

1 **PURCHASING AUTHORITY**

2
3 The Superintendent with the Alexandria City School Board’s formal approval may designate a
4 qualified employee to serve as the Purchasing Agent for the Board. In this capacity, the agent for
5 the Board may purchase or contract for all supplies, materials, equipment, and contractual services
6 required by the school division subject to federal and state laws and regulations and Board policies.
7 All purchases made by the school division will be in accordance with the Virginia Public
8 Procurement Act and Regulation DJA-R: ACPS Procurement Manual.

9
10 All personnel in the Division who desire to purchase goods or services shall follow the established
11 procurement procedures for the issuance of a requisition or purchase order. All contract and
12 purchase order requests must be forwarded to the Procurement Office for approval and processing.

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14 **Internal Controls**

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16 The Superintendent, or Superintendent’s designee, establishes appropriate procedures for internal
17 accounting controls.

18
19 **Purchasing Authority Limits**

20
21 All contracts exceeding \$500,000 require the signature of the Superintendent or authorized
22 designee. The Purchasing Agent(s) has delegated signature authority for all contracts not
23 exceeding \$500,000 for the term of any Contract, including any renewal term. Capital
24 Improvement Program funded planning, design, or construction contracts in excess of \$1,000,000
25 require School Board approval prior to execution.

26
27 **Purchasing and Contracting**

28
29 The Board encourages full and open competition whenever practicable among potential
30 contractors and suppliers by competitive sealed bidding practices; to centralize purchasing and
31 contracting within the school division to realize the economies resulting therefrom; and to seek
32 maximum educational value for every dollar expended.

33 **Emergency Purchases**

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

39
40 Alexandria City Public Schools (ACPS) shall issue a written notice stating that an emergency
41 contract has been awarded, identifying that which is being procured, the contractor selected, and
42 the date on which the contract was or will be awarded. This notice shall be posted on the eVA
43 website and shall be communicated to the School Board accordingly.

44 **Sole Source Purchases**

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

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

53 Adopted: October 24, 1996
54 Amended: April 4, 2002
55 Amended: May 29, 2008
56 Amended: May 5, 2016
57 Amended: December 5, 2019

58
59 Legal Refs: Code of Virginia, 1950, as amended, §§2.2-4300 et seq.; 22.1-68,
60 22.1-70, 22.1-78.

61
62 Cross Ref.: DA Management of Funds
63 DGC School Activity Funds
64 DGD Funds for Instructional Materials and Office Supplies
65 DJ Small Purchasing
66 DJA Purchasing Authority
67 DJA-R ACPS Procurement Manual
68 DJB Petty Cash Funds
69 DJF Purchasing Procedures
70 DJFB Contract Execution
71 FEG Planning, Design and Construction
72 FEGA ACPS Capital Improvement Program

PURCHASING AUTHORITY

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~~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 ~~laws~~ ~~codes~~ and ~~regulations and Board policies~~ ~~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 ~~within their department or schools for the issuance of a requisition or purchase order~~. All contract and purchase order requests must be forwarded to the Procurement Office for approval and processing.

Internal Controls

~~The Superintendent, or Superintendent's designee, establishes appropriate procedures for internal accounting controls.~~

Commented [MS1]: Per the model policy and a generally accepted best practice.

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 funded planning, ~~design~~ ~~design~~, or construction contracts in excess of \$1,000,000 require School Board approval prior to execution.

Purchasing and Contracting

~~The Board~~ ~~It is the policy of the Alexandria City Public Schools to~~ encourages full and open competition whenever practicable among potential contractors and suppliers by competitive ~~sealed~~ bidding practices; to centralize purchasing and contracting ~~within the school division~~ to realize the economies resulting therefrom; 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~~ ~~their~~ 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.

Alexandria City Public Schools (ACPS) shall issue a written notice stating that an emergency contract has been awarded, identifying that which is being procured, the contractor selected, and

45 the date on which the contract was or will be awarded. This notice shall be posted on the [ACPS](#)
46 [eVA](#) website and shall be communicated to the School Board accordingly.

Commented [MS2]: Postings are now on eVA

47 **Sole Source Purchases**

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

53 ACPS shall issue a written notice stating that a sole source contract has been awarded, identifying
54 that which is being procured, the contractor selected, and the date on which the contract was or
55 will be awarded. This notice shall be posted on the [ACPS-eVA](#) website.

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