



Procurement Policy

County of Orange, Virginia
Orange County Broadband Authority
Orange County Economic Development Authority

Department of Management Services
112 W. Main Street Orange, VA 22960



Procurement Mission

- To provide efficient and effective procurement services to internal and external 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, the Orange County Economic Development Authority, and the Orange County Broadband Authority intend to secure the best quality and price for products and services; to protect the assets and funds of the organizations; and to maintain above-board relations with all suppliers within the Procurement Laws and Business Ethics as dictated by Federal, State, and Local Governments





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



- Departments shall work closely with the Department of Management Services when sourcing goods and services
- Departments shall work with the Procurement Coordinator to allow the necessary obtain bids, quotes, and proposals
- 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 Procurement Coordinator and Director of Management Services and/or the Finance Manager have certified that the unencumbered balance is sufficient to defray the cost of the order





Employees & Procurement

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



Delegation

- The Procurement Policy allows the Purchasing Agent, the County Administrator, to delegate procurement authority upon the approval of the Board of Supervisors
- No 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 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/Authority and must be carefully worded and accurately prepared to reduce errors and eliminate misunderstanding by both the County/Authority personnel and the Supplier



Purchase Limit	Required Actions
\$0-\$4,999	No Purchase Order Necessary, Seek Best Price/Value
\$5,000-\$99,999*	3 Written Quotes, Purchase Order
*\$60,000+	Board Approval, Purchase Order, & Formal Solicitations for Professional Services (and/or as needed)
\$100,000+	Formal Solicitations, Board Approval, & Purchase Order
Sole Source	Follow Sole Source Procedures
Emergency Procurement	Follow Emergency Procurement Procedures



Board or Authority Approval

- All purchases of goods or services exceeding \$60,000 must receive prior approval of the Board of Supervisors, the Economic Development Authority, or the Broadband Authority
- Professional Service purchases of \$60,000 or greater and all other purchases of \$100,000 or greater shall utilize formal solicitation procedures
 - Professional Service is work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.



Sole Source Purchases

- Upon a determination in writing that there is only one source practicably available, 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 for purchases valued at \$60,000 or greater in a designated public area on the day the public body awards or announces its decision to award the contract whichever occurs first



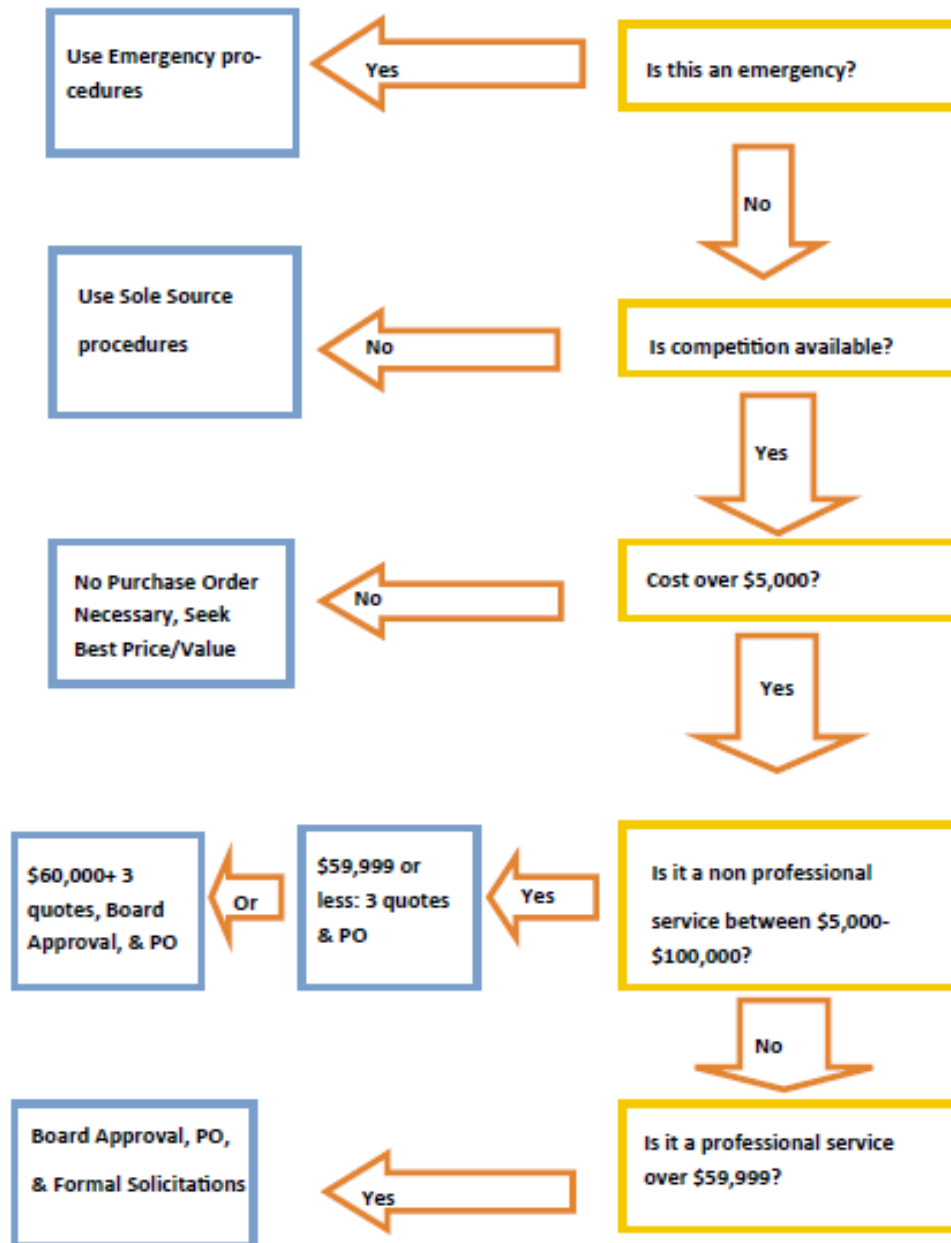
Emergency Procurements

- A Purchase Order or contract may be awarded by the Purchasing Agent without competitive bidding or competitive negotiation, but shall be made with as much competition as practicable
- A written determination and justification establishing the basis for the emergency and for the selection of the particular contractor/vendor must be submitted by the end user to the Management Services Department and Purchasing Agent prior to purchase. The Purchasing Agent will approve or disapprove the purchase as an emergency procurement.



Emergency Procurements

- For purchases with a total cost of \$60,000 or greater a written notice stating that the purchase and/or contract is being awarded, or has been awarded on an emergency basis shall be publicly posted for ten (10) calendar days.
- If emergency occurs at times other than regular business hours, the end user may purchase the required goods or contractual services after receiving approval from the Purchasing Agent and securing bids.
- The Purchasing Agent shall notify the relevant Board or Authority of all emergency procurements valued at \$60,000 or greater.





For more information please contact

Amanda Amos, Procurement Coordinator

(540) 661-5378

aamos@orangecountyva.gov

OR

Stephanie Straub, Director of Management Services

(540) 661-5407

sstraub@orangecountyva.gov