

## SMALL PURCHASING

Pursuant to written procedures not requiring formal competitive sealed bids or formal competitive negotiation, the School Board may enter into single or term contracts for goods and services other than professional services if the aggregate or the sum of all phases is not expected to exceed ~~\$200,000~~~~\$100,000~~; and transportation-related construction if the aggregate or sum of all phases is not expected to exceed \$25,000. However, such small purchase procedures shall provide for competition wherever practicable. Purchases up to \$4,999, under this exception can be solicited to one vendor with the receipt of one written quote. For the dollar threshold of \$5,000 to \$29,999 a minimum of three written quotes are required, and from \$30,000 to ~~\$200,000~~~~\$100,000~~ a minimum of four written quotes are required. All quotes for all dollar thresholds must be received in writing.

The Alexandria City School Board may purchase single or term contracts for professional services if the aggregate or sum of all phases is not expected to exceed \$80,000 without undertaking competitive sealed proposals by adopting written procedures for such purchases. However, such small purchase procedures shall provide for competition whenever practicable.

All contracts and agreements shall be approved by the Purchasing Agent(s) or Deputy Purchasing Agent(s) prior to the award.

Adopted: October 24, 1996  
 Amended: July 10, 1997  
 Amended: October 7, 2004  
 Amended: July 2, 2012  
 Amended: April 21, 2016  
 Amended: December 15, 2016  
 Amended: December 20, 2018

[Amended:](#)

Legal Refs.: Code of Virginia, 1950, as amended, §§ 2.2-4303, 22.1-68, 22.1-78.

Cross Ref: DJA Purchasing Authority  
 DJA-R ACPS Procurement Manual  
 DJF Purchasing Procedures