



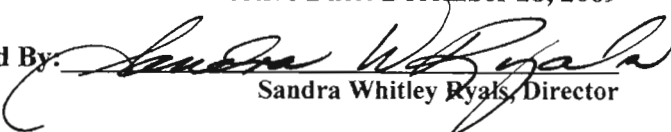
# Department of Health Professions

## DIRECTOR'S POLICY # 76-5.1

### Procurement of Goods and Nonprofessional Service

Effective Date: December 28, 2009

Approved By:

  
Sandra Whitley Ryals, Director

**Purpose:** To ensure procurement procedures are conducted in a fair and impartial manner and fully conform to state law.

**Policy:** It is the policy of the Department that the agency obtain high quality goods and services to meet the agency's mission at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that competition be sought to the maximum feasible degree and conform to *The Virginia Public Procurement Act (VPPA)*, *Agency Procurement and Surplus Property Manual (APSM)* and *Vendors Manual* regardless of the source of funds by which the contract is to be paid or which may or may not result in monetary consideration for either party.

**Procedure:** **Goods.** The agency delegated authority for goods and printing is \$50,000. Purchases from state contracts are unlimited except for limitations on specific contracts. The *Small Purchase Charge Card* program is an alternate method for procuring low dollar (*less than \$5,000*) goods and services and simplifying the payment process. Requirements for goods and printing over \$50,000 shall be forwarded to DGS/DPS for processing.

**Nonprofessional Services.** The agency is authorized to contract for nonprofessional services up to any dollar amount subject to applicable laws, regulations, APSM and fiscal restraints.

**Information Technology.** IT equipment, software and/or computer related services, telecommunications equipment and/or services: refer to VITA Guidelines.

All purchase transactions, regardless of funding source, governed by the *VPPA* without regard to agency-specific exemptions, shall be processed through eVA to eVA registered vendors except as otherwise listed in the APSM Chapter 14.11 and 14.9 b.

All purchases of goods and nonprofessional services shall originate on an Internal Purchase Request (IPR). The IPR must be completed by the individual making the request and forwarded to the designated cost center manager for approval and certification. By his or her signature, the cost center manager approving the request certifies that:




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1. funds are available within his cost center budget for this purchase;
2. the procurement is necessary for a purpose authorized by law;
3. the request is coded to the proper cost center(s); and
4. the procurement requested cannot be provided with in-house resources or those of another State agency.

For purchases under \$5,000, all IPR's submitted to the Procurement Section must have a minimum of one quotation from a DMBE certified small business. Order splitting will not be accepted in order to meet dollar thresholds. For purchases over \$5,000, all requests must be submitted to the Procurement Section to determine the proper procurement method.

After approval by the cost center manager, the request will be sent to the Purchasing Section. If the request is denied, it will be returned to the cost center manager. If the request is approved, a purchase order will be issued. A copy of the completed purchase order will be sent to the cost center manager.

The originator will be responsible for notifying the Accounting Section and signing the receiving report or the State invoice when services are received. If the service request is canceled or changed the originator is responsible for notifying the Purchasing Section.

The Purchasing Section will be responsible for conducting purchases in compliance with the Virginia Public Procurement Act, Agency Procurement and Surplus Property Manual and Vendor Manual.