

# New Book, New Look



**FORUM**2015

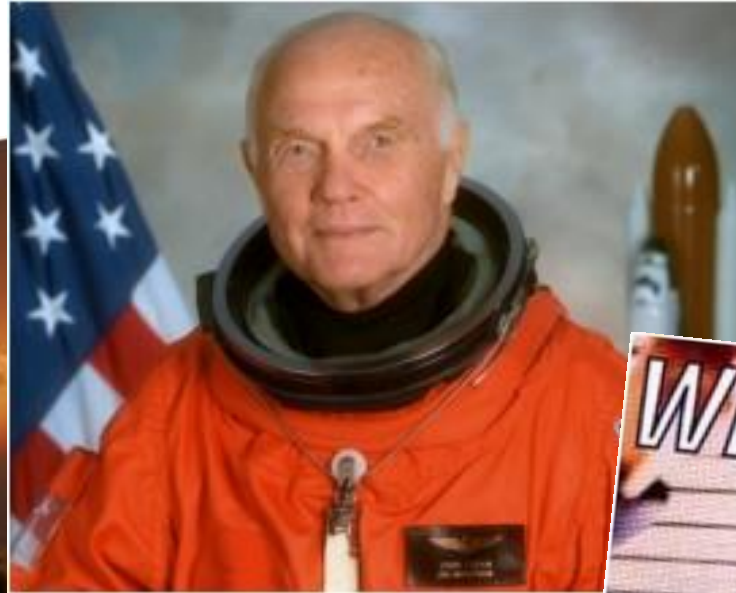
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# The year was 1998...



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?



