The following table provides a brief summary of thresholds for purchases of goods, printing and nonprofessional services. These thresholds apply to all purchases regardless of the source of funds (state, local, federal, grants).

### I. Small Purchases - Goods and Services, other than Professional Services (see Chapter 5)

<table>
<thead>
<tr>
<th>Thresholds</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Small Purchase:</strong></td>
<td></td>
</tr>
<tr>
<td>Up to $5,000</td>
<td>Obtain a minimum of one (1) quote from a DMBE-certified small business, if available.</td>
</tr>
<tr>
<td>Over $5,000 up to $50,000</td>
<td>Solicit a minimum of four (4) DMBE-certified small business sources, if available, in writing or electronically using Unsealed Bidding; Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. Solicitations up to $50,000 shall be set-aside for DMBE-certified small unless exempted and documentation is required.</td>
</tr>
<tr>
<td>Over $50,000 up to $100,000</td>
<td>Solicit a minimum of four (4) sources, including a minimum of two (2) DMBE-certified small businesses, in writing or electronically, using Unsealed Bidding, Unsealed Proposal, or Unsealed Best Value Acquisition methods depending on procurement. Quick Quote shall be used unless addenda are anticipated and unsealed bidding is allowed. If set-aside for small business only (see 3.10g), solicit a minimum of four (4) DMBE-certified small businesses, if available. Requires public posting on eVA VBO if small purchase expected to exceed $5,000. Quick Quote solicitations meet the public posting requirement.</td>
</tr>
</tbody>
</table>

### II. Competitive Sealed Bidding or Competitive Negotiation (see Chapters 6 & 7)

<table>
<thead>
<tr>
<th>Threshold</th>
<th>Procedures</th>
</tr>
</thead>
</table>
| Over $100,000; may be used for lesser amounts. | Unless set-aside for small businesses only (see 3.10 g), solicit a minimum of six (6) sources, including a minimum of four (4) DMBE-certified small businesses, in writing, including electronically through eVA. If set-aside, solicit a minimum of six (6) DM BE-certified small businesses, if available. Use one of the following methods for purchases over $100,000 unless an exception (see III. below).

1. - Competitive sealed bidding.
2. - Two-step competitive sealed bidding.
3. - Competitive negotiation, including Best Value Acquisition. A written justification is required. |

### III. Exceptions To Competitive Procurement (see Chapters 8 & 9)

<table>
<thead>
<tr>
<th>Thresholds</th>
<th>Procedures</th>
</tr>
</thead>
<tbody>
<tr>
<td>Emergency</td>
<td>Take immediate action if required to protect personal safety or property and noncompetitively negotiate. Other emergencies, seek competition to the extent practicable. Requires written determination signed by the agency/institution head or designee.</td>
</tr>
<tr>
<td>Sole Source (Unlimited dollar amounts)</td>
<td>Over $5,000, a written quotation must be obtained from the vendor. Requires written justification approved in advance by the agency/institution head. Over $50,000 requires approval from DOS/DPS. Agencies and institutions may make contract awards after appropriate approval. Purchase using noncompetitive negotiation.</td>
</tr>
<tr>
<td>Used Equipment up to $100,000</td>
<td>Competition not required. See 1.5 c &amp; 4.17.</td>
</tr>
</tbody>
</table>

**Notes:**

1. Public posting by advertising in the Virginia Business Opportunities (VBO) on eVA (www.eva.virginia.gov) is required for all Invitations to Bid, Requests for Proposal, sole source award notices, and emergency award notices.
SUMMARY OF PURCHASING METHODS, GUIDELINES, MANDATORY SOURCES & WRITTEN JUSTIFICATION REQUIREMENTS

All such purchases made by any department, division, officer or agency of the Commonwealth shall be made in accordance with the Code of Virginia, Chapter 43, Title 2.2, and such rules and regulations as DGS/DPS may prescribe. Intentional violations of the centralized purchasing provisions of this article by any using agency, continued after notice from the Governor to desist, shall constitute malfeasance in office, and shall subject the officer responsible for violation to suspension or removal from office, as may be provided by law in other cases of malfeasance (Code of Virginia, § 2.2-1115 E.). The Comptroller shall not issue any warrant upon any voucher issued by any using agency covering the purchase of any material, equipment or supplies, when such purchases are made in violation of any provision of this article (Code of Virginia, § 2.2-1115 D.). Contracts awarded in violation of the VPPA are voidable. Contracts signed by individuals without authority to do so are void from the beginning. Individuals awarding contracts without the authority to do so may be held personally liable for payment to the contractor.

COMPLETING A PURCHASE REQUISITION, THROUGH EVA:

All purchase request are to be entered through eVA for processing, unless prior approval received or special circumstance, for any questions relating to this please contact Lynn at 757/569-6701 and or Mary at 757-569-6704.

Use your eVA login and password at the eVA website, www.eva.virginia.gov, login in under buyer to create your purchase requisition.

OVERVIEW OF EXACTLY WHAT IS TO BE INCLUDED ON A PURCHASE REQUISITION:

eVA now integrates with AIS, you must select the appropriate department, fund and campus code the item or service requested is originally budget from. If the money is not in the budget the order will not be processed.

- Quantity, Description and or Commodity Code
- Specific required delivery date
- Suggested vendors to include address telephone and fax number, and federal tax ID # or SS#, or as much as you have.
- Estimated shipping charges, including shipping cost, if known
- Delivery location and contact person
- Approved Budget coding to be charged ( supervisor approval of the department code used must be obtained prior to submitting the PR to the Business Office, either through eVA or by way of paper )

PLEASE NOTE:

Employees initiating expenditure or purchasing documents shall obtain the approval of the functional area manager responsible for the account being charged. Approval on these documents shall occur before these documents are submitted through eVA or to the Business Offices. Examples of documents include, but are not limited to, the following: bid sheets, honoraria and stipend forms, inter-agency invoices, inter-departmental charge forms, invoices, requests for payment from local funds, travel vouchers, wage authorization forms, etc.
PURCHASE REQUEST AND APPROVALS:

A Completed purchase requisition must be submitted through eVA and must include the following information:

A brief description of what and how the requested item(s) or service will be used, please enter this in the comments section of the eVA PR, (purchase requisition).

(This helps select the commodity code, and the proper direction the purchase is to be performed, whether it be from a mandatory source, mandatory contracts, etc.)

If a the request in the purchase requisition is going be a recurring one, needed more than once , during the course of the event or semester or for several years a contract must be established.

Then more information is going to be required. You may need a separate sheet of paper, please list all details, what, how, why, when, all information known. This can be typed in a word document, saved and then attached to the purchase request. Please document either in the comments section or in the description that there is an attachment with additional details.

LEAD TIME AND DELIVERY TIME:

Delivery time is in addition to procurement used lead time. Depending upon the commodity, delivery can be days or weeks. The PO shall have the delivery date listed on it, if the services or goods are not received by this date please contact the procurement office.

Administrative Lead-Time. Administrative lead-time is that period of time from initiation of the requirement by the user to issuance of an award. For routine procurements where informal written solicitations are used, the minimum time required to prepare, solicit, evaluate, and make an award may take from three (3) days up to thirty (30) days. When competitive sealed bidding or competitive negotiation is used, the time required by the purchasing office may be longer. It is important that agency purchasing personnel continue to emphasize to their requisitioners that this time period should be included in their planning.

Order/Ship Time (OST). Order/Ship Time is the time after award required by suppliers to fill an order and ship by designated means (truck, rail, or air) to the delivery point. These times vary widely by industry. Consideration should be given to market conditions which will affect delivery. Except for the most routine of expendable supplies, e.g., off-the-shelf items, a range of 30-90 days should be estimated in determining the OST. Custom made and complex items of equipment normally take longer to obtain.

MANDATORY SOURCES:

For all purchases, regardless of the source of funds, mandatory state term contracts must be honored. The following contracts and catalogs may be found in the purchasing department and in each campus business office.

- State contracts
- College contracts
- Virginia Correctional Enterprise (VCE) - furniture, nameplates, etc.
- Department of Transportation (VDOT) - vehicles, auto repair parts, miscellaneous items
- Visually Handicapped & Sheltered Workshops - pens, pencils, markers, etc.
- Virginia Distribution Center (VDC) - janitorial, household or paper products, paint
WRITTEN JUSTIFICATION REQUIREMENTS ARE REQUIRED FOR:

- sole source
- proprietary items
- computer equipment over $100,000
- emergency need item
- used equipment
- mandatory source item(s) that do not serve the requester’s requirements

IMMEDIATE-NEED OR EMERGENCY PURCHASES

IMMEDIATE NEED:

- An unexpected "immediate need" may arise occasionally. When the need for an item or service is immediate, the requester shall contact the Purchasing Department right away to discuss options.
- Procurement planning can reduce the need for immediate-need orders.

EMERGENCY:

- An emergency is an occurrence of a serious or urgent nature that demands immediate action.
- Emergency purchases are those required to protect personal safety or property or other types of emergencies as determined, in writing, and approved by the agency head or designated representative.
- Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency.
- Procurement planning can reduce the need for an emergency order. Lack of planning does not constitute an emergency order.

Steps for Obtaining Access to eVA:

1. A Department Head emails the Purchasing Manager requesting an employee’s access to eVA.

2. The Purchasing Manager reviews the “eVA Acceptable Use Acknowledgement” form with the employee and the employee signs the agreement.

3. After an employee signs the acknowledgement, the Purchasing Manager requests that the employee be added to eVA. This request is made to the Colleges Department of Purchases and Supply Account Representative.

4. The DPS Account Representative notifies the Purchasing Manager when the employee’s user identification and temporary password has been created.

5. The Purchasing Office notifies the employee of access to eVA, assists the employee with logging on to eVA and provides training in the use of eVA.

Deletion of Users from eVA:

The Purchasing Manager is to be notified of employee departures from the VCCS and the date of departure. On the date of departure, the Purchasing Manager notifies the DPS Account Executive to terminate access for the employee from eVA.