## **Understanding Procurement**



Orange County, Virginia

112 W. Main Street Orange, VA 22960



#### **Procurement Mission**

- To provide efficient and effective procurement services to customers
- To obtain high quality goods and services at reasonable costs, in accordance with the Virginia Public Procurement Act (VPPA)
- Public procurement embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the law



 Orange County intends to assure the best quality and price for products and services; to protect the assets and funds of Orange County; and to maintain above-board relations with all suppliers within the Procurement Laws and Business Ethics as dictated by Federal, State, and Orange County Governments



- The Procurement Manual applies to all contracts for goods, services, insurance and construction entered into by Orange County
- Competition shall be sought to the maximum feasible degree, therefore, all of the procurement procedures outlined herein shall apply



## County Departments

- County Departments shall work closely with the Procurement Coordinator when sourcing goods and services
- County Departments shall allow the necessary time for Procurement to obtain bids, quotes and proposals
- County Departments shall prepare acceptable technical specifications



### **Verification of Sufficient Funds**

 No order for delivery on a contract or open market order for supplies, materials, equipment or contractual services for any county department or agency shall be awarded until the Purchasing Coordinator and Finance Director have certified that the unencumbered balance is sufficient to defray the cost of the order



 Every County employee involved in any part of the procurement process must understand that there are obligations, responsibilities and liabilities included in the Orange County Procurement Policy that can affect their job and their personal life



## Delegation

- The Procurement Policy allows the Purchasing Agent to delegate procurement authority to County Department Directors upon the approval of the Board of Supervisors
- No County employee is authorized to make an award or issue an order to a vendor without the approval of the Purchasing Agent unless otherwise provided for in writing



#### Procedures

- All purchases greater than \$5,000 require a County Purchase Order
- A Purchase Order authorizes the purchase of goods or services. It is often the only contract document between the vendor and the County and must be carefully worded and accurately prepared to reduce errors and eliminate misunderstanding by both the County personnel and Supplier



## **Purchasing Procedures**

\$0-\$4,999

No Purchase Order Necessary

\$5,000-\$29,999

• 3 Quotes Required & Purchase Order

\$30,000+

• Formal Bids, Board Approval & Purchase Order



## **Professional Services**

- All single purchases of goods or services exceeding \$30,000 must receive prior approval of the Board of Supervisors
- Purchases over \$30,000 will also use formal solicitation procedures

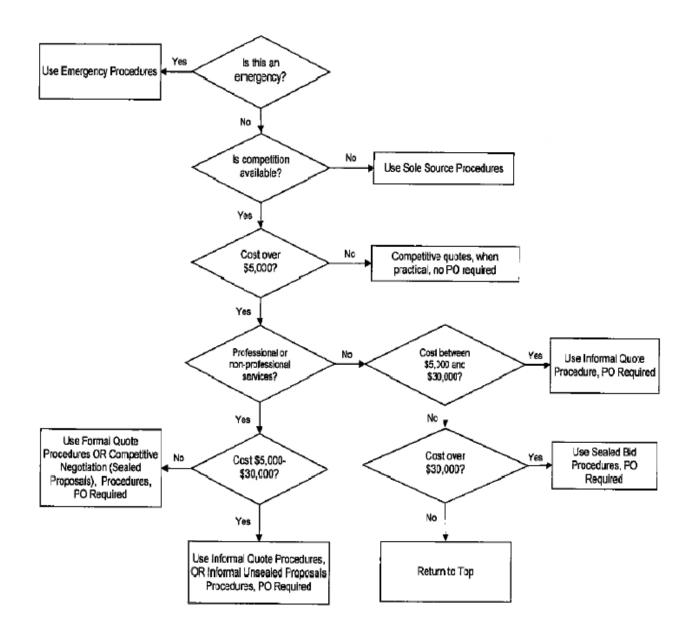


## Sole Source Purchases

- Upon a determination in writing that there is only one source practicably available for that which is to be procured, a contract may be negotiated to that source without competitive sealed bidding or competitive negotiations
- Only the County Administrator can determine if a sole source determination is appropriate
- A public notice shall be posted in a designated public area on the day the public body awards or announces its decision to award the contract whichever occurs first



## Orange County Procurement Guide





# For more information please contact the Orange County Procurement Coordinator at (540) 661-5407