Department of Health Professions

DIRECTOR'S POLICY # 76-5.1

Procurement of Goods and Nonprofessional Services

Effective Date:

November 16, 2015

Approved By: _____

David E. Brown, D.C., Director

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 Department to obtain high quality goods and services 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) 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.

Procedures:

Goods and Services.

The agency's delegated authority for goods, services 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, and must be used in all instances possible. Requirements for goods/services and printing over $50,000 shall be forwarded to DGS/DPS/VITA for processing.

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:

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.

For purchases under $5,000, all IPR's submitted to the Procurement Section must have a minimum of one quotation from a Department of Small Business and Supplier Diversity (DSBSD) certified micro 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.