

PURCHASING AUTHORITY

With the School Board's formal approval, the Superintendent may designate a qualified employee to serve as the Purchasing Agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state codes and the limits set forth in this policy. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act and Regulation DJA-R: ACPS Procurement Manual.

All personnel in the Division who desire to purchase goods or services shall follow the school division's established procurement procedures. All contract and purchase order requests must be forwarded to the Procurement Office for approval and processing.

Purchasing Authority Limits

All contracts exceeding \$500,000 require the signature of the Superintendent or authorized designee. The Purchasing Agent(s) has delegated signature authority for all contracts not exceeding \$500,000 for the term of any Contract, including any renewal term. Capital Improvement Program contracts in excess of \$500,000 require School Board approval prior to execution.

Purchasing and Contracting

It is the policy of the Alexandria City Public Schools to encourage full and open competition whenever practicable among potential contractors and suppliers by competitive bidding practices; to centralize purchasing and contracting to realize the economies resulting there from; and to seek maximum educational value for every dollar expended.

Emergency Purchases

In cases of emergency, where the public's health, safety, or welfare is affected, the Superintendent or his/her designee may authorize purchase orders or award a contract without competitive bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

ACPS shall issue a written notice stating that an emergency contract has been awarded, identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the ACPS website and shall be communicated to the School Board accordingly.

Sole Source Purchases

Upon determination in writing that there is only one source practicably available for that which is to be procured, purchase orders or contracts may be negotiated and awarded to that source without competitive bidding or competitive negotiation. The written determination shall document the basis for this exception and shall be approved by the authorized Purchasing Agent(s) or designee.

ACPS shall issue a written notice stating that a sole source contract has been awarded, identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the ACPS website.

Adopted: October 24, 1996
Amended: April 4, 2002
Amended: May 29, 2008
Amended: May 5, 2016

Legal Refs: Code of Virginia, 1950, as amended, §§2.2-4300 et seq.; 22.1-68, 22.1-70, 22.1-78

Cross Ref.: DGC School Activity Funds
DGD Funds for Instructional Materials and Office Supplies
DJ Small Purchasing
DJA-R ACPS Procurement Manual
DJB Petty Cash Funds
DJF Purchasing Procedures
DJFB Contract Execution