

Approved By: David E. Brown

Policy Name	Procurement of Goods and Nonprofessional Services		Policy Number	76-30.01
Section Title	Contracts and Procurement	Section Number	76-30	Former Policy No.
Approval Authority	Agency Director		Effective Date	9/14/2021
Responsible Executive	Procurement Manager		Revised Date	11/4/2021
Responsible Office	Finance Office		Last Reviewed	1/16/2019
Responsible Reviewer	Russell Hahn, Lisa			

Purpose:

To ensure procurement procedures meet the agency's mission, fully conform to state law and are conducted in a fair and impartial manner.

Policy:

It is the policy of the Agency to obtain high quality goods and services at a reasonable cost by conducting procurement in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that competition is sought to the maximum feasible degree to ensure a reasonable cost and conform to The Virginia Public Procurement Act (VPPA), Agency Procurement and Surplus Property Manual (APSM), Vendors Manual and the Virginia Information Technology Agency (VITA) Buy IT 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. Agency staff will be responsible for conducting purchases in compliance with the Virginia Public Procurement Act, Agency Procurement and Surplus Property Manual, Vendor Manual and VITA's Buy IT manual

Procedures:

Goods and Services.

The agency's delegated authority for goods, services and printing is \$50,000.00. 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 \$10,000) goods and services and simplifying the payment process, and must be used in all instances possible. Requirements for goods/services and printing over \$50,000 shall be forwarded to DGS/DPS for processing.

Information Technology.

The agency's delegated procurement authority is \$250,000.00. Purchases from VITA contracts are unlimited

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services, telecommunications equipment and/or services; refer to the Virginia Information Technology's Buy IT manual. 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.

All purchases of goods and nonprofessional services shall originate on a DHP electronic Procurement Request Form. The form 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:

1. Funds are available within the 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.

After approval by the cost center manager, the request will be submitted via electronic Procurement Request Form sent to the procurement section e-mail procurement@dhp.virginia.gov. There may be occasions when an e-mail will be acceptable as long as it includes the required information and the Department (Cost Center) Manager approves.

For purchases under \$10,000, a minimum of one quotation from a Department of Small Business and Supplier Diversity (DSBSD) certified micro business must be obtained. Order splitting will not be accepted in order to meet dollar thresholds. For purchases over \$10,000, all requests must be submitted to the procurement section to determine the proper procurement method.

The originator will be responsible for signing the receiving report or the invoice when goods or services are received. Procurement staff will receive and sign for delivery of goods. If the procurement request is canceled or changed the originator is responsible for notifying the procurement section.

All Agency staff will be responsible for conducting purchases in compliance with the Virginia Public Procurement Act, Agency Procurement and Surplus Property Manual, Vendor Manual and VITA's Buy IT