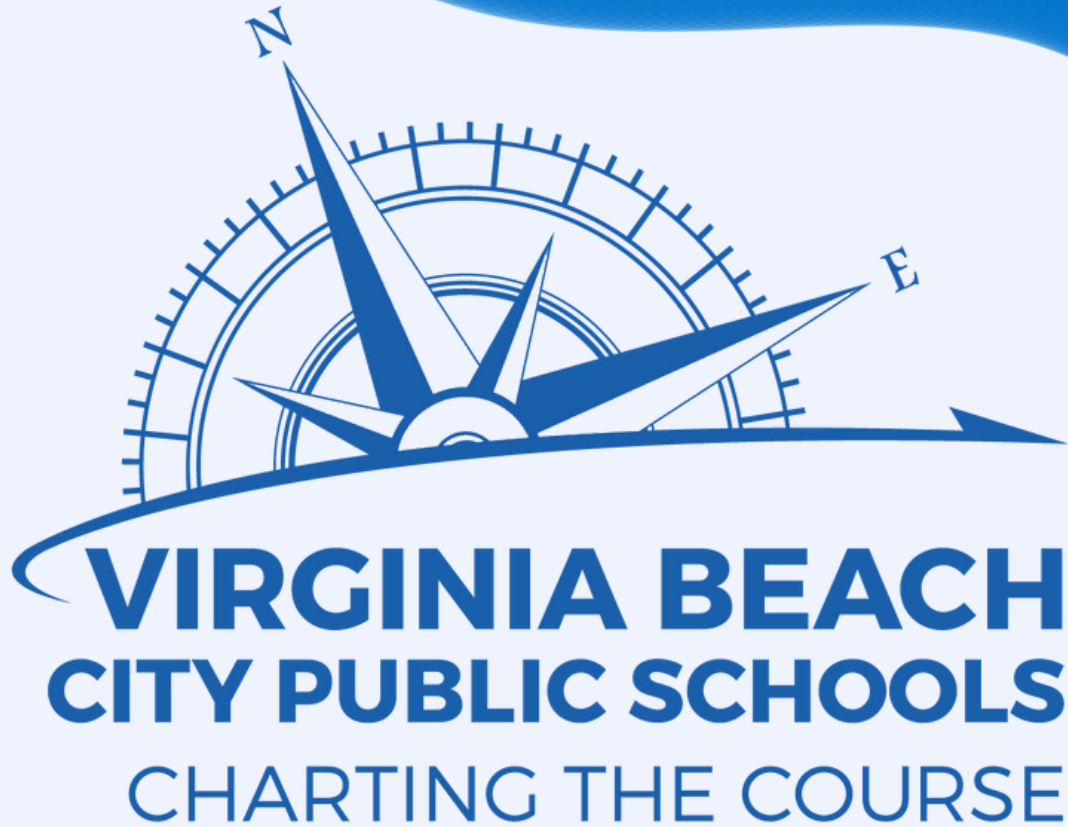




SUPPLIER GUIDE

PREPARED BY:
Office of Procurement Services

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Accounts Payable Overview

Welcome letter from the Accounts Payable team and contact information

PROCUREMENT OVERVIEW

Purpose Statement

The purpose of Virginia Beach City Public Schools' Office of Procurement Services is to manage the procurement of essential goods and services by developing and maintaining the most efficient, cost-effective processes.

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Alicia Smith, CPPO, CPPB

PROCUREMENT COORDINATOR:

Haley Maciejewski

CONTRACT SPECIALIST:

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EMAIL:

PROCUREMENT@VBSCHOOLS.COM

**ADDRESS: 2512 GEORGE MASON DR.
VIRGINIA BEACH, VA 23456**

PROCUREMENT OVERVIEW CONT.

Suppliers: Doing Business with Virginia Beach City Public Schools

VBCPS welcomes the opportunity to do business with suppliers in the community. Our district is interested in fostering participation by all qualified businesses offering commodities and services utilized by the school division.

We are committed to conducting all purchasing activities with integrity, transparency, and fairness. We adhere to all applicable state laws and school board policies, and we strive to ensure that every supplier has equal access to opportunities. Awards are based on competitive processes designed to deliver the best value for our schools and community.

We're Here to Help: Our team is available to answer questions and guide you through the process.

PROCUREMENT TYPES

RFQ

Request for Qualifications

Procurement method used to identify and evaluate vendors based on their skills, experience, and capacity to perform the required work.

Typically used for professional services.

RFP

Request for Proposals

Procurement method used to solicit potential providers (proposers) for goods and services. Provides for the negotiation of all terms, including price, prior to contract award.

BID

Invitation To Bid

A procurement method used to solicit competitive sealed bid responses, sometimes called formal bids, when price is the basis for award.

Beacon Bid

VBCPS utilizes Beacon Bid as an electronic bid board. Suppliers register by commodity code for goods and services offered by their business. Suppliers who have subscribed to the bidders list are notified by email whenever a solicitations has been issued for the commodity or service offered by the supplier.

[CLICK HERE TO GO TO BEACON'S BID BOARD](#)

Commodity Codes

A numbering system developed by NIGP to identify goods and services purchased by public entities. The system serves as an automated purchasing function, helping suppliers identify their goods and services and enabling different jurisdictions to share purchasing information.

HELPFUL TIPS FOR WORKING WITH PUBLIC ENTITIES

Bidding & Qualifications

- **Read the Entire Solicitation:** Don't skip the details—missing a requirement (like insurance, signatures, or references) can disqualify you.
- **Ask Questions:** Use the Q&A period to clarify anything that isn't clear. Procurement staff expect and welcome questions.
- **Highlight Experience, Not Just Price:** Even if you're small, showcase your track record, client references, and unique value
- **Ensure You Know The Submission Deadline:** Late proposals cannot be accepted or considered for evaluation.

After Award

- **Perform Well, Every Time:** Deliver on time and meet quality standards—performance is tracked and can impact future awards.
- **Ask for Feedback:** If you don't win, request a debrief to learn how to improve next time.
- **Build a Relationship, Not Just a Transaction:** Stay in touch with buyers so they remember your business when opportunities come up.

ACCOUNTS PAYABLE OVERVIEW FOR EXISTING SUPPLIERS

Welcome, valued supplier, to VBCPS! Since you're already registered in Oracle, you now have access to Oracle Cloud Supplier Portal. Through this portal, you can easily perform self-service functions as outlined in the user guide, including:

- Updating your supplier profile & information
- Checking the status of invoices & payments
- Submitting Invoices

Invoices are to be submitted to VBCPS by 1 of the 3 methods listed below:

1. Submitting invoices via Email (preferred method)

- Submit Invoices via email to E.Invoice@VBSchools.com
- Attach Invoices as .pdf file, notating:
 - Ordering Department/School
 - VBCPS Contact Information
 - Purchase Order Number, if available

2. Submitting Invoices via Oracle

- Follow guidelines in Oracle-Portal user guide
- Ensure the required Purchase Order Number is notated on the invoice
- Attach the invoice before submitting

3. US Mail

Mail to: Virginia Beach City Public Schools
Attn: Accounts Payable
PO Box 6038
Virginia Beach, VA 23456

ACCOUNTS PAYABLE OVERVIEW FOR EXISTING SUPPLIERS CONT.

ACH Payment:

Virginia Beach City Public Schools now offers electronic payments (ACH) to all suppliers, providing a faster and more efficient payment method for a nominal fee. We have partnered with Paymode-X, a service offered by Bank of America Merrill Lynch. Enrolling in Paymode-X is quick and easy, taking less than 10 minutes. Simply sign up online at www.paymode.com/vbgov.

For assistance or questions, feel free to reach out to Paymode-X at 866-252-7366 or contact Kevin Hanson.

*Existing Paymode-X members should call 877-443-6944 to confirm their membership details.

FOR INVOICE ASSISTANCE:

KEVIN HANSON

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KEVIN.HANSON@VBSCHOOLS.COM

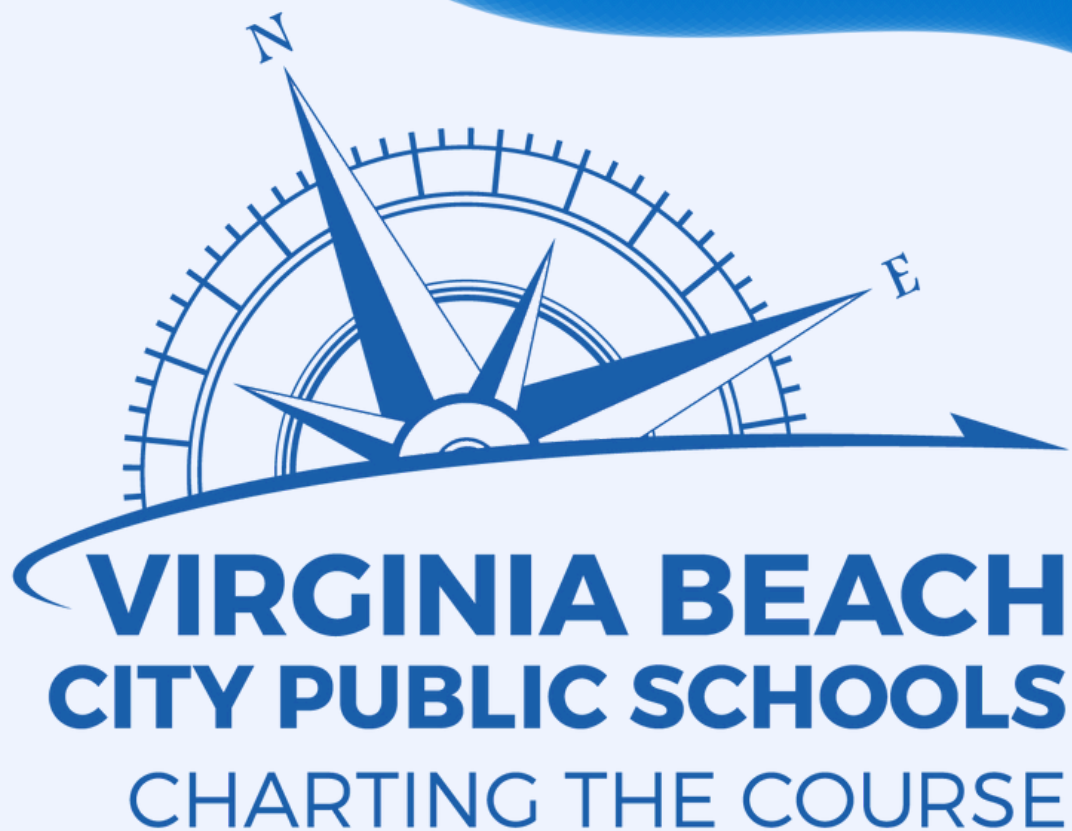
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PUT STUDENTS FIRST. SEEK GROWTH. BE OPEN TO CHANGE.
DO GREAT WORK TOGETHER. VALUE DIFFERENCES.