

New Book, New Look



FORUM2015

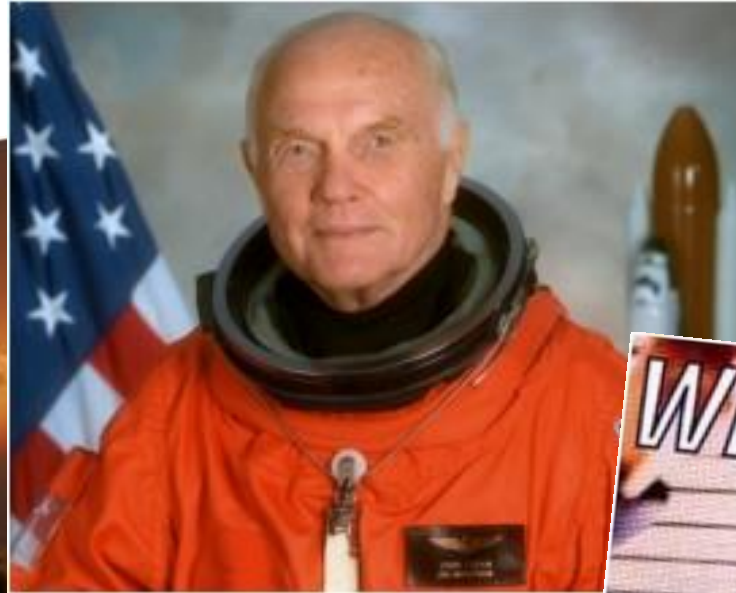
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The year was 1998...



The year

SEPTEMBER 1998

AGENCY PROCUREMENT AND SURPLUS PROPERTY MANUAL



COMMONWEALTH OF VIRGINIA

Department of General Services
Division of Purchases and Supply
1111 East Broad Street
Richmond, Virginia 23219



How time flies...



How has Virginia procurement changed since then?



APSPM Evolution



The manual has been constantly changing over the years:

- 33 PIMs issued with nearly 1,000 updates!
- Chapter 14, eVA, added and replaced in its entirety
- Chapter 12, Surplus Property, replaced in its entirety

Waiting to Evolve



There's been some misses too:

- IT Terms and Conditions
 - Are you Y2K compliant?
- Definitions
 - What is a want list exactly?
- Flow Charts
 - Is there any more room on the page?



Project Scope

Our purpose is to build on the framework of the APSPM to develop a manual that is more:

- Nimble

Allow for updates more frequently than the current annual PIM release

- Instructional

Extend the reach of the manual as a educational guide

- Accessible

Make it easier for you to find information

Achieving Our Goals



Goal 1: A more *NIMBLE* manual

Objectives:

- Leverage technology
 - Electronic forms library is coming!
 - Create useful links within the document
- Pull policy and procedures out of appendices
 - Where do you go for the steps to do an RFP?
 - Is there policy in there?

Achieving Our Goals



Goal 2: An *INSTRUCTIONAL* guide

Objectives:

- Develop Quick Guides
 - For example, a combined reference for legislative, administrative, and eVA exemptions
- Use more conversational language, when possible
 - Not everything is a requirement, procedures can be learning guides too.

Achieving Our Goals



Goal 3: A more *ACCESSIBLE* resource

Objectives:

- Create self contained chapters
 - Limit duplication and reference chasing
- Create a structure for how the information is contained within the chapter
 - Drill down from macro to micro level
 - Move from policy to procedure



Transition Planning

An approach in **flux**:

- Provide a crosswalk document
- Recorded or live webinars
- Virginia Institute of Procurement classes

Bottom Line is that we will be communicating with you

Any questions, we thought you might...



Will any policy be changing when the new manual is released?

Policy may be updated, however our goal is not to overhaul the policy. Any changes will be clearly communicated.

Will any processes be changing?

Our goal is not to overhaul any processes. However, you should expect common sense changes to be made.

Any more questions...



When will the new manual be released?

We have no deadline, but are aiming for the middle of next year.

Will we have time to review the manual and update our internal policy references prior to its effective date?

Of course! We've begun surveying agencies for the desired lead time to conduct these reviews and make these changes. So far, we've been told 30-60 days should be plenty of time.

What else...



What's the new manual going to be called?

We don't know yet...do you have any thoughts?

What's it going to look like?

We were hoping you'd ask!





Visual Appeal

6

Competitive Negotiation

In this Chapter look for ...

6 Competitive Negotiation

- 6.0 General
- 6.1 Competitive Negotiation (for Goods and Non-Professional Services)
- 6.2 Preparation and Issuance of a Request for Proposal (RFP)
- 6.3 Sealed Proposals—Receipt and Evaluation
- 6.4 Negotiation and Award

Policy and Processes
in the chapter

Links are embedded to jump to the needed section



Open Session

What other questions do you have for us?

What can the manual do for you?

