



Procurement Policy V.3

January 2021

DEPARTMENT OF MANAGEMENT SERVICES

112 W. MAIN STREET ORANGE, VA 22960

Procurement Mission

- To provide efficient and effective procurement services to internal and external customers.
- To obtain high quality goods and services at reasonable costs, in accordance with the Virginia Public Procurement Act (VPPA).
- Public procurement embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the law.

Orange County intends to secure the best quality and price for products and services; to protect the assets and funds of the organization; and to maintain *above-board* relations with all suppliers within the procurement laws and business ethics as dictated by federal, state, and local governments.



- The Procurement Policy applies to all purchases of good or services through contracts, agreements, quotes, or purchase orders by Orange County. Competition should be sought to the maximum feasible degree in every situation.
- Departments are encouraged to work closely with the Department of Management Services when sourcing goods and services.
- The Procurement Coordinator shall assist department's in obtaining the necessary bids, quotes, proposals, and contract documents.
- Departments should provide the Procurement Coordinator with any pertinent information that will assist in the procurement, including acceptable technical specifications.

Sufficient Funds & Purchase Value

- No order for supplies, materials, equipment, or services for any department or agency shall be awarded until the Management Services or Finance Department have verified that the unencumbered balance is sufficient to defray the cost of the order.
- The value of a purchase is defined as the total possible amount permitted under the contract. For example, if a contract is for one (1) year at \$30,000 with four (4) possible one (1) year renewals priced at \$10,000 a year, the overall purchase amount for purposes of the procurement policy would be valued at \$70,000.

Employees & Procurement

Every employee involved in **any part of the procurement process** must recognize that there are obligations, responsibilities, and liabilities outlined in the procurement policy that can affect their job and personal life.

Purchasing Agent Approval

- The Procurement Policy allows the Purchasing Agent, to delegate procurement authority upon the approval of the Board of Supervisors.
- No employee is authorized to make an award or issue an order to a vendor without the approval of the Purchasing Agent unless otherwise provided for in writing.
- Purchase Orders and contracts are the most commonly used form of approval provided by the Purchasing Agent.

Small Purchase Procedures

- All purchases valued under \$10,000 should be procured for best value and price.
- All purchases valued at \$10,000 and greater require a Purchase Order.
 - A Purchase Order authorizes the purchase of goods or services. It is often the only contract document between the vendor and the County and must be carefully worded and accurately prepared to reduce errors and eliminate misunderstanding by both the County personnel and the vendor.
- Purchases valued from \$10,000-\$99,999 require a minimum of three (3) quotes.

Large Purchase Procedures

- Formal solicitation procedures will be utilized for all professional service purchases of \$80,000 or greater and any other good or services of \$100,000 or greater.
 - Professional Service is work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.
- The Board of Supervisors shall approve professional services valued at \$80,000 or greater and all other goods and services valued at \$100,000 or greater.
- The value of a purchase is defined as the total possible amount permitted under the contract. For example, if a contract is for one (1) year at \$30,000 with four (4) possible one (1) year renewals priced at \$10,000 a year, the overall purchase amount for purposes of the procurement policy would be valued at \$70,000.

Purchase Limit	Required Actions
\$0-\$9,999	No Purchase Order Necessary, Seek Best Price and Value
\$10,000-\$99,000*	3 Written Quotes, Purchase Order
*\$80,000+	Board Approval, Purchase Order, & Formal Solicitations for Professional Services (and/or as needed)
\$100,000+	Formal Solicitations, Board Approval, & Purchase Order for Goods and Services
Sole Source	Follow Sole Source Procedures
Emergency Procurement	Follow Emergency Procurement Procedures. Purchases valued at \$100,000+ require Board notice

Sole Source Purchases

- Upon a determination in writing that there is only one (1) source practicably available, a contract may be negotiated to that source without competitive sealed bidding or competitive negotiations.
- Only the County Attorney and Purchasing Agent can determine if a sole source determination is appropriate.
- A public notice shall be posted for purchases valued at \$50,000 or greater in a designated public area on the day the public body awards or announces its decision to award the contract whichever occurs first.

Emergency Procurements

- During an emergency, a Purchase Order or contract may be awarded by the Purchasing Agent without competitive bidding or competitive negotiation. However, it **shall** be made with as much competition as practicable.
- A written justification establishing the basis for the emergency and for the selection of the chosen vendor must be submitted by the department to the Procurement Coordinator prior to the purchase.
- For purchases with a total cost of \$50,000 or greater a written notice stating that the purchase is being awarded or has been awarded on an emergency basis shall be publicly posted for ten (10) calendar days.
- The Purchasing Agent shall notify the relevant Board or Authority of all emergency procurements valued at \$100,000 or greater.

Use Emergency Procedures

← YES

Is the purchase an emergency?

↓ NO

Use Sole Source Procedures

← NO

Is competition available?

↓ YES

Seek Best Price/Value

← NO

Does it cost \$10,000 or greater?

↓ YES

3 Quotes & PO Required

← YES

Is it a non-professional between \$10,000 - \$99,999?

↓ NO

Formal Solicitation, Board Approval & PO Required

← YES

Is it a Professional Service of \$80,000 or greater?

↓ NO

Formal Solicitation, Board Approval, and PO Required

← YES

Is it a good or service \$100,000 or greater?

For more information, please contact

Amanda Amos, Procurement Coordinator

(540) 661-5378

aamos@orangecountyva.gov

OR

Stephanie Straub, Assistant to the County Administrator/

Public Information Officer

(540) 661-5407

sstraub@orangecountyva.gov