

PURCHASING AUTHORITY

The Superintendent with the Alexandria City School Board’s formal approval may designate a qualified employee to serve as the Purchasing Agent for the Board. In this capacity, the agent for the Board may purchase or contract for all supplies, materials, equipment, and contractual services required by the school division subject to federal and state laws and regulations and Board policies. All purchases made by the school division will be in accordance with the Virginia Public Procurement Act and Regulation DJA-R: ACPS Procurement Manual.

All personnel in the Division who desire to purchase goods or services shall follow the established procurement procedures for the issuance of a requisition or purchase order. All contract and purchase order requests must be forwarded to the Procurement Office for approval and processing.

Internal Controls

The Superintendent, or Superintendent’s designee, establishes appropriate procedures for internal accounting controls.

Purchasing Authority Limits

All contracts exceeding \$500,000 require the signature of the Superintendent or authorized designee. The Purchasing Agent(s) has delegated signature authority for all contracts not exceeding \$500,000 for the term of any Contract, including any renewal term. Capital Improvement Program funded planning, design, or construction contracts in excess of \$1,000,000 require School Board approval prior to execution.

Purchasing and Contracting

The Board encourages full and open competition whenever practicable among potential contractors and suppliers by competitive sealed bidding practices; to centralize purchasing and contracting within the school division to realize the economies resulting therefrom; and to seek maximum educational value for every dollar expended.

Emergency Purchases

In cases of emergency, where the public’s health, safety, or welfare is affected, the Superintendent or their designee may authorize purchase orders or award a contract without competitive bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances. A written determination of the basis for the emergency and for the selection of the particular contractor shall be included in the contract file.

Alexandria City Public Schools (ACPS) shall issue a written notice stating that an emergency contract has been awarded, identifying that which is being procured, the contractor selected, and the date on which the contract was or will be awarded. This notice shall be posted on the eVA website and shall be communicated to the School Board accordingly.

44 **Sole Source Purchases**

45 Upon determination in writing that there is only one source practicably available for that which is
46 to be procured, purchase orders or contracts may be negotiated and awarded to that source without
47 competitive sealed bidding or competitive negotiation. The written determination shall document
48 the basis for this exception and shall be approved by the authorized Purchasing Agent(s) or
49 designee.

50 ACPS shall issue a written notice stating that a sole source contract has been awarded, identifying
51 that which is being procured, the contractor selected, and the date on which the contract was or
52 will be awarded. This notice shall be posted on the eVA website.

- 53 Adopted: October 24, 1996
- 54 Amended: April 4, 2002
- 55 Amended: May 29, 2008
- 56 Amended: May 5, 2016
- 57 Amended: December 5, 2019
- 58 Amended: January 4, 2024

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60 Legal Refs: Code of Virginia, 1950, as amended, §§2.2-4300 et seq.; 22.1-68,
61 22.1-70, 22.1-78.

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63 Cross Ref.:	DA	Management of Funds
64	DGC	School Activity Funds
65	DGD	Funds for Instructional Materials and Office Supplies
66	DJ	Small Purchasing
67	DJA	Purchasing Authority
68	DJA-R	ACPS Procurement Manual
69	DJB	Petty Cash Funds
70	DJF	Purchasing Procedures
71	DJFB	Contract Execution
72	FEG	Planning, Design and Construction
73	FEGA	ACPS Capital Improvement Program