

APSPM and Vendors Manual Update

Presented by

Keith Gagnon, MBA, CPPO, VCO

and

Dennis Blackwell, MBA, CPPB,
VCO

FORUM 2009

Mapping Strategies in Uncertain Times





Session Objectives

- Review APSPM changes since last Forum
 - PIM 25 dated June 30, 2009
 - PIM 26 dated July 9, 2009
- Review Vendors Manual changes
- Answer questions about changes



APSPM Chapter 1

Procurement Authority and Responsibility

- Section 1.2 f
 - Delegation of direct purchasing authority to agencies is contingent upon the using eVA beginning at the point of requisitioning
 - Intentional Violations to be reported to DGS and APA by the Agency Head
- Section 1.5 a
 - Technical correction changes “under \$5,000” to “up to \$5,000”



APSPM Chapter 2

Sources of Supply

- Section 2.1 a
 - Removes language about optional use contracts
 - Clarifies that vendors who sell or attempt to sell goods/services that are on a mandatory contract with another vendor may be suspended or debarred
 - Clarifies mandatory use of eVA for all DGS/DPS mandatory contracts
- Section 2.1 b
 - Inserts code citation for VCE mandatory source requirement
- Section 2.1 f
 - Updates language for OGC mandatory source requirement
- Section 2.2 a
 - Adds language about optional use contracts
 - Clarifies mandatory use of eVA for all DGS/DPS optional use term contracts



APSPM Chapter 3

General Procurement Policies

- Section 3.4
 - Adds locksmith services to the list of services requiring licensing by the Department of Criminal Justice Services
- Section 3.9
 - Adds additional guidance on federal grants and incorporates guidance on American Recovery and Reinvestment Act (ARRA) funded purchases
- Section 3.14 g
 - Adds reference to Executive Order 82 (Greening of State Government)
- Section 3.14 h
 - Adds preference for Biodiesel Fuel beginning July 1, 2010.
- Section 3.14 I
 - Prohibits purchases of individual serving-sized plastic water containers



APSPM Chapter 4

General Procurement Guidelines and Planning

- Section 4.3 d(5)
 - Deletes reference to American Express
- Section 4.16 e
 - Incorporates standards for conferences and other meetings as set forth in Executive Order 82
- Section 4.23 b
 - Public posting requirement for professional services changed from \$30,000 to \$50,000.
- Section 4.23 e
 - Small purchase threshold for the procurement of professional services changed from \$30,000 to \$50,000
- Section 4.23 f
 - Removes evaluation procedures for professional services and directs users to *Code of Virginia* §2.2-4301.3.a



APSPM Chapter 5

Small Purchases

- Section 5.7 a
 - Adds general guidance for unsealed proposals
- Section 5.10 d
 - Technical correction to section reference



APSPM Chapter 6

Competitive Sealed Bidding

- No changes



APSPM Chapter 7

Competitive Negotiation

- Section 7.3 c
 - Clarifies that determination is made by the evaluation panel
- Annex 7 B, Step 11, I
 - Clarifies that determination shall be signed by agency head or designee



APSPM Chapter 8

Sole Source Procurement

- Section 8.2
 - Clarifies that sole source procurements for entertainment do not require DGS/DPS approval and that all other sole source procurements for non-technology goods and services over \$50,000 must be approved by DGS/DPS



APSPM Chapter 9

Emergency Procurement

- No changes



APSPM Chapter 10

Contract Administration

- Section 10.11 b
 - Two technical corrections
 - changes “Policies” to the word “Policies”
 - changes CAPP manual reference from “20335” to “20355”



APSPM Chapter 11

Appeals and Disputes

- No changes



APSPM Chapter 12

State and Federal Surplus Property

- No changes



APSPM Chapter 13

DGS/DPS Support and Assistance

- Annex 13-C
 - Corrects phone number for Bid Receipt and Analysis



APSPM Chapter 14

Electronic Procurement

- Section 14.5 e
 - Requires agencies to update Quick Quote award status when an award action is taken or a “no award” decision is made
- Section 14.9 c
 - Changes section title to “eVA Required terms and Conditions” and updates the requirements



APSPM Appendix B, Section I

General Terms and Conditions

- General Term and Condition Z
 - Revised to clarify that “For purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals”
- General Term and Condition AA
 - Added to clarify issues of bid price currency



APSPM Appendix B, Section II

Special Terms and Conditions

- Special Term and Condition 62
 - Added to be used to ensure smooth transition from one contractor to its successor
- Special Term and Condition 63
 - Added to be used to limit/control product substitution in term contracts for goods



VM Chapter 2

Small Purchase Procedures

- Section 2.3.c
 - Replaces "\$30,000" with "\$50,000" as the threshold for faxback of unsealed proposals or informal Request for Proposals for professional services.



VM Chapter 3

Application and Registration

- Section 3.1
 - Clarifies language concerning vendors submitting online electronic bids and proposals using eVA.



VM Chapter 4

Selection of Bidders/Offerors

- Section 4.1
 - Changes the requirement for posting professional services solicitations from “over \$30,000” to “over \$50,000”.



VM Appendix B, Section II

Required General Terms and Conditions

- Adds Item Z. SET-ASIDES and Item AA. BID PRICE CURRENCY to the list of General Terms and Conditions.



VM Appendix B, Section II Required General Terms and Conditions

- B. APPLICABLE LAWS AND COURTS:
 - Changes wording to be consistent with the General Term and Condition in the *Agency Procurement Supply Property Manual*.



VM Appendix B, Section II

Required General Terms and Conditions

- Z. SET-ASIDES.
 - Clarifies that for purposes of award, bidders/offerors shall be deemed small businesses if and only if they are certified as such by DMBE on the due date for receipt of bids/proposals.



VM Appendix B, Section II

Required General Terms and Conditions

- Adds General Term and Condition **AA. BID PRICE CURRENCY** requiring bid prices to be stated in US dollars unless otherwise specified in the solicitation.



Q & A

APSPM Contact: Keith Gagnon

804 786-0324

Keith.Gagnon@dgs.virginia.gov

VM Contact: Dennis Blackwell

804 786-0394

Dennis.Blackwell@dgs.virginia.gov