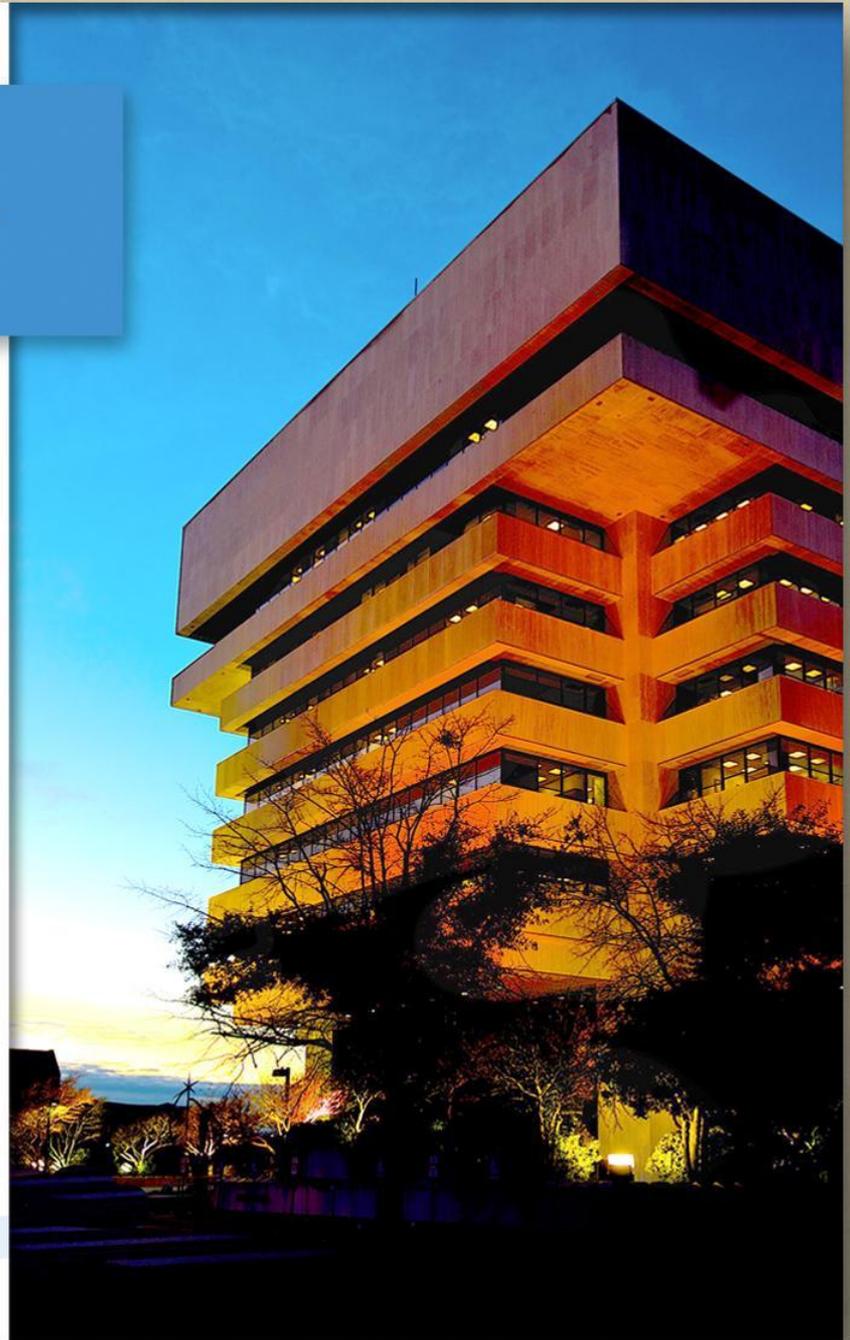


HAMPTON VA

DIVING INTO PROCUREMENT

Presented by:
Lin Whitley
Director of Procurement
City of Hampton



Procurement Goals

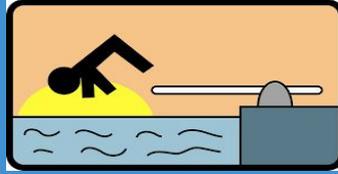


- Provide maximum return on the City and Hampton City School expenditures
- Ensure all awards are made fairly and in compliance with the Virginia Public Procurement Act and Hampton City Code
- Make efficient and economical purchases

Procurement Principles

All Transactions Must be Conducted:

- In a fair and impartial manner
- Competition must be sought to the maximum feasible degree
- Award to the lowest responsive and responsible bidder
- Specifications reflect needs of HCS rather than to favor a particular vendor



Purchase Orders are always required

PRIOR

to a purchase except in the case of an

emergency procurement

per Hampton City Code.

5 Methods of Procurement

- Small Purchases
- Competitive Sealed Bidding
- Competitive Negotiation
- Emergency Procurements
- Sole Source Procurements



5 Methods of Procurement

- **Small Purchases**
- Competitive Sealed Bidding
- Competitive Negotiation
- Emergency Procurements
- Sole Source Procurements



Small Purchases

- Purchases under \$30,000 are considered small purchases with the City of Hampton and Hampton City Schools.



- Purchase Authority has been given to departments. This means purchases under \$5,000 may be done at the department level as a DPO (Departmental Purchase Order).

Purchases Below \$5000

- Done at the HCS Department level
- Two (2) quotes required – at least one (1) from a certified woman or minority owned business, if feasible
- Awarded to vendor with lowest quote
- Departments issue their own purchase orders
- Departments place orders directly with the vendor

Purchases between \$5000 but less than \$10,000

- Initiated at the HCS Department level but sent to Procurement on a requisition for processing
- Three (3) quotes required – at least one (1) from a certified woman or minority owned business, if feasible
- Awarded to vendor with lowest quote

Purchases Between \$10,000 but less than \$30,000

- Initiated at the HCS Department Level but sent to Procurement on a requisition
- Four (4) quotes are required – at least two (2) from certified woman or minority owned businesses, if feasible
- Awarded to vendor with lowest quote
- Procurement issues the purchase order
- Procurement sends the purchase order to the vendor

VA Dept of Small Business & Supplier Diversity

The screenshot shows a web browser window displaying the 'Directory Listing' page of the Virginia Department of Small Business & Supplier Diversity (SBSD). The browser's address bar shows the URL 'http--purchasing.houston...'. The page header includes the 'Virginia.gov' logo, 'Agencies | Governor', and a 'Search Virginia.Gov' button. The main content area features the SBSD logo and the title 'Directory Listing'. Below the title, there are several filter buttons: 'Certification Type' (green), 'NIGP' (blue), 'NAICS' (red), 'City' (grey), 'ZIP Code' (light blue), and 'Business Category' (orange). A search bar is present with a dropdown menu set to 'All', a 'contains' dropdown, and a search icon. Below the search bar, there are two dropdown menus: 'Sort by: Company name' and 'Show entries: 5'. At the bottom of the filter section, there is an 'Applied Filters' dropdown menu.

<https://directory.sbsd.virginia.gov/#/directory>

Certification Type

NIGP

NAICS

City

ZIP Code

Business C

All contains hampton station

Match found 2

Sort by: Company name

Show entries: 5

Applied Filters Reset filters

Hampton Stationery Furniture & Office Supply, LLC

DBA: Hampton Stationery Furniture & Office Supply, LLC
John Cabot Ishon
108 E Queen Street
Hampton, VA 23669
Phone: (757) 722-7712
Fax: (757) 722-4317
jci@hamptonstationery.com

Certification Number: 689670
SWaM Certification Type:
Small Start Date: 04-10-2018
Micro Start Date: 04-10-2018
Women-Owned Start Date: 04-10-2018
SWaM Expiration Date: 04-10-2023
NIGP Code and Description:
41000 FURNITURE: HEALTH CARE, HOSPITAL AND/OR DOCTOR'S OFFICE
42540 Filing Cabinets, Metal: Card, Jumbo, Lateral, Legal, and Letter
42548 Furniture, Office (Custom Made)
42500 FURNITURE: OFFICE
42541 Filing Cabinets, Wood: Card, Lateral, Legal, and Letter
42568 Rotary Filing Systems
06000 AUTOMOTIVE AND TRAILER EQUIPMENT AND PARTS
61500 OFFICE SUPPLIES, GENERAL
61573 Recycled Office Supplies
97742 Furniture, Office, Rental or Lease
42000 FURNITURE: CAFETERIA, CHAPEL, DORMITORY, HOUSEHOLD, LIBRARY, LOUNGE, SCHOOL

Pcard: Y
Business Category: Retail Trade

5 Methods of Procurement

- Small Purchases
- **Competitive Sealed Bidding**
- **Competitive Negotiation**
- Emergency Procurements
- Sole Source Procurements



Purchases above \$30,000

- Initiated at the HCS Department level but sent to Procurement on a requisition for processing
- Procurement will do a formal solicitation
- Advertised on eVA, The Daily Press, Legacy and www.hampton.gov/bids

Formal Solicitations

- Invitation to Bid (ITB):
 - Awarded to the lowest responsive and responsible bidder
 - Public Bid Opening
 - Resulting contract may be for a specific job or annual needs for a good or service
- Request for Proposal (RFP):
 - Awarded to the vendor who proposes the best fit for the needs of HCS
 - Offers are scored and highest rated vendor gets the award
 - Resulting contract may be for a specific job or for annual needs for a good or service

Cooperative Procurement

- “Piggybacking” off another entity’s contract
- Not allowed for construction or architecture or engineering
- Must be sent to Procurement for processing
- Must have a cooperative clause
- If over \$10,000 can be used without other quotes

5 Methods of Procurement

- Small Purchases
- Competitive Sealed Bidding
- Competitive Negotiation
- **Emergency Procurements**
- Sole Source Procurements



Emergency Procurements

- Hampton City Code allows for department heads to deem an emergency for procurement purposes for the following reasons:
 - Immediate threat to public health, safety or welfare
 - Immediate action is needed to preserve public properties without delay
 - Breakdown in an essential service



Emergency Procurement

- This is the only time a purchase can happen prior to a purchase order being issued
- A memo detailing the emergency must be issued and signed by the department head and attached to the requisition

5 Methods of Procurement

- Small Purchases
- Competitive Sealed Bidding
- Competitive Negotiation
- Emergency Procurements
- **Sole Source Procurements**



Sole Source Procurements

- A vendor is the only source practicably available from which to procure the good or service
- Sole source justification is sent to HCS Finance Department
- Once approved it is valid for 5 years or until the City deems in writing the sole source is no longer valid
- Attach Sole Source approval to requisition

Basic “Do’s”

- Seek competition.
- Be fair to vendors.
- Follow competitive procurement practices.
- Comply with the minority and women-owned business requirements.
- Fully document your purchases.
- Place orders directly with the vendors.



Basic “Don’ts”

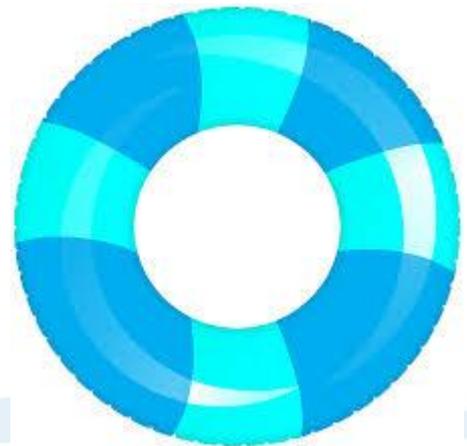
DO NOT use your Procurement Authority to circumvent standard policies and procedures or fragment orders (splitting orders so that each is less than \$9,999.99)

The Chief Procurement Officer reserves the right to rescind delegate Procurement Authority if it is abused.



When to Send a Requisition to Procurement

- All purchases \$5,000 or over
- Any purchase based on a HCS Contract
- Any purchase based on a Cooperative Procurement
- Emergency purchases
- Sole Source purchases
- VPPA exceptions
- Grant money being used
- Resale
- Formal Bid requests



Connecting with Procurement

City of Hampton
Hampton City Schools
Consolidated Procurement Department
1 Franklin Street Suite 345
Hampton, Virginia 23669
757-727-2200

Business Hours: 8:00 a.m. to 4:30 p.m.
Monday-Friday, excluding holidays