

BUSINESS AND NONINSTRUCTIONAL OPERATIONS

Purchasing and Procurement of Goods and Services

A. Generally

Purchases and procurement of goods and services from nongovernmental sources, whether consideration is monetary or nonmonetary, made by and for the School Board shall be initiated, processed and accomplished as mandated by the legal references to this Policy.

B. Procurement Officer

1. The Director of Procurement shall serve as the purchasing agent for the School Division and shall be responsible for the administration and oversight of procurement activities conducted on behalf of the School Board in accordance with applicable law, School Board policy, regulations, and established procedures.
2. The Office of Procurement Services shall serve as the centralized procurement authority for the School Division and shall administer and oversee the procurement process for all procurements conducted on behalf of the School Board, including those related to capital improvement projects and alternative project delivery methods authorized by law.
3. The Director of Procurement may designate Procurement Services staff to administer specific procurements and provide procurement guidance, compliance oversight, and support to the School Division.

4. For capital improvement projects and other facilities-related procurements, the Office of Facilities Services shall retain responsibility for project planning, technical specifications, scope development, budget coordination, project management, and contract administration, subject to applicable procurement requirements and procurement governance by the Office of Procurement Services.

~~The Director of Procurement shall serve as the purchasing agent for the School Division for everything except Capital Improvement Program (CIP) construction projects.~~

Legal Reference

Code of Virginia § 2.2-4300, *et seq.*, as amended. Virginia Public Procurement Act.

Related Links

School Board [Policy 3-32](#)

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