

Stafford County Public Schools Vendor Resource Guide

Doing Business with Stafford Schools

31 Stafford Avenue, Stafford, VA 22554

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Office Hours: Monday–Friday, 8:00 AM – 4:30 PM

- 1. Procurement Thresholds:** Stafford Schools requires a Purchase Order in advance of any purchase at any dollar level. Vendors who proceed without a PO do so at their own risk.
 - \leq \$10,000: **Single Quote**
 - \$10,000.01 – \$49,999.99: Minimum of 3 valid sources (if available)
 - \$50,000 – \$199,999.99: Written RFQ, public posting, and solicitation of 3 valid sources (if available)
 - \geq \$200,000: **Formal competitive procurement**

Other procurement methods may be used as authorized by the Virginia Public Procurement Act, federal grants, and applicable laws.

- 2. Vendor Registration Instructions:** Stafford Schools utilizes the vendor database in eVA, the Commonwealth of Virginia’s e-procurement system.
 - [Supplier Registration](#)
 - [Steps to Register as a New Supplier](#)
 - [Look Up Commodity Codes](#)
 - [For help, contact eVA Customer Care](#)

Note: Registration in eVA is not required for all transactions but is strongly encouraged. eVA registration is required to submit bids and proposals in response to an Invitation for Bid or Request for Proposal issued by Stafford Schools.

- 3. Supplier Diversity Statement:** Stafford Schools promotes opportunities for businesses certified by the Virginia Department of Small Business and Supplier Diversity (SBSD).
 - [Stafford County Certified Business Listing](#)
 - [SBSD Website](#)

Vendors are encouraged to seek out contracting and subcontracting opportunities with diverse businesses.

- 4. Finding Opportunities:** Marketing is key! Contact Procurement for leads. Also view opportunities publicly posted on eVA in [Virginia Business Opportunities](#).

5. **Cooperative Contracts:** If you have a cooperative contract with another public body, Stafford Schools may be able to purchase from it. Likewise, other public bodies may use Stafford Schools' term contracts that permit piggybacking.
6. **Responding to a Solicitation:** Solicitations include RFQs, IFBs, and RFPs.
 - Read the solicitation carefully
 - Ask questions before the deadline
 - Follow the submittal instructions
 - Include all required submittals
 - Late is late – submissions received after the deadline are disqualified
7. **Ethics in Public Contracting:** Stafford Schools adheres to the Virginia Public Procurement Act (VPPA), the Virginia State and Local Government Conflict of Interests Act and other applicable laws.

By participating, vendors certify:

 - No collusion or fraud
 - No kickbacks or inducements
 - No improper gifts or payments to public employees
 - Compliance with all applicable laws, including but not limited to:
 - [VPPA Article 6. Ethics in Public Contracting](#)
 - [State and Local Conflict of Interests Act](#)
8. **NIGP Code of Ethics:** Stafford Schools follows the NIGP Code of Ethics, which emphasizes integrity, transparency, and professionalism in public procurement.
 - [NIGP Code of Ethics](#)
9. **Protests and Appeals Policy Summary:** Any bidder or offeror may protest the award or decision to award a contract as permitted by [Va. Code § 2.2-4360](#).
 - Procedures are outlined in [Article 8 of Stafford County's Procurement Policies and Regulations](#).
 - Written protests must be submitted to the Superintendent of Stafford Schools.
10. **Debarment Policy Summary:** Potential bidders/offerors may be debarred from contracting as contemplated by [Va. Code § 2.2-4321](#).
 - Procedures are outlined in [Article 9 of Stafford County's Procurement Policies and Regulations](#).

Thank you for your interest in doing business with Stafford County Public Schools. Your partnership helps us deliver quality services to our students and staff.