your original purchase order.
- Enter the fiscal year of your PO.
- Enter the original purchase order number that you wish to change.
- Click Accept.
Step 3.

- Click “Line item detail” to add or change a line of the purchase order.

Step 4.

- Click “Add” to add a new line to the purchase order.

Step 5.

- Enter the line description (mandatory).
- Enter the description (mandatory).
- Enter the unit price.
• Enter the account code.
• Click “Accept”

Step 6.

• Select “Return” to return to the main page.
Step 7.

- Confirm that the new line has been added or changes have been made.
- Click “Release.” CONGRATULATIONS your change order has now entered the approval flow.

Notes:

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As of December 1, 2016, ACPS Procurement Department has instituted the use of eProcurement for online purchases. Four (4) vendors have been incorporated into MUNIS as punch-out vendors (Staples, School Specialty, Office Depot, and Lakeshore Learning). Online shopping carts with these vendors are integrated into the Requisition (RE) and the Purchase Order (PO) is emailed to the vendor directly upon approval.

As you see in the figure below, the process for completing an online order is simple.

Step 1

Step 2
Step 3

Step 4: Choose the best commodity for your order because you can only select one. PRESS ACCEPT.

Add any special details in General Notes and click Print on PO. Please select vendor. LINK CONTRACT!
Step 4

![Image of a software interface with text boxes and buttons indicating steps for requisition entry.]

This is where you will choose your vendor for online shopping. It must match the vendor placed on the previous page.

Step 5

![Image of a software interface with a list of vendors.]

Choose from the list of current eProcurement Vendors. Click Accept to go to the online site.

Step 6

![Image of an online shopping interface with a search bar and product results.]

Type in your items. Click add to cart.
Step 7

This box appears after you've chosen all of your items and pressed CHECKOUT.

Click CONTINUE once you return to Line Items page.

Once you press CONTINUE your ordered items will load.

Step 8

1. Press UPDATE.
2. Confirm the total number of items ordered (i.e., 1 of 2) indicates 2 items.
3. Enter ACCOUNT CODE.

Press Accept after each code is entered and then the arrow at the bottom to go to the next item. If you are ordering multiple supplies, you will have to enter the account code for each item.

Press Accept at the end of your final item, then RETURN.

Review your total to make sure it matches your order total.

Last RELEASE your RE into workflow.
Step 9

All orders through these four (4) vendors should be submitted through the Shop Online feature. Commodity codes must be used on each line item of eProcurement vendors in order to accurately track usage of taxpayer’s dollars.

**NOTE:** School Specialty is the only vendor which supplies a NIGP Commodity Code in the Description box of each line item once redirected from Shop Online. School Specialty paid for their system to produce this information internally, so our end users would not have to search for each commodity code.

**Notes:**

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PURCHASE ORDER RECEIVING

ACPS operates on a net forty-five (45) day payment term. This means vendors must be paid within forty-five (45) days after receiving a correct invoice (as determined by ACPS). Unless otherwise specified by the ACPS’ Agreement Documents or policies of some online vendors (i.e. P-Card purchases, etc.), payment shall not be made prior to delivery and acceptance of the services.

To ensure timely receipt of a Purchase Order (PO) and payment to vendors, please do the following:

Step 1: Select Purchase Order Receiving

Step 2: Select Quick Receipt

Step 3: Enter Purchase Order Number and Click Accept
• Then all Purchase Order lines will be displayed.

Step 4. If all items have been received, select “Select All” and then Accept.

Step 5. Select “Receive” and PO Receiving will be complete.
• Your screen will look like this once all items are complete.

If all items have not been received on a line, you may select “Select Lines” and use the drop down menu to receive “Full” or “Partial” and then follow the same steps.

If a partial amount of items have been received, you will receive the following screen after selecting “Partial”. On this screen, input the corresponding dollar amount or quantity you have received. This should be in accordance with the information on your Purchase Order (PO).

Thereafter, Click “Accept” and proceed to Step 5. to complete receiving the Purchase Order.
PURCHASE ORDER - REPORTS

Run Encumbrance by PO Number Report

*Note:* This report can be run throughout the fiscal year but should also be used for Purchase order close out.

Select “Encumbrance by PO Report”

Select “Define”.

---

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Ensure that the current fiscal year is displayed (#5) and that your department is correct (#6). Then click “Accept” (#7) and PDF the report results (#8).

Review all Open POs and “Cancel” POs under “Purchase Order Change Orders” if they are no longer needed.

- Receipt of Goods by June 30, 2017
- Entering Requisition (RE) on the last day of system access
- Special Check – Justification Paperwork – Executive Signature

2. Purchase Order Inquiry

- Provides Purchase Order(PO) statues on invoices paid, check numbers, receiving amounts and PO balances.
  Note: This report can be run throughout the fiscal year

Step 1: Select “Search”
Step 2: Enter Dept and Fiscal Year as search criteria, Click Accept, then browse

Step 3: Review all PO and remain balances

Step 4: Sort by vendor or select the PO that you need to see details on (invoices or receiving)
Overview

The P-Card Program provides another service within our existing procurement system to better support your operating needs.

- Procurement card are issued to full time employee at school or depts. for purchase not travel related.
  - Standard Transaction Limit is $2,500 (including all shipping and handling charges) with a monthly dollar limit of $4,000
  - Higher monthly limits may be approved after discussion with your Budget Analyst and where justifications support the increase
- Travel cards are issued to fulltime employees at school or dept for business relation travel only inclusive of registration
- Travel card limits are based upon pre-approval be Department Head/Principal, executive staff and Accounting Office

Key Roles - Procurement Office

- Procurement Card (P-Card) Administrators
  - Director of Procurement
  - Procurement Manager
  - Senior Buyer

Key Roles - Accounting Office - Accounting

- Procurement Card (P-Card) Administrators
  - Director of Accounting
  - Senior Accountant
  - Accounts Payable Associates
  - Finance Technician

Key Roles - Departments/Schools

- Department P-Card Administrators
  - Reconcilers
  - Cardholders
  - Approvers

Program Requirements & Responsibilities

Initial Procurement Card (P-Card) Training is separate from this Procurement Training. Program requires adherence to program rules. Examples include, but are not limited to:

- Only charging pre-approved registration and lodging to the Travel Card
- Getting travel approved at a minimum of 10 days in advance by the Accounting Office Senior Accountant or Director of Accounting and then ensuring paperwork is sent to the Procurement Office to load/order Travel Card
• No food being charged on the travel card
• Original itemized receipts with no taxes uploaded in Tyler Munis and sent to the Accounting Office with the monthly reconciliation package by the specified due dates
• Approval of P-Card and Travel Card statements by the specified due dates
• Returning P-Cards and Travel Cards to the Procurement Office if your work duties change or if you change department/school locations
• Not sharing or using another staff member’s P-Card or Travel Card
• Tyler Munis Reconciliation
  o Ensure Correct Vendor
     Does the vendor exist in Munis? If so and it shows up as 99999, contact Accounting Office
  o Add Detailed Descriptions
  o Add Contract Number, if applicable
  o Ensure Commodity Code is relevant to transaction
  o Add the appropriate GL Account Code
     Reference chart of accounts (please see helpful link on page 2)
     If no funds are in the correct GL account code, complete a budget transfer
     If it is the end of year and transfers are cut off, please contact the Accounting Office to add the correct GL account code before you release your statement
  o Add Itemized Receipts with no taxes to each transaction
  o Add Additional Supporting Documentation to justify and support purchase (i.e. food, circumstances unique to your school/department)
• Downloading statements from Payment Center at the end of each month.

P-Card Reconciliation in Munis

This page shows more detail about the transaction. You should see the following on this page:

1. The vendor name is correct
2. A description providing detail about the transaction
3. The commodity code is correct
4. The contract number (if applicable) is correct
5. The account code is correct
6. A receipt has been attached to the transaction

Once you have finished validating the information for the transaction, select Return (7).

1. The vendor name is correct
2. A description providing detail about the transaction
3. The commodity code is correct
4. The contract number (if applicable) is correct
5. The account code is correct
6. A receipt has been attached to the transaction

7. Select Return

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FY 19 P-CARD STATEMENT SCHEDULE

- Releasing statement into workflow - Munis statement should only be released if the dollar amount matches the BOA statement
- Print screen Munis statement for validity of dollar amount for monthly reconciliation package
- Keep receipts in order according to BOA transaction listing
- Update statement daily / weekly
- Deadline for sending monthly reconciliation packages is the day after the manager statement approval
- Make sure 1 time vendors are valid

<table>
<thead>
<tr>
<th>MONTH</th>
<th>STATEMENT CODE</th>
<th>STATEMENT CLOSE DATE</th>
<th>RELEASE STATEMENT INTO WORKFLOW</th>
<th>MANAGER STATEMENT APPROVAL</th>
<th>STATEMENT POSTED</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUL</td>
<td>072018</td>
<td>7/31/2018</td>
<td>8/3/2018</td>
<td>8/8/2018</td>
<td>8/10/2018</td>
</tr>
<tr>
<td>NOV</td>
<td>112018</td>
<td>11/30/2018</td>
<td>12/5/2018</td>
<td>12/10/2018</td>
<td>12/12/2018</td>
</tr>
</tbody>
</table>
Adding a P-Card to Bank of America

Step 1: Login to payment center and click the downward arrow next to your name.

Step 2: Select “Add Account.”
Step 3: Enter new card information and click “Add”
ACPS Insurance Requirements

<table>
<thead>
<tr>
<th>Commonly Used Commodity Codes and Associated Object Codes</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>
ACPS INSURANCE REQUIREMENTS

All vendors completing work on ACPS sites must have the following insurance. This includes consultants who may work on site for professional development sessions.

### REQUIRED COVERAGES

<table>
<thead>
<tr>
<th>Coverage</th>
<th>Limits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1. Worker’s Compensation and Employers’ Liability</strong>&lt;br&gt;Required when Contractor has three (3) or more employees.</td>
<td>Statutory limits of Commonwealth of Virginia and the state of hire for workers’ compensation. Benefits as required in labor union agreements, including the “All States” endorsement. $1,000,000 each accident; $1,000,000 each disease; $1,000,000 policy limit for employer’s liability. USL&amp;H coverage included.</td>
</tr>
<tr>
<td><strong>2. Commercial General Liability</strong>&lt;br&gt;Required on all ACPS contracts.</td>
<td>$1,000,000 combined single limit for bodily injury and property damage each occurrence. $1,000,000 General Aggregate, $1,000,000 Products and Completed Operations Aggregate, $1,000,000 Personal injury and Advertising injury Aggregate. The General Aggregate should apply on a “per project” basis, if construction related. General Liability coverage should include: Premises/Operations, Independent Contractors, Contractual Liability, and Explosion, Collapse, and Underground damage (any type of construction work.) Products and completed operations coverage should be maintained for at least three years after ACPS’s final acceptance of the work. $1,000,000 combined single limit bodily injury and property damage each accident; $1,000,000 Uninsured and Underinsured Motorists. Must include the following: Owned, Hired and Non-Owned. $5,000,000 Motor Carrier Act Endorsement, where applicable.</td>
</tr>
<tr>
<td><strong>3. Automobile Liability</strong>&lt;br&gt;Required on all ACPS contracts.</td>
<td>Commercial Property Policy/Builders Risk: Provide replacement cost. Should include all perils (also known as “special” or “all risks”) including theft, flood, earthquake and terrorism. Contractor’s Equipment Floater: Provide coverage for Contractor’s mobile equipment, including road building machinery, steam shovels, hoists, and derricks or any equipment to become part of the permanent structure used on the job by builders of structures, roads, bridges and tunnels. $1,000,000 limit for employee theft of money, securities and other property owned by the contractor. An endorsement should also be added to the policy.</td>
</tr>
<tr>
<td><strong>4. Property Coverage</strong>&lt;br&gt;Required when Contractors:&lt;br&gt;A. Uses their own personal property or equipment on ACPS property; and/or&lt;br&gt;B. Stores or leaves equipment or personal property on ACPS Property; and/or&lt;br&gt;C. Uses materials for building NOT owned by ACPS until installed.</td>
<td></td>
</tr>
<tr>
<td><strong>5. Crime Policy</strong>&lt;br&gt;REQUIRED WHEN CONTRACTOR:&lt;br&gt;A. Collects money, securities or other property on behalf of ACPS, and/or</td>
<td></td>
</tr>
</tbody>
</table>

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REQUIRED COVERAGES

B. Requires the use of ACPS money, securities, or negotiable property to be in Contractor’s care, custody and control and/or
C. Has access to computer systems that could involve extortion, theft of monies or securities or other negotiable property.

LIMITS

(figures denote minimum limits required)

6. Professional Liability/Errors & Omissions

Required when:
A. Contractor must maintain a license or special degree.
B. Services require high level of expertise or knowledge in a particular field to require certification or licensing.
C. Law enforcement, contractors.
A and B services (above) typically include engineering and design services, architects, attorneys, physicians, insurance brokers and agents etc., as well as when access to any private information, electronic data or equipment owned by ACPS is part of the work.

$1,000,000 each claim and aggregate.

C. Where applicable $10M Law Enforcement contractors. Coverage may be provided in the General Liability policy in some cases. (e.g. wrongful detention or arrest, etc.).

7. Excess Liability/Umbrella

$2,000,000 Per Occurrence and Aggregate for bodily injury, property damage, personal and advertising injury and products and completed operations. Limits should include an aggregate per project for construction projects. Higher limits may be required in some cases.

8. Garage Liability

Required when the contractor takes possession of ACPS’s owned vehicles including buses in order to repair.

$1,000,000 bodily injury and property damage each occurrence/accident.

9. Alexandria City Public Schools must be named as an additional insured on all insurance policies other than Worker’s Compensation and Professional Liability and must be stated on the certificate(s) of insurance (or the certified policy, if required.)

10. Pollution Liability

Coverage should be included with a $1,000,000 limit for each occurrence, claim or pollution incident. This coverage is required of all contractors performing any type of hazardous material remediation, working with pollutants including asbestos and lead abatement, or performing underground work. Higher limits may be required in some circumstances.

11. Thirty (30) day notice of cancellation, non-renewal, material change or coverage reduction is required on all policies.

12. Best’s Guide rating: “A-” VIII or better, or its equivalent. The insurance companies should be lawfully authorized to do business in the Commonwealth of Virginia.

13. The Certificate(s) of Insurance shall state the RFP or ITB or Contract Number and Title.
Commodity codes are used to categorize goods and services purchased. They are categorized by both three
(3) digit codes (the parent or general category code) and five digit codes (the child or more specific
code for your good or service).

To enable your look-up of the commodity codes that are required for each line item of the
requisition, use this reference **before** you enter a requisition.

For example, if you are ready to enter requisition for advertising and will use the 531010 object
code, look to the right of the list for the most commonly used commodity codes.

As another tool for quick searching by name of the item, use the NIGP Commodity Code Search

**All commonly used commodity codes by object codes can be found on the next pages.** If
you find that there is a code that you use often, but it is not listed, please contact Procurement, so
the list can be updated.

Notes:

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________

__________________________________________________________________________________________
ACPS Print/Mail Center

Pricelist and other services

<table>
<thead>
<tr>
<th>Service</th>
<th>Price Per Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 ½ x 11 B&amp;W</td>
<td>$0.015</td>
</tr>
<tr>
<td>8 ½ x 14 B&amp;W</td>
<td>$0.02</td>
</tr>
<tr>
<td>11 x 17 B&amp;W</td>
<td>$0.025</td>
</tr>
<tr>
<td>8 ½ x 11 Color</td>
<td>$0.04</td>
</tr>
<tr>
<td>8 ½ x 14 Color</td>
<td>$0.045</td>
</tr>
<tr>
<td>11 x 17 Color</td>
<td>$0.05</td>
</tr>
<tr>
<td>GBC Binding</td>
<td>$1.00</td>
</tr>
<tr>
<td>Tabs</td>
<td>$1.50</td>
</tr>
</tbody>
</table>

Other Available services:

- Interoffice mail
- External Mail
- Overnight Packages (UPS, Fedex, U.S. Express Mail)

ACPS Print/Mail Center Staff:

- Alex Washington, Manager
- Virgil Lofty, Senior On-Site Spec.
- Derrick Smith, Courier
- Roberto Torres, On-Site Copy/Print Support TC Williams
### PRINT CENTER REQUEST FORM ###

<table>
<thead>
<tr>
<th>Date/Time of Request</th>
<th>Expected Completion Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Requested By</td>
<td>Time Required</td>
</tr>
<tr>
<td>Dept/School</td>
<td>Budget Code</td>
</tr>
<tr>
<td>Email</td>
<td>Location</td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

**REQUEST APPROVALS**

- **CHECK THIS BOX TO CERTIFY THIS REQUEST HAS ALREADY BEEN APPROVED BY YOUR SUPERVISOR.**

**INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Number of Pages Per Original</th>
<th>Number of Copies/Sets</th>
</tr>
</thead>
</table>

**Standard Copies**

- [ ] B&W
- [ ] Color

- [ ] 8.5” x 11
- [ ] 8.5” x 14
- [ ] 11” x 17
- [ ] Other

- [ ] 1:1 Sided
- [ ] 1:2 Sided
- [ ] 2:1 Sided
- [ ] 2:2 Sided
- [ ] Collated and Stapled
- [ ] Collated Only
- [ ] Not Collated

**Paper**

- [ ] White
- [ ] Color

**Finishing**

- [ ] GBC Binding
- [ ] 3-Ring Binder
- [ ] Other

- [ ] Paper Clips
- [ ] Binder Clips
- [ ] Staple
- [ ] Rubber Band

**Scanning**

- [ ] Type
- [ ] Delivery

**Covers**

- [ ] Special Requests

**ESTIMATED COST**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**REQUESTER’S APPROVAL INITIALS**

**ACTUAL COST**

<p>| |</p>
<table>
<thead>
<tr>
<th></th>
</tr>
</thead>
</table>

**PRINT CENTER USE ONLY**

<table>
<thead>
<tr>
<th>Date/Time Received</th>
<th>Initials</th>
<th>Services/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Meter Start</td>
<td>Meter End</td>
<td></td>
</tr>
<tr>
<td>Total Billable Impressions</td>
<td>Waste</td>
<td>Completion</td>
</tr>
</tbody>
</table>