Methods of Procurement and Cooperative Agreements

A procurement from nongovernmental sources is performed by one of the following five (5) methods:

I. **Small Purchases** are the procurement of professional and nonprofessional goods and services if the aggregate or sum of all phases is not expected to exceed $60,000 for professional services and $100,000 for non-professional services. Purchases under this provision that are expected to exceed $50,000 shall require a written informal solicitation of a minimum of four bidders or offerors.

II. **Competitive Sealed Bidding** is the preferred method of acquiring goods, printing, construction, and nonprofessional services when the estimated cost exceeds $100,000.

III. **Competitive Negotiation** is a method of selecting a contractor for the procurement of professional and nonprofessional goods and services expected to exceed $60,000 for professional services and $100,000 for non-professional services upon a written determination made in advance that competitive sealed bidding is either not practicable or fiscally advantageous to the Prince William County School Board. Professional services shall be procured by competitive negotiation.

IV. **Sole Source/Noncompetitive Procurements** may be authorized upon a written determination that there is only one source practicably available for that which is to be procured. A contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation. All sole source procurements shall be posted on the PWCS Purchasing website.

V. **Emergency Procurement** is a method of procurement used in order to protect personal safety, life, or property; i.e., an occurrence of a serious, urgent, and threatening nature that demands immediate action to avoid termination of essential services or a dangerous condition. This method is made with as much competition as is practical under the circumstances, and is supported by a written determination of the basis for the emergency and for the selection of the particular contractor. All emergency procurements shall be posted on the PWCS Purchasing website.

VI. **Cooperative Purchasing** is an agreement with one or more public bodies, jurisdictions, or school divisions for the purpose of combining requirements to reduce administrative expenses and purchase costs. Contracts competitively awarded by other governmental entities may be used as a source without obtaining additional competitive pricing (i.e., bids or proposals), if approved by the Supervisor of Purchasing.
SUPPORT SERVICES

Methods of Procurement and Cooperative Agreements (continued)

The Associate Superintendent for Finance and Support Services (or designee) is responsible for implementing and monitoring this policy.

The Associate Superintendent for Finance and Support Services (or designee) is responsible for reviewing this policy in 2019.

Legal References: Virginia Code, Title 2.2, Virginia Public Procurement Act, Chapter 43, Article 1, “General Provisions”; and Article 2, “Contract Formation & Administration”

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PRINCE WILLIAM COUNTY SCHOOL BOARD