

PROCUREMENT FUNDAMENTALS



Hampton City Schools
City of Hampton Procurement Dept
March 2012 / Procurement Month



MISSION

To meet **YOUR** needs
in obtaining
Quality Goods & Services
at reasonable cost



GOALS

To provide maximum return on the City and HCS expenditures

To ensure all awards are made fairly and in compliance with VPPA

Using techniques resulting in efficient & economical purchases

PRINCIPLES

All procurement procedures must be conducted:

In a fair and impartial manner

Competition must be sought to the maximum feasible degree

Rules governing contract awards must be made clear in advance of the competition

Specifications reflect the needs of the City rather than to favor a particular vendor

THE VIRGINIA PUBLIC PROCUREMENT ACT (VPPA)

- ✚ The VPPA permits the City Council to accomplish procurement activities in accordance with the VPPA or with alternative policies approved by the Council.

SMALL PURCHASES AUTHORITY

**The Chief Procurement Officer or Designee
may permit purchases up to \$9,999.99
to be made by persons other than the
Procurement Department.**

EXERCISING PROCUREMENT AUTHORITY

BASIC DO'S:

- **Seek competition**
- **Follow competitive procurement practices**
- **Comply with the minority and women owned business requirements**
- **Fully document your purchases**
- **Place orders directly with the vendors**
- **Submit directly to Finance the vendor's invoice with your purchase order number**
- **Use the price agreement contracts for purchases**

EXERCISING PROCUREMENT AUTHORITY

BASIC DON'TS:

DO NOT use your Procurement Authority
to circumvent standard
policies and procedures or fragment orders
(splitting orders so that each is
less than \$9,999.99)

FIVE METHODS OF PROCUREMENT

1. Small Purchases

2. Competitive Sealed Bids

3. Competitive Negotiations

4. Sole Source

5. Emergency Purchases

CYCLE

General Flow from Cradle (identification of need) to Grave (disposal of surplus)

Using Agency:

-  **Recognized need for Goods/Services**
-  **Ensures adequate funds are budgeted**
 -  **Develops Specifications**
-  **Submits a requisition to Purchasing**

CYCLE (con't)

Procurement Division:

- ✚ **Reviews Specifications for completeness and accuracy**
- ✚ **Determines the Procurement Method**
- ✚ **Solicits Quotations, Bids or Proposals and makes an Award**
- ✚ **Issues a Purchase Order or Contract**

CYCLE (con't)

Purchasing Division:

- ✚ Re-allocates or disposes of surplus, salvage or scrap assets



TRAINING

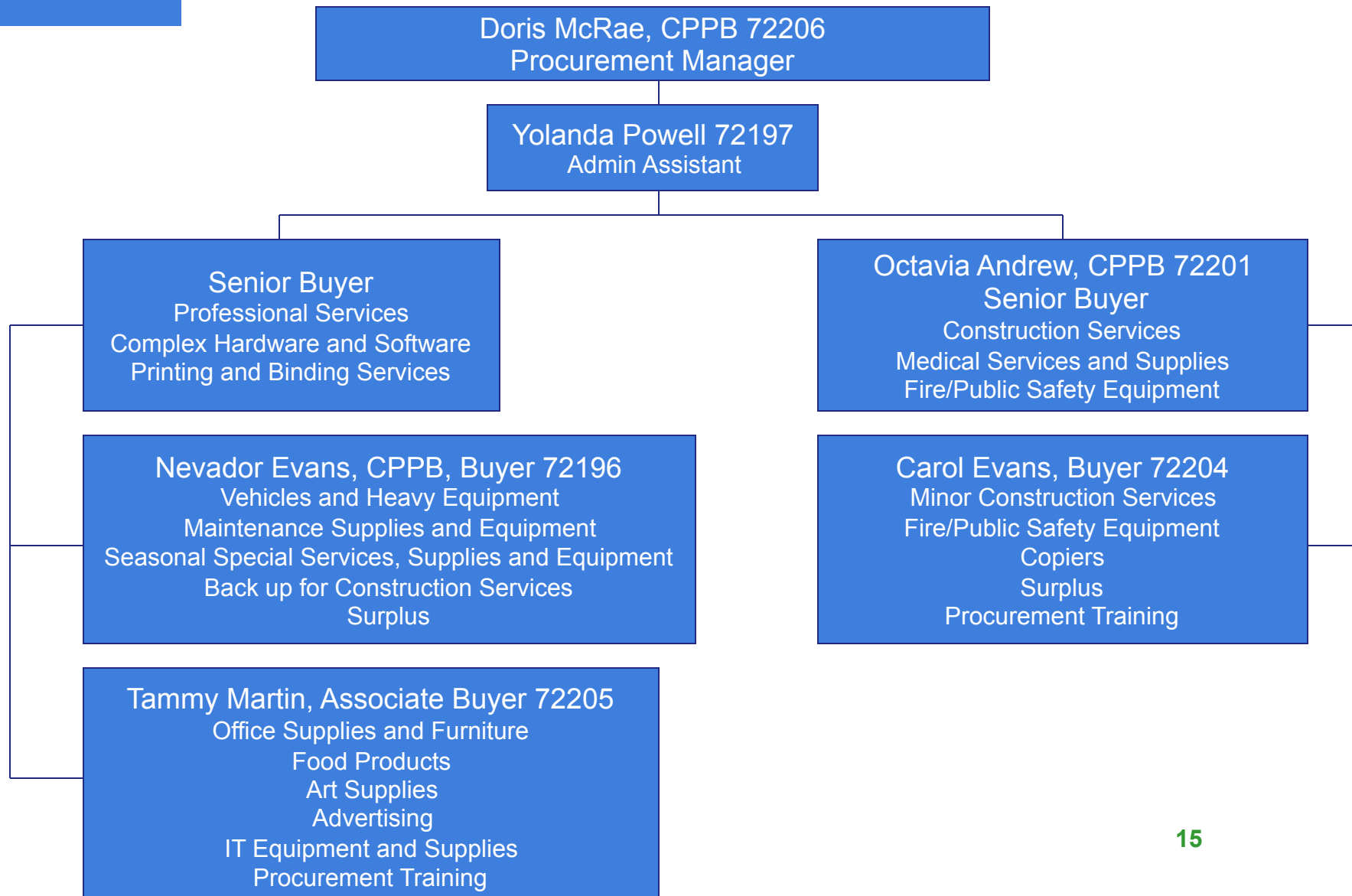
Processing Requisitions



TRAINING

Processing Material Receipts

PROCUREMENT ORGANIZATION



PROCUREMENT DEPARTMENT

We're located:

1 Franklin Street, Suite 345

Hampton, VA 23669

Tel: (757) 727-2200

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Email: bids@hampton.gov

Business Hours: 8:00 a.m. to 4:30 p.m.

Monday – Friday, excluding holidays



IT'S Q & A TIME!