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SSC LINE OF SERVICE

Procurement

AUTHORITIES

- Virginia Code §2.2-4303
- APSPM §3.16
- APSPM §4.2
- Technology Procurement Guideline §6
- APSPM Annex 3-A
- APSPM Annex 5-A

PURPOSE

The method used to execute a procurement drives other crucial decisions, such as the selection of a vendor. The authorities governing the selection of a procurement method for a given transaction must be identified and followed.

In addition to the procurement methods described in this procedure, state policy supports two optional methods:

- Public auction (*See APSPM §3.30*)
- Reverse auction (*See APSPM §3.31*)

These methods are rarely used by VCCS and are not covered in this procedure. If one of these methods is desired, seek guidance from Compliance and the SSC Procurement Operations Manager.

REQUIREMENTS

The estimated or anticipated total value of the contract must be determined first, unless the purchase is an emergency. The value includes all possible renewal periods and all cost elements. [APSPM §4.2]

Whenever additional information is received that may have an impact on the selection of a procurement method, the process must be repeated to determine if the selected method is still correct, or if it must be abandoned and the procurement executed using another method.

PROCEDURE

SSC Buyer:

1. Classification and governing authority

1.1. Is the transaction a confirming order?

- If **YES**, *go to step 1.8*
- If **NO**, *go to step 1.2*

A confirming purchase order is one issued after the fact by a procuring agency to a vendor for goods or services ordered orally or by some other informal means. A confirming purchase order has already been procured and requires no selection of a procurement method.

1.2. What procurement authority applies?

- What procurement authority applies to the intended transaction?
 - **Technology Procurement Guidelines** — Information technology goods/services
 - *Go to step 2.16*
 - **CPSM** — Capital outlay, construction, architecture/engineering, facilities management, etc.
 - *Go to step 1.3*
 - **APSPM** — General procurements other than IT and capital outlay
 - *Go to step 2.1*
 - **None** — Procurements exempted from the **APSPM**, as well as transactions that aren't procurements
 - *Go to step 1.6*

1.3. Procured by System Office or NVCC FMS

- **Northern Virginia Community College** maintains its own **Facilities Management Services (FMS)** to perform procurements that are governed by the **VCCS CPSM. System Office FMS** exclusively performs such procurements for all other **VCCS** entities. **Shared Services Center** shall approve such requisitions without performing any substantive review.
- *Go to step 1.4*

1.4. Is a Project Initiation Form present?

- Review the purchase request and determine whether a **Project Initiation Form** signed by the approving **FMS** authority is present
 - If **YES**, *go to step 3.11*
 - If **NO**, *go to step 1.5*

1.5. Route to FMS for procurement

- If a procurement should be performed by **FMS** but has no approved **Project Initiation Form**, route the procurement to the appropriate **FMS** body for execution.
- *Go to step 4*

1.6. Should the transaction instead be submitted as a voucher request?

- If **YES**, *go to step 1.7*
- If **NO**, *go to step 2.29*

See **Appendix A** for list of transactions to be submitted as a voucher request instead of a purchase request

1.7. Deny purchase request

- The purchase request should have been submitted as a non-PO voucher request. Reject the purchase request and instruct the requester to submit a non-PO voucher request instead.
- *Go to step 4*

1.8. Is the eVA purchase order required?

- If **YES**, *go to step 3.11*
- If **NO**, *go to step 1.9*

When a purchase has already been executed, and entry of an **eVA** purchase order is not required by any authority, a purchase order should not issue.

See **Appendix B** for a list of instances where the issuance of an **eVA** purchase order is not required

1.9. Deny purchase request

- A purchase order is not required. Reject the purchase request and advise the requester not to resubmit, because no purchase order is required for the transaction.
- *Go to step 4*

2. Substantive review

2.1. Review purchase request

- *Go to step 2.2*
 - See **Appendix C** for purchase request review requirements

2.2. Can the purchase be executed?

- If **YES**, *go to step 2.3*
- If **NO**, *go to step 2.15*
 - If it's not possible to execute the purchase, either for regulatory or practical reasons, the purchase request must be denied. No selection of purchase method is necessary.

2.3. Is the purchase an emergency?

- If **YES**, *go to step 3.10*
- If **NO**, *go to step 2.4*

An emergency exists when the attending circumstances present an imminent threat to personal safety or property, such that the purchase required to resolve the emergency can't be completed using normal purchasing procedures.

2.4. Is there a mandatory source?

- If **YES**, *go to step 2.5*
- If **NO**, *go to step 2.7*

In general, goods/services that are available from a mandatory source must be purchased from the mandatory source. (See **APSPM §2.1** for general guidance on mandatory sources and the kinds of goods/services available.)

2.5. Request mandatory source waiver

- When a mandatory source requirement applies, the request may be waived by the appropriate authority. If desired, request a waiver releasing the purchase from the mandatory source requirement. The process for requesting and receiving a mandatory source waiver varies according to the mandatory source.

- *Go to step 2.6*

2.6. Was a waiver granted?

- If **YES**, *go to step 2.7*
- If **NO**, *go to step 3.1*

If a waiver is granted, the purchase may proceed using a vendor other than the mandatory source. If a waiver is not granted, that decision is binding and the purchase must be made from the mandatory source, or abandoned.

2.7. Is there an applicable optional contract?

- If **YES**, *go to step 2.8*
- If **NO**, *go to step 2.9*

An optional contract that provides for the desired goods/services can be a valuable resource. Although an available optional contract need not be used, it should be considered and used if it's the best procurement method.

2.8. Is the contract a cooperative contract?

- If **YES**, *go to step 3.3*
- If **NO**, *go to step 3.2*

A contract awarded by an entity other than VCCS can be used only when certain criteria are met, and when use of the contract is justified. The contract and the justification for its use must be reviewed and approved using the Cooperative Contract procurement procedure.

2.9. Is the procurement for a conference facilities package under \$30,000?

- If **YES**, *go to step 3.9*
- If **NO**, *go to step 2.10*

A conference facilities package includes the use of meeting rooms and/or lodging rooms, and also the provision of additional goods/services (e.g. catered meals, audio visual equipment.)

Procurement of a conference facilities package may be performed using alternative procurement procedures when the value of the additional goods/services exceeds \$10,000 and the total cost of the package is not expected to exceed \$100,000. [APSPM §4.16]

2.10. Is the purchase exempt from competition?

- If the purchase is \$10,000 or less, no competition is required, but a single quote must be documented. (See **APSPM §5.3.**) A micro vendor is generally required in this case. Proof that a search for an SBSD registered Micro vendor is required.
- Competition is required if the purchase is above \$10,000, unless the purchase is:
 - ...made from a mandatory source
 - ...in scope of a valid contract
 - ...exempted from competitive requirements (See **APSPM §1.5**)
 - If **YES**, go to step 3.4
 - If **NO**, go to step 2.11

2.11. Is competition available?

- If **YES**, go to step 2.12
- If **NO**, go to step 3.5

A **sole source** procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a **sole source** situation.

2.12. Does the purchase exceed \$100,000?

- If **YES**, go to step 2.14
- If **NO**, go to step 2.13

2.13. Can precise specifications be prepared?

- If **YES**, go to step 3.6
- If **NO**, go to step 3.7

2.14. Can precise specifications be prepared?

- If **YES**, go to step 3.8
- If **NO**, go to step 3.7

2.15. Reject purchase request

- The purchase request can't be executed. Deny the purchase request with an explanation of the blocking issues, along with instructions on how to correct the problem, if possible.
- Go to step 4

2.16. Review purchase request

- **Go to step 2.17**
 - See **Appendix C** for reasons for purchase request evaluation

2.17. Can the purchase be executed?

- If **YES**, go to step 2.18
- If **NO**, go to step 2.15
 - If it's not possible to execute the purchase, either for regulatory or practical reasons, the purchase request must be denied. No selection of purchase method is necessary.

2.18. Is the purchase an emergency?

- If **YES**, go to step 3.10
- If **NO**, go to step 2.19

An emergency exists when the attending circumstances present an imminent threat to personal safety or property, such that the purchase required to resolve the emergency can't be completed using normal purchasing procedures.

2.19. Is a TPPR present?

- If **YES**, go to step 2.20
- If **NO**, go to step 2.28

A **Technology Project Procurement Request (TPPR)** is used to request **System Office** approval for **IT** purchases exceeding \$100,000.

2.20. Is there an applicable optional contract?

- If **YES**, go to step 2.21
- If **NO**, go to step 2.22

An optional contract that provides for the desired goods/services can be a valuable resource. Although an available optional contract need not be used, it should be considered and used if it's the best procurement method.

2.21. Is the contract a cooperative contract?

- If **YES**, go to step 3.3
- If **NO**, go to step 3.2

A contract awarded by an entity other than **VCCS** can be used only when certain criteria are met. Such a contract must be reviewed and approved using the cooperative contract procurement procedure.

2.22. Is the purchase \$5,000 or less?

- If **YES**, go to step 3.4
- If **NO**, go to step 2.23

The **Single Quote Limit** for general **IT** goods and services is \$5,000. [**Technology Procurement Guidelines §1.15**] A purchase may be made on the basis of a single quote when the purchase is not expected to exceed the **Single Quote Limit**. [**Technology Procurement Guidelines §6.3.1.1.1**]

2.23. Is the purchase software \$30,000 or less?

- If **YES**, go to step 3.4
- If **NO**, go to step 2.24

The **Single Quote Limit** for software is \$30,000. [**Technology Procurement Guidelines §1.15**] A purchase may be made on the basis of a single quote when the purchase is not expected to exceed the **Single Quote Limit**. [**Technology Procurement Guidelines §6.3.1.1.1**]

2.24. Is competition available?

- If **YES**, go to step 2.25
- If **NO**, go to step 3.5

A **sole source** procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a **sole source** situation.

2.25. Does the purchase exceed \$100,000?

- If **YES**, go to step 2.26
- If **NO**, go to step 2.27

Formal Competitive Procedure must be used to procure **IT** goods and services above the **Formal Competitive Threshold** of \$100,000. [**Technology Procurement Guidelines §1.4**]

Informal Competition is otherwise required for all **IT** purchases above the **Single Quote Limit**. [**Technology Procurement Guidelines §1.7, §6.3.1.2**]

2.26. Can precise specifications be prepared?

- If **YES**, go to step 3.8
- If **NO**, go to step 3.7

Competitive Sealed Bidding through an **IFB** is the preferred method of procurement for purchases expected to exceed the **Formal Competitive Threshold**, and should be used

when it is practicable to issue a solicitation through which a contract can be awarded to the lowest priced responsive and responsible bidder. [**Technology Procurement Guidelines §6.1.1**]

Competitive Negotiation through an **RFP** should be used when it's necessary to describe in general terms what will be purchased. [**Technology Procurement Guidelines §6.2.1**]

2.27. Can precise specifications be prepared?

- If **YES**, go to step 3.6
- If **NO**, go to step 3.7

An **Invitation for Unsealed Bids** (including those issued through the **Quick Quote** tool) may be used when the award can be made based on price alone. [**Technology Procurement Guidelines §6.3.1.2.1.1, §6.3.1.2.2.1**]

When an **Informally Competed Purchase** needs to be evaluated on factors other than price alone or when only a general statement of needs can be practically developed, **Unsealed Proposals** may be requested through a **Request for Unsealed Proposals**. [**Technology Procurement Guidelines §6.3.1.2.3.1**] However, because **SSC** generally does not issue **unsealed RFPs**, competitive negotiation using a **sealed RFP** is instead used whenever an **unsealed RFP** would otherwise be called for.

2.28. Does the purchase exceed \$100,000?

- If **YES**, go to step 2.15
 - The procurement exceeds \$100,000 and does not have a **TPPR** attached. The purchase request must be denied. Instruct the requester to obtain and attach a **TPPR**. Direct the requester to the [TPPR entry](#) in the **ITS** service catalog, using **MyVCCS** credentials to log in.
- If **NO**, go to step 2.20

2.29. Is the procurement for professional services?

- If **YES**, go to step 3.7
- If **NO**, go to step 3.12

The **VCCS CPSM** provides procedures for procurement of professional services within the scope of the practice of accounting, architecture, land surveying, landscape architecture, or professional engineering. Other professional services are not in scope of the **VCCS CPSM** and are governed by the requirements below.

Competitive negotiation shall be used for the procurement of professional services as provided for in the Code of Virginia. [**APSPM §4.23d**]

Procurements up to and including \$80,000 for professional services must be procured by competitive negotiation in the absence of small purchase procedures directing otherwise. [APSPM §4.23e]

3. Selection

3.1. Small purchase: single quotation (Mandatory source)

- The procurement must be made from the mandatory source, using the **Single Quotation** provisions of the **Small Purchase** procurement method.
- *Go to step 4*

3.2. Small purchase: single quotation (Contract)

- The procurement may be made under the authority of an existing contract, using **Single Quotation** procedures.
- *Go to step 4*

3.3. Cooperative contract procurement

- If the use of the Cooperative Contract is approved, the procurement may be made under the authority of that contract.
- *Go to step 4*

3.4. Small purchase: single quotation

- The procurement may be made using the **Single Quotation** provisions of the **Small Purchase** procurement method.
- *Go to step 4*

3.5. Sole source procurement

- The procurement may be pursued using the Sole Source procedure, which will require a review and approval of the justification for using the **Sole Source** procurement method.
- *Go to step 4*

3.6. Small purchase: unsealed bidding

- The procurement may be made using the **Unsealed Bidding** provisions of the **Small Purchase** procurement method. The procurement should be made using the **Quick Quote** tool if possible. Alternatively, an invitation for unsealed bids may be drafted and published.
- *Go to step 4*

3.7. Competitive negotiation

- The procurement may be made using the **Competitive Sealed Bidding** procurement method, which will result in the issuance of a **Request for Proposals**.
- *Go to step 4*

3.8. Competitive sealed bidding

- The procurement may be made using the **Competitive Sealed Bidding** procurement method, which will result in the issuance of an **Invitation for Bids**.
- *Go to step 4*

3.9. Alternative conference procurement

- The procurement may be made according to the alternative procurement procedures described in **APSPM §4.16**.
- *Go to step 4*

3.10. Emergency procurement

- The procurement should be executed using the Emergency procurement method.
- *Go to step 4*

3.11. Confirming order

- A confirming purchase order has already been procured and requires no selection of a procurement method. The issuance of a purchase order, if required, will be carried out according to the procedure for confirming orders.
- *Go to step 4*

3.12. Exempt procurement

- The transaction is exempt from procurement regulations or is not a procurement. No specific selection of a procurement method is required.
- *Go to step 4*

4. END

- The process is complete.

APPENDIX A

The following transactions are to be submitted as a non-PO voucher request instead of a purchase request:

- Reimbursements to school systems for dual enrollment expenses
- Intra-agency payments
- Payments, including reimbursements and those processed for Workforce Development, to state/local agencies or foundations
- Refund of tuition to a third party provider
- Tuition Management System disbursements
- Student club purchases that do not include state funds
- Clinical agreements
- Bond payments
- Grant stipends
- Executive compensation payments to a third party provider

APPENDIX B

APSPM §14.9a requires the issuance of an eVA purchase order for purchase transactions generally. Pursuant to APSPM §14.9c the issuance of an eVA purchase order is not required for the following transactions:

- Real Estate Leases
- Professional organizational membership dues and training classes sponsored by the professional organization when payment is made directly to the professional organization sponsoring the training class. A “professional organization” is generally defined as a group of professional individuals in a like occupation charged with educating, certifying or lobbying for its members.
- Conference registrations
- Honoraria
- Award of grants (disbursement of grant funds) by agencies and institutions to public bodies or tax exempt non-profit charitable organizations. This exception does not apply to the expenditure of grant funds by agencies and institutions for the purchase of goods and/or services (see APSPM 13.8e)
- Public Utilities (electric, natural gas, water, sewer)
- Purchases made using the DPS statewide contract for Express Delivery Services
- Voyager (fuel) charge card purchases.
- Individual travel and lodging
- Group (i.e., two or more individuals) travel up to \$50,000 per group travel event
- Group travel-related lodging

- Business and/or financial transactions to which public procurement regulations do not apply. Examples include eVA Fees, debt service payments, Medicare and Medicaid payments, and child support payments.

Although APSPM §14.9c(1) exempts certain over-the-counter small purchase charge card (SPCC) purchases, the VCCS Procure-to-Pay Business Rules require the issuance of an eVA purchase order for every such transaction.

APPENDIX C

The purchase request must be reviewed and all relevant factors identified for subsequent evaluation. These may include:

- Amount of purchase
- Availability of established term contract
- Nature of requested goods/services
- Identity of vendor
- Attending circumstances

VERSION CONTROL

Version	Author/Editor	Change	Approvals	Date
1.0	Kara Stewart/Michele Johnson	Published version	Purchasing Process Council	April 14, 2020
2.0	Kara Stewart	Edits to Purpose		August 14, 2020
3.0	Michele Johnson	PIM37 Updates re: Public and Reverse Auctions added to purpose statement	Michele Canull, Kenneth Kapko	October 27, 2020
4.0	Kara Stewart	Added instructions for obtaining TPPR	Kenneth Kapko	December 7, 2020
5.0	Kara Stewart	Updated links to Cooperative Contracts, Emergency, and Sole Source procedures		July 9, 2021