

September 24, 2026

MEMORANDUM

TO: Purchasing Offices
Departments, Institutions, Agencies
Commonwealth of Virginia

FROM: Kelly A. Gill, Director
DGS, Division of Purchases and Supply

Kelly Gill
Digitally signed by Kelly Gill
Date: 2026.09.24 14:10:37
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SUBJECT: Procurement Information Memoranda (PIM) #98-046

Enclosed is PIM #98-046, effective October 1, 2026, representing changes to the September 1998 edition of the *Agency Procurement and Surplus Property Manual (APSPM)*. The Summary of Changes below is in the order of the changes to the *APSPM*. Only changes/additions to the affected sections and/or subsections are included in this document. DPS has incorporated these changes into the web-based [APSPM](#), which will be downloadable in Word or PDF on October 1, 2026. The location of text changes will be indicated by an arrow in the margin (→) with the corresponding PIM #98-046 number identified next to the changes and all arrows indicating previous changes are removed. Appendix C contains a log recording the PIM number and date of revision. This memorandum and the corresponding PIM #98-046 should be filed in the back of the Appendix C log.

APSPM Cite	Summary of Changes
1.3.b	-Replaces “§2.2-4343(A)(22)” with “§2.2-4343.A.20” in the last sentence
1.4.c	-Replaces “§2.2-4343.A.22” with “§2.2-4343.A.20” for 39000 Commodity Code
1.5.b.(1)	-Replaces “cassettes, compact discs,” with “digital media”
1.5.i	-Adds a new sub section
2.1.e	-Replaces “ http://vdc.dgs.virginia.gov/vdc-customer-service.html ” with “ https://vdc.dgs.virginia.gov/FAQ.html ” in the last paragraph
2.1.h	-Replaces “ http://www.dgs.virginia.gov/OfficeofFleetManagementServices/tabid/173/Default.aspx ” with “ https://dgs.virginia.gov/fleet ” at the end of the section
2.2.c	-Replaces “§2.2-4310.1B” with “§2.2-4310” at the end of the third paragraph
2.6	-Replaces “ https://instituteforsupplymanagement.org ” with “ https://www.ismworld.org/ ” in the last sentence
3.3.b.(3)	-Replaces “Code of Virginia § 33.1-12” with “§33.2-208”
3.3.c	-Replaces “ http://deb.dgs.virginia.gov ” with “ https://dgs.virginia.gov/engineering-and-buildings ” at the end of the last sentence
3.5.b	-Replaces “one of the following” with “the proper” in the first sentence. -Adds a new second sentence to the first paragraph. -Deletes the second paragraph. -Deletes the third paragraph. -Deletes the fourth paragraph.
3.13.a.	-Adds “or expression” to the first sentence. -Replaces “Executive Order 1 (2014)” with “Executive Order 9 (2026)”
3.13.c.	-Replaces “Executive Order 1 (2014)” with “Executive Order 9 (2026)” in the first sentence.

3.15.c.1	-Replaces “ <i>If the lowest responsive and responsible bidder is not a resident of Virginia and the bid of any Virginia resident is within 10 percent of that bid, the lowest responsive and responsible bidder that is a Virginia resident shall be granted the option to match the price of the lowest responsive and responsible bidder.</i> ” with “ <i>If the lowest responsive and responsible bidder is not a resident of Virginia and (i) the bid of any Virginia resident is within 10 percent of that bid, (ii) or the bid is for agricultural products that are produced or processed in Virginia and intended for school nutrition programs, including fresh fruits, vegetables, and dairy products, and is within 20 percent of such bid, the lowest responsive and responsible bidder that is a Virginia resident pursuant to (i) or (ii) shall be granted the option to match the price of the lowest responsive and responsible bidder. Effective until July 1, 2028.</i> ”
3.20	-Replaces “ https://www.deq.virginia.gov/land-waste/recycling .” with “ https://www.deq.virginia.gov/land-waste/waste-management/recycling ” at the end of the first paragraph -Replaces “ https://www.deq.virginia.gov/Programs/PollutionPrevention/EnvironmentallyPreferablePurchasing.aspx ” with “ https://www.deq.virginia.gov/business-construction/pollution-prevention/greening-of-government/environmentally-preferable-purchasing .” at the end of the second paragraph
Annex 3-E	-Replaces “ http://scc.virginia.gov/boi/index.aspx under the “Company Lookup” feature” with “ https://www.scc.virginia.gov/boi/consumerinquiry/ , select “Company” under “Search Type” in the first sentence of number (5) -Replaces “ http://deb.dgs.virginia.gov ” with “ https://dgs.virginia.gov/engineering-and-buildings ” in the last sentence of number (6)
Chapter 4 Table of Contents, 4.33	-Replaces “3.7” with “3.8”
4.3.a	- Adds “or expression” to the first sentence of the Note section.
4.23.a	-Deletes “ dgs.virginia.gov/engineering-and-buildings/ ” from agency list
4.23.b	-Adds “geology” and “licensed investment advisor, financial advisor, or insurance broker procured by the Department of the Treasury”
4.34	-Replaces “ www.IESNA.org under the “Publications” tab.” with “ www.ansi.org .” in the last sentence of the first paragraph
Annex 4-A	-Adds “or expression” to number 15 the Note section -Removes “CARS II” in number 25 of “How to Prepare This Form” -Deletes “DISTRIBUTION – FORM DGS-41-056” -Deletes “White copy (1-vendor) is sent to the vendor. The remaining copies are for agency use.”
Annex 4-B	- Adds “or expression” in the second to last paragraph
Annex 6-B	-Adds “or expression” to the Note section
Annex 7-B	-Adds “or expression” to the Note section
Annex 7-D	-Adds “or expression,” in the Note section
Annex 8-D	-Adds “or expression” in the Note section
Annex 8-F	-Adds “or expression” in the Note section
Annex 10-E, 22.	-Deletes “for the CARS System. (Note: 064 = increase; 068 = decrease)”
Annex 10-F, 15.	-Deletes “CARS IP”
Chapter 12 Table of Contents, 12.10	-Delete /Distribution Centers”
12.0	-Replaces “ http://www.dgs.virginia.gov/surplus/ ” with “ https://www.dgs.virginia.gov/office-of-surplus-property-management ” in the last paragraph
12.2.a.	-Replaces “VITA URL http://vita.virginia.gov/uploadedFiles/Library?PSGs?GOV%20ITRSEC514-03_Data_Removal2008.pdf ” with “ https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/SEC514-Removal-COV-Data-from-Electronic-Media-Standard.pdf ” in the fourth paragraph
12.3	-Replaces “(804) 236-3675” with “(804) 236-3670” in the second paragraph
12.4.a.	-Deletes the last two sentences
12.4.b.	-Replaces “a Surplus Property Officer Designation Form (Annex D)” with “the Agency Surplus Property Officer Designation Form (Annex 12-D)” in the fourth sentence -Replaces “available in the Surplus section of the DGS website under “Find a Form” at http://www.dgs.virginia.gov .” with “found on https://www.dgs.virginia.gov/office-of-surplus-property-management/documents-and-forms/ospm .” as the fifth sentence

12.4.c.	-Replaces “ <i>surplus warehouses and</i> ” with “ <i>the surplus warehouse to</i> ” in the second sentence -Adds “ <i>Surplus Property</i> ” and “ <i>12</i> ” to the third sentence
12.4.d.	-Replaces “ <i>a DGS Surplus Property Distribution Center</i> ” with “ <i>the DGS Surplus Property Warehouse</i> ” in the second sentence of the second paragraph
12.4.f.	-Replaces “ <i>a surplus warehouse</i> ” with “ <i>the surplus warehouse</i> ” in the third sentence of the second paragraph
12.7.b.2.	-Replaces “ <i>Annex B</i> ” with “ <i>Annex 12-B</i> ” in the last sentence of the first paragraph
12.7.b.3.	-Replaces “ <i>may be also be</i> ” with “ <i>may also be</i> ” in last sentence of the first paragraph
12.7.b.4.	-Replaces “ http://www.dgs.virginia.gov/surplus/ ” with “ https://www.dgs.virginia.gov/office-of-surplus-property-management ” in the last paragraph
12.7.b.5.	-Deletes “, under “ <i>Recycling Assistance</i> ”” in the second sentence of the second paragraph. -Replaces “ www.dgs.virginia.gov/surplus/ ” with “ https://www.dgs.virginia.gov/office-of-surplus-property-management/government-entities/recycling-assistance-program ” in the second sentence of the second paragraph
12.7.b.6.	-Replaces “ <i>Surplus Property Donation Form</i> ” with “ <i>Surplus Property Donation Record Form</i> ” in the second sentence
12.7.b.7.	-Adds new paragraph to the end of the section
12.7.b.7.(a)	-Deletes the last sentence
12.7.b.7.(b)	-Replaces “ <i>delivering them to one of the DGS/OSPM Distribution Centers</i> ” with “ <i>delivering to the DGS/OSPM Warehouse</i> ” in the second paragraph
12.7.b.7.(c)	-Deletes “ <i>the recycling section of the DGS Surplus website at http://www.dgs.virginia.gov/surplus/ and the electronics recycling section of</i> ” in the second sentence
12.8.a.2.	-Rewrites the first sentence
12.9	-Replaces “(804) 236-2781” with “(804) 236-3670” in the first paragraph
12.10	-Replaces entirety of section
12.11.a.	-Replaces “ <i>forwarded to the DGS/OSPM in Richmond at the following address: VA. Dept. of General Services, Surplus Property, 1910 Darbytown Road, Richmond, VA 23231</i> ” with “ <i>mailed to the address on the form</i> ” in the first sentence of the second paragraph
12.11.a.2.	-Replaces “ <i>the Virginia Dept. of General Services, Office of State Surplus Property Management, 1910 Darbytown Road, Richmond, VA 23231</i> ” with “ <i>the address on the form</i> ” in the first sentence
12.11.c.1.	-Replaces “ <i>the appropriate center</i> ” with “(804) 236-3670”. -Deletes last sentence
12.13.c.2.	-Replaces “ <i>Annex 12-L</i> ” with “ <i>Annex 12-F</i> ” in the last sentence
12.13	-Updates section number to 12.14
12.14	-Updates section number to 12.15 -Replaces “ <i>in the Forms section, page at http://www.dgs.virginia.gov/Forms.aspx</i> ” with “ <i>at https://www.dgs.virginia.gov/office-of-surplus-property-management/documents-and-forms/ospm</i> ” in the third sentence
12.15	-Updates section number to 12.16 -Replaces “ <i>Annex C</i> ” with “ <i>Annex 12-C</i> ” in the second sentence
12.16	-Updates section number to 12.17
12.16.a.	-Replaces entirety of section
12.16.b.	-Removes “ <i>Richmond</i> ” from second sentence
12.16.c.	-Replaces “ <i>for both the Richmond and Wytheville distribution centers are located at http://www.dgs.virginia.gov/surplus/</i> ” with “ <i>located at https://www.dgs.virginia.gov/office-of-surplus-property-management.</i> ” in the first sentence
12.17	-Updates section number to 12.18
12.18	-Updates section number to 12.19
12.19	-Updates section number to 12.20
12.20	-Updates section number to 12.21
12.21	-Updates section number to 12.22
12.22	-Updates section number to 12.23
12.23	-Updates section number to 12.24
12.24	-Updates section number to 12.25
12.25	-Updates section number to 12.26
Annex 12-A	-Replaces “ http://www.dgs.virginia.gov/surplus/ ” with “ https://dgs.virginia.gov/office-of-surplus-property-management ” on the last page of the form

Annex 12-C	-Replaces “Kim T. Hayes kim.hayes@dgs.virginia.gov ” with “State Surplus” and replaces “Tel (804) 236-3662 Fax (804) 236-3663” with “ statesurplus@dgs.virginia.gov ” in the “TO:” section
Annex 12-D	-Replaces “ http://www.dgs.virginia.gov/surplus ” with “ https://dgs.virginia.gov/office-of-surplus-property-management ” in the last paragraph
Annex 12-E	-Updates contact information and deletes the “800 East Main Street” location in the Delivered to section of the form
Annex 12-F	-Replaces “Director” with “Bureau Manager” in the first paragraph -Replaces “ http://www.dgs.virginia.gov/surplus ” with “ https://dgs.virginia.gov/office-of-surplus-property-management ” at the end of the form
Annex 12-M	-Replaces “Director” with “Bureau Manager” in the Copies section
13.2	-Replaces “ www.dgs.virginia.gov/dps/ ” with “ https://www.dgs.virginia.gov/procurement ” in the last sentence
13.4	-Replaces “or the DGS/DPS Procurement Bureau” with “ https://dgs.virginia.gov/procurement/contacts/dps-contacts/ ” with “ https://www.dgs.virginia.gov/procurement/policy-consulting-review/find-my-account-executive ” in the last sentence
13.6	-Replaces “ https://dgs.virginia.gov/procurement/contacts/dps-contacts/ ” with “ https://dgs.virginia.gov/procurement/contacts/dps-contacts ” in the last sentence
13.8	-Replaces “DGS/DGS requisition” with “DGS/DPS purchase requisition” in the first sentence. -Adds a new last sentence
Annex 13-C	-Replaces “ dgs.virginia.gov/procurement/contacts/dps-contacts/ ” with “ https://dgs.virginia.gov/procurement/contacts/dps-contacts ”
14.3.c.	-Delete “Employment Service Organizations are not listed.” -Replaces “but can only be accessed outside of eVA” with “and can be found in eVA” in the last sentence
14.5.a.	-Add a second sentence
14.9.e.12.	-Add a new section
14.12.	-Delete “CARS” from the last paragraph
14.12.c	-Delete “CARS”
Appendix A	-Updates definition of “Professional Services” -Adds link to “Service Disabled Veteran-Owned Small Business SDVOSB”
Appendix B, Section I	-Updates were made to the following General Terms and Conditions: C. Anti-Discrimination W. Nondiscrimination of Contractors EE. Forced or Indentured Child Labor
Appendix B, Section II	-Updates were made to the following Special Terms and Conditions: 5.B. Renewal of Contract (When Used) 17. Contractor Registration 40. Performance and Payment Bonds (When Used) 58. Employment Services Organizations (ESO)
Appendix B, Section III	-Replaces “ https://dgs.virginia.gov/globalassetsw/business-unit/bcom/documents/forms/dgs-30-054_04-21_co-7.pdf ” with “ https://dgs.virginia.gov/engineering-and-buildings/documents-and-forms/deb ” in the first sentence
Appendix B, Section IV	-Replaces “ https://www.vita.virginia.gov/scm/ ” with “ https://www.vita.virginia.gov/procurement/forms-policies/mandatory-contract-terms/ ” in the first sentence
Appendix C	-Adds summary of changes
Suggested Changes	-Replaces “Forms may be mailed to DGS/DPS, P. O. Box 1199, Richmond, VA 23218-1199, sent by fax to 804-225-3707, or contact the PCR Director indicated at: https://dgs.virginia.gov/procurement/contacts/dps-contacts/ ” with “Forms may be emailed to the PCR Bureau Manager indicated at: https://dgs.virginia.gov/procurement/contacts/dps-contacts. ” in the paragraph

To print a copy of the manual, save it to your hard drive or network and print from there. Printing directly from the website may result in lost formatting. If you should have questions about the changes, please contact your [Procurement Management Account Executive](#).

1.3 **Statutory Exemptions.** Unless otherwise ordered by the Governor, purchasing through DGS/DPS is not mandatory in the following cases; (*Code of Virginia*, § 2.2-1119) **however, the purchases are subject to the *Virginia Public Procurement Act* and the policies and procedures set forth in this Manual.**

- b. Manuscripts, maps, audiovisual materials, books, pamphlets and periodicals purchased for the use of The Library of Virginia or any other library in the Commonwealth supported in whole or in part by state appropriations; Perishable articles, provided that no article except fresh vegetables, fresh fish, fresh meat, fresh fruits, fresh eggs and milk shall be considered perishable within the meaning of this clause, unless so classified by DGS/DPS however, the purchase of perishable articles identified above that are Virginia-Grown and not expected to exceed \$100,000 may be exempt from the VPPA and the APSPM provided the procurement is accomplished in accordance with §2.2-4343.A.20;

1.4 **Administrative Exemptions.** DGS/DPS may delegate purchasing authority or authorize exceptions from its rules and regulations for particular agencies or for specified goods, non-professional services and printing (*Code of Virginia*, § 2.2-1111). One-time exemption requests must be processed in eVA, unless otherwise indicated (9.1).

- c. **DGS/DPS has delegated the authority to agencies and institutions to make bulk purchases of the following listed commodities.** Up to and including \$100,000, use small purchase procedures (see Chapter 5) unless otherwise noted below; over \$100,000 use the applicable method of procurement. However, bulk purchases of commodities used in road and highway construction and maintenance, and aggregates shall not be made by online public auctions (*Code of Virginia*, § 2.2-4303.I).

<u>CC#</u>	<u>COMMODITY</u>		
04000	Animal and Livestock, includes Poultry	74584	Slurry Seal
32500	Animal Feed, All types	75007	Borrow and Soil
33500	Fertilizer, All types	75021	Cement, Truckload Lots
39000	Foods, Perishable (If Virginia-grown, see §2.2-4343.A.20)	75035	Crushed Stone
54078	Sawdust	75056	Lightweight Aggregate, all types
59595	Wood Chips & Bark, etc.	75063	Local Option Materials, Gravel, Nonpotable Water, Pit Run, Sand, etc.
67500	Pesticides and Chemicals: Agriculture and Industrial	75070	Ready-Mix Concrete
74507	Asphalt	75077	Sand and Gravel
74514	Asphaltic Concrete, Cold Laid	75095	White (Hydrated) Lime
74521	Asphaltic Concrete, Hot Laid	77006	Aggregate, Gravel, Marble, etc.
74570	Road Oil	79000	Seed, Sod, etc.
74577	Rock Asphalt, Cold Mix		

1.5 **Exceptions to Competitive Requirements.** DGS/DPS has determined that competition normally is either not practicable or available for purchases of the following goods or services, and purchase through DGS/DPS is not mandatory; however, one quote must be obtained and documented (see 3.19 and 14.9).

- b. The following selected categories of goods and services up to and including \$100,000:
 - (1) Books, pre-printed materials, reprints and subscriptions (e.g., print or electronic), pre-recorded audio and video, digital media, slide presentations, etc., when only available from the publisher/producer.
- i. The required purchase of evidentiary records for use by an agency that has statutory authority and are for use in investigative proceedings.

2.1 **Mandatory Sources.**

- e. **DGS/DPS Virginia Distribution Center (VDC).**

Specific Guidance: For information and instructions related to the VDC, see the Customer Service Link

<https://vdc.dgs.virginia.gov/FAQ.html>

- h. **DGS/Office of Fleet Management.**
Additional information on OFMS can be obtained at the website.
<https://dgs.virginia.gov/fleet>

2.2 **Nonmandatory Sources.**

- c. **Employment Services Organizations (ESO).** (See definition in Appendix A.) State agencies may purchase selected goods and services from employment services organizations without competition if the goods or services:

Purchase of goods from employment services organizations should be accomplished by utilizing an appropriate agency purchase order. These purchases are exempt from the set-aside requirement, see 3.11. g.2. Contracts may be negotiated with individual employment services organizations for nonprofessional services (*Code of Virginia*, § 2.2-1118). Contracts and subcontracts awarded to Employment Services Organizations (ESO) shall be counted toward the agencies goals set in their annual SWaM Plan. (*Code of Virginia*, § 2.2-4310).

- 2.6 **Other Sources of Supply.** Sources of supply can be identified through a variety of methods. Some methods include DGS/DPS vendor source lists (see 2.3), trade journals, trade shows and exhibitions, Yellow Pages, Thomas Register, and through networking with other purchasing offices. Other State agencies and organizations such as the Department of Economic Development, Department of Small Business and Supplier Diversity (DSBSD, 800-223-0671), Virginia Minority Supplier Development Council (VMSDC) and local Chambers of Commerce are also possible vendor information sources. The Internet provides a good source of possible vendor and product information. Search on “business” or particular industries or products. Sites such as www.virginiabusiness.com may offer information on sources of supply. National purchasing organizations such as the National Institute of Governmental Purchasing (NIGP) at www.nigp.org or the Institute for Supply Management (ISM) at <https://www.ismworld.org/> also provide resource information.

3.3 **Bonds**

- b. **Performance and Payment Bonds.**

- (3) Nothing in this section shall preclude the state from requiring payment or performance bonds for construction contracts up to \$500,000 for non transportation-related projects or \$350,000 for transportation-related projects authorized under § 33.2-208 and partially or wholly funded by the Commonwealth.

- c. **Bonds on Construction Contracts.** Upon award of a nontransportation-related construction contract exceeding \$500,000, the contractor shall furnish a Performance Bond and a Payment Bond, each in the sum of the contract. (*Code of Virginia*, § 2.2-4337). Each bond shall be executed by one or more surety companies that are legally authorized to do business in Virginia. Form CO-10 Commonwealth of Virginia Standard Performance Bond, Form #DGS-30-084, and Form CO-10.1 Commonwealth of Virginia Standard Labor and Material Payment Bond, Form #DGS-30-088, shall be used. (Forms may be downloaded from the DGS/Division of Engineering & Buildings website, <https://dgs.virginia.gov/engineering-and-buildings>).

3.5 **Contractor License Requirements.**

- b. **Construction, Removal, Repair or Improvement.** If a procurement of \$1,000 or more involves construction, removal, repair or improvement of any building or structure permanently annexed to real property or any other improvement to such real property, the contractor must possess the proper license issued by the State Board for Contractors for the type of work involved (*Code of Virginia*, §§ 54.1-1103 and 54.1-1115). Refer to *Code of Virginia*, §54.1-1100 for definitions of Class A, Class B and Class C Contractors.

3.13 **Nondiscrimination.**

- a. In the solicitation, awarding or administration of contracts, no agency shall discriminate against a bidder, offeror, or contractor because of the race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, or veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment (*Code of Virginia*, § 2.2-4310A; Executive Order 9 (2026)). Agencies and institutions shall prominently display a nondiscrimination statement in all

invitations to bid, requests for proposals, contracts, and purchase orders indicating that the public body does not discriminate against faith-based organizations (*Code of Virginia*, § 2.2-4343.1D).

- c. To implement the policy of Executive Order 61 (2017) that Executive Branch agencies will only contract with those who abide by the non-discrimination policies in Executive Order 9 (2026)), all Executive Branch entities shall include in their solicitations where the estimated value is greater than \$10,000 General Term and Condition C - ANTI-DISCRIMINATION subparagraph 1.f., unless the state agency, department or institution issuing the solicitation has made a written determination not to include subparagraph 1.f in General Term and Condition C. This written determination may be made upon good cause shown by a request from a faith-based organization, based upon consideration of other applicable laws or regulations, and must be made prior to the close date. The written determination and any request for the written determination shall be maintained in the procurement file. All Invitations to Bid and Request for Proposals should also explicitly state that faith-based organizations, otherwise qualified to respond to the Initiation to Bid or Request for Proposal, may request that the agency not include subparagraph 1.f. in General Terms and Condition C. Such a request should be in writing and explain why an exception should be made in that Invitation to Bid or Request for Proposal. For the purposes of this provision, a “faith-based organization” is (1) an entity organized for the purposes of engaging in religious practice or (2) a charitable or educational organization affiliated with such an entity.”

3.15 **Preferences**

c. **Procurement of Goods by Manufacturers.**

1. If the lowest responsive and responsible bidder is not a resident of Virginia and (i) the bid of any Virginia resident is within 10 percent of that bid (ii) or the bid is for agricultural products that are produced or processed in Virginia and intended for school nutrition programs, including fresh fruits, vegetables, and dairy products, and is within 20 percent of such bid, the lowest responsive and responsible bidder pursuant to (i) or (ii) shall be granted the option to match the price of the lowest responsive and responsible bidder (effective until July 1, 2028).

3.20 **Recycled Goods Purchase Program.** All agencies, and institutions of higher education shall follow the requirements of § 10.1-1425.6 et seq., Recycling Duties of State Agencies and State Universities and Executive Order Seventeen (2022) (EO17), Recognizing The Value of Recycling and Waste Reduction. When establishing recycling contracts, agencies should incorporate as appropriate the requirements of the executive order. Information on recycling can be found on DEQ’s website: <https://www.deq.virginia.gov/land-waste/waste-management/recycling>.

Agencies are encouraged to promote the use of recycled goods and products certified as climate positive. Climate positive means having a negative carbon footprint. Through its programs, the Department of Environmental Quality shall increase agency awareness of the benefits of using such products, more information can be found at: <https://www.deq.virginia.gov/business-construction/pollution-prevention/greening-of-government/environmentally-preferable-purchasing>.

Annex 3-E

- _____ (5) Check the name of surety on the bond - it should be identical to the name appearing on the State Corporation Commission (SCC) website <https://www.scc.virginia.gov/boi/consumerinquiry/>, select "Company" under "Search Type". If you have additional questions, please contact the SCC Financial Regulation Division at 804-371-1502.
- _____ (6) Check the wording. Look for strikeover, white out, etc. Be sure that form CO-10, *Commonwealth of Virginia Standard Performance Bond*, and form CO-10.1, *Commonwealth of Virginia Standard Labor and Material Payment Bond* are used. These forms are specifically intended for bid, performance and payment (labor and material) bonds and contain the most appropriate language. These forms are available on the DEB web site: <https://dgs.virginia.gov/engineering-and-buildings>.

CHAPTER 4 GENERAL PROCUREMENT GUIDELINES & PLANNING

In this Chapter look for . .

4.33 General Services Administration (GSA) Contract Pricing (Deleted) Moved to 3.8

4.3. **Preparing the Written Solicitation.**

a. **General.**

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

4.23 **Professional Services.**

- a. **Responsibility.** DGS/DPS is not responsible for the procurement of professional services; however, posting in eVA is required (see 3.19 and 14.9). The procurement of professional services from nongovernmental sources shall be in accordance with the applicable provisions of the *VPPA*, and, for small business enhancement, in accordance with rules adopted pursuant to Executive Order 35 (2019) and § 2.2-1605(A)(6) of the *Code of Virginia*. Summary information is provided below. See agencies below for specific guidance.

Service

Architecture, Professional Engineering
Landscape Architecture, Land Surveying
Law

Agency

DGS/Division of Engineering and Buildings
Attorney General's Office

- b. **General.** Professional Services as defined in § 2.2-4301 of the *VPPA* means work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, geology, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering, the services of an economist procured by the State Corporation Commission, and licensed investment advisor, financial advisor, or insurance broker procured by the Department of the Treasury.

- 4.34 **Procurement of Outdoor Light Fixtures:** All state agencies and institutions shall procure only shielded outdoor light fixtures, unless exempted in writing by DGS/DPS. A shielded outdoor light fixture is an outdoor light fixture that is (i) fully shielded so that no light rays are emitted by the installed fixture above the horizontal plane or (ii) constructed so that no more than two (2) percent of the total luminaire lumens in zone of ninety to 180 degrees vertical angles is permitted, if the related output of the luminaire is greater than 3200 (§ 2.2-1111.B.3 *Code of Virginia*). Measurement details for shielded outdoor light fixtures may be found in Illuminating Engineering Society of North America Guide for the *Photometric Measurements of Parking Areas* (LM-64-01) which is available for order at www.ansi.org.

Annex 4-A

AGENCY PURCHASE ORDER - FORM DGS-41-056

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

25. Insert Agency 3-digit code and estimated amount in appropriate columns; however, at agency's option, all coding may be inserted.

Annex 4-B

This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Annex 6-B

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Annex 7-B

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment. Faith-based organizations may request that the issuing agency not include subparagraph 1.f in General Terms and Condition C. Such a request shall be in writing and explain why an exception should be made in that invitation to bid or request for proposal.

Annex 7-D

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family or any other basis prohibited by state law relating to discrimination in employment.

Annex 8-D

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment.

Annex 8-F

Note: This public body does not discriminate against faith-based organizations in accordance with the *Code of Virginia*, § 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a military family, or any other basis prohibited by state law relating to discrimination in employment.

Annex 10-E

REQUEST FOR CHANGE OF PURCHASE ORDER AND CHANGE ORDER - FORM DGS-41-008

22. Insert the necessary coding required by the Department of Accounts.

Annex 10-F

REQUEST FOR CHANGE OF PURCHASE ORDER AND CHANGE ORDER - FORM DGS-41-011

15. Insert the Agency 3-digit code and estimated amount in appropriate columns; however at agency's option, all coding may be inserted.

CHAPTER 12

STATE & FEDERAL SURPLUS PROPERTY

In this Chapter look for . . .

State Surplus Property

12.10 Deliveries to Surplus Warehouse

12.0 **General.**

Information about surplus property, including the surplus inventory listings, the auction schedule, internet sales and competitive bids, as well as forms, are listed on the DGS website:

<https://www.dgs.virginia.gov/office-of-surplus-property-management>.

12.2 **Authority and Responsibility for State Surplus Property.**

a. **DGS.**

Any Commonwealth entity disposing of a Commonwealth IT asset shall follow the VITA Information Technology Resource Management Standard (ITRM) Standard SEC514-03, Revision 3, dated March 15, 2008 and entitled “Removal of Commonwealth Data from Electronic Media,” and located at the following: <https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/SEC514-Removal-COV-Data-from-Electronic-Media-Standard.pdf>, or any then current successor VITA document that provides further information for the disposal of Commonwealth IT assets.

12.3 **Services Available for Local Government Use.** In accordance with the *Code of Virginia*, § 2.2-1124(F), any local public body of the Commonwealth is authorized to use the services or facilities of the Commonwealth’s DGS/OSPM to dispose of their surplus property, pursuant to the policies, procedures, and guidelines established herein.

For questions or information about the disposal of their surplus property, local government representatives should contact the Bureau Manager, OSPM at (804) 236-3670 or email statesurplus@dgs.virginia.gov with a description of their surplus material.

12.4 **Agency Responsibilities Related to Surplus Property.**

a. **Surplus: A Non-Mandatory Source of Supply.** In procurement planning, surplus property is deemed a non-mandatory source of supply to be considered before initiating a purchase action. This is described further in Chapter 2, Sources of Supply, section 2.2.b. Agencies can save money by purchasing surplus items, some of which are in “like new” condition, and can include federal surplus property that OSPM may be able to obtain through the federal surplus system. Agencies are encouraged to visit the surplus warehouse periodically to “shop” for their agencies. Items are available for purchase to authorized persons, with the distribution centers operating on a supermarket plan on a first-come, first-served basis.

b. **Designation of Agency Surplus Property Officer.** Agency heads should designate an Agency Surplus Property Officer who is responsible for all matters for the management of their agency’s surplus state property. This person may also be designated as the surplus property officer for federal surplus property acquisitions. In the absence of specific delegation of this authority, the Agency Head possessing the property must sign all required documents. Agencies are to provide the name of their Agency Surplus Property Officer to DGS by submitting the Agency Surplus Property Officer Designation Form (Annex 12-D). This form is also found on <https://www.dgs.virginia.gov/office-of-surplus-property-management/documents-and-forms/ospm>

c. **Designation of Agency Staff with Surplus Purchasing Authority.** In addition to the Surplus Property Officer, each agency may designate other designees authorized to sign for surplus property. Such authorization allows several individuals from an agency to visit the surplus warehouse to select and sign for surplus property. Agencies should complete and submit to DGS the Surplus Property Signature Authorization Form (Annex 12-C) to designate such individuals or to update authorization information. Every three years, DGS will request an update or verification of the designated designees or an agency can send updates as required when there are staff changes.

d. Security and Handling of Property.

Even though Commonwealth property may be designated “surplus,” as long as the property is physically located at the agency or selling entity, then it is the responsibility of that agency or entity to safeguard it. The safeguarding of surplus property become the responsibility of DGS/OSPM only after the property is transferred or delivered into the physical custody of DGS/OSPM, either through use of DGS transportation assets or delivery to the DGS Surplus Property Warehouse. Once an agency or selling entity turns the property over to the custody of DGS/OSPM, then the ownership, accountability and responsibility for reasonable care and security, etc., transfers to DGS/OSPM. Once transferred, DGS/OSPM retains any revenue from the sale of items and there is no financial liability to the transferring agency or entity.

f. Property Records.

DGS/OSPM does not have access to agencies’ FAACS inventory listings or any other inventory systems used by agencies. Therefore, regardless of how an agency codes its inventory system, an agency remains responsible for its fixed asset property records until the property is disposed of. Surplus property may be disposed of in several ways and examples include: transfer within an agency or to another agency, delivery to the surplus warehouse, delivery to a buyer (if sold at auction or on the internet), delivery to or collection by a contracted recycler, or delivery to a landfill, if authorized by a disposal letter from DGS/OSPM.

12.7 Surplus Property Disposal Methods and Procedures.

b. Surplus Property Disposal Methods.

2. **Transfer and Sale to another State Agency.** Re-utilization of surplus property between state agencies is encouraged. Agencies may post listings of such equipment, materials and supplies available for reuse on their agency websites or agencies may post these items on internet sites designated by DGS/OSPM. Items may be transferred to another agency with or without the transfer of funds. A transfer letter/document, describing the property, is prepared by the owning agency and forwarded to the receiving agency. If there is a charge for the property being transferred, the owning agency bills the receiving agency for the agreed amount. Proceeds from sale shall promptly be deposited into the account fund for surplus property sales for the agency and reported to the State Comptroller. Documentation supporting the property transfer with appropriate signatures must be maintained in the files of the owning and receiving agencies. A transfer form for agency use, DGS 44-012, is included in Annex 12-B. DGS/OSPM does not need a copy of paperwork of these transactions.
3. **Preliminary Sales Offering of Surplus Property to Eligible Organizations: Political Subdivisions, School Divisions and Qualified Non-Profit 501(c) Organizations.** Part of the mission of the Commonwealth’s surplus property activity is to support public institutions and certain non-profit organizations by making available useful materials and property at a reasonable price. Therefore, prior to initiating any public sale or auction, surplus materials may first be offered at the items fair market value to these institutions, which are political subdivisions of the Commonwealth (local governments and other public bodies), schools, and qualified non-profit 501(c) organizations. Qualified non-profit 501(c) organizations are defined as approved for the distribution of federal surplus materials. Contact the OSPM office for eligibility questions. Additionally, direct sales may also be made to the following organizations as established in §2.2-1122, of the *Code of Virginia*:
4. **Public Sales or Auctions.**

Public sale property postings, auction dates and other types of information are made available on the Surplus Property website at <https://www.dgs.virginia.gov/office-of-surplus-property-management>.
5. **Recycling.**

The types of material that can be recycled is increasing, and includes paper products such as cardboard, brochures, newspapers and office paper, beverage and food containers, scrap metal, printer cartridges, electronics, as well as yard and food waste. Resource information, such as a list of recyclable materials commonly generated in institutional settings, and a waste audit worksheet, are posted in the Surplus Section on the DGS website at <https://www.dgs.virginia.gov/office-of-surplus-property-management/government-entities/recycling-assistance-program>. Additional waste reduction and recycling information is also available from the Virginia Department of Environmental Quality: www.deq.virginia.gov

6. **Donations.** Departments, divisions, institutions, or agencies of the Commonwealth, or the Governor, may donate surplus materials to political subdivisions, and qualified non-profit 501(c)(3) organizations approved for the distribution of federal surplus materials, but only according to the guidelines listed below (contact the Bureau Manager, OSPM for eligibility questions). Donations are to be recorded by agencies through the completion of the Surplus Property Donation Record Form, DGS-44-018, (Annex 12-F). Donations are permissible by state agencies under the following circumstances:
7. **Surplus Computers and Related Equipment:** Surplus computers and related equipment often have value in the resale market. Older systems may not have resale value and should be recycled for scrap content. Contact the Bureau Manager, OSPM for guidance for resale potential and approved recycling outlets. Agencies must manage their surplus electronics responsibly in order to conform to local, state and federal environmental regulations. The following disposal options are available to agencies:
 - (a) Agencies can utilize a state contract which provides pick-up, data cleaning, and disposal. The contract is currently administered by DGS Office of Surplus Management.
 - (b) Agencies should perform data cleaning per VITA standards SEC514, available at the following or any successor link:
<https://www.vita.virginia.gov/media/vitavirginiagov/it-governance/psgs/pdf/SEC514-Removal-COV-Data-from-Electronic-Media-Standard.pdf>

After data cleaning is performed, agencies can surplus their computers and related equipment by delivering to the DGS/OSPM Warehouse, offering them for internet sale, entering into an agreement with a purchasing vendor to buy back or trade in any technological equipment, or by recycling.
 - (c) When computers and related equipment are obsolete, broken, or do not have resale value as determined by DGS/OSPM, recycling, to the extent practicable, should be utilized in accordance with *Code of Virginia* § 2-2-1124.B.16, and in consideration of environmental regulations. For additional information and resources on electronics recycling, please visit the Virginia Department of Environmental Quality at:
<https://www.deq.virginia.gov/land-waste/waste-management/recycling/statewide-recycling-programs/computer-electronics-recycling>.

For additional information, please visit: <https://dgs.virginia.gov/office-of-surplus-property-management/government-entities/recycling-assistance-program>

12.8 **Disposal Methods for Regulated or Special Items.**

a. **Hazardous Material.**

2. **Hazardous Waste Disposal Contract.** A DGS/DPS statewide contract for Hazardous, Solid & Pharmaceutical Waste Management Disposal Services is available via eVA. . Additional hazardous material reduction information may be obtained at the Department of Environmental Quality's website, under Pollution Prevention: <http://www.deq.virginia.gov>.

- 12.9 **Trade-ins.** Trade-in items are not considered surplus property. According to policy set by DGS, Division of Purchases and Supply, trade-in items may only be traded in for the purchase of property of the same general three-digit commodity class code, without prior DGS approval. Material are considered a trade-in item only if the supplier's removal of the material and provision of a replacement occur at substantially the same time, and if the purchase price of the replacement item has been reduced to reflect a fair allowance for the trade-in item. A trade-in should not be considered if the monetary allowance offered is substantially below the known current sales range. Assistance with documenting recent sales prices may be obtained by contacting Surplus Property at (804) 236-3670.
- 12.10 **Surplus Warehouse.** Agencies are encouraged to visit the state surplus warehouse located at 1910 Darbytown Road, Richmond, VA, 23231 to see the state and federal surplus property available. Items are available for purchase to authorized persons, with the warehouse operating on a supermarket plan on a first-come, first-served basis.

Agencies may transfer surplus property to the DGS/OSPM warehouse. After delivery of surplus property to the DGS/OSPM warehouse, ownership of the surplus property transfers to DGS. The surplus warehouse accepts delivered material by appointment, Monday through Friday, 8:00 a.m. to 4:00 p.m., except official holidays. Since the

warehouse is open to qualified organizations, transfer of property to the warehouse satisfies the agency's reutilization requirement to offer items to eligible institutions for reuse prior to public sale (see Section 12.7.b.3).

12.11 **State Surplus Property Forms and Reporting Procedures.**

a. **Surplus Property Report DGS-44-001** (Annex 12-A).

The original of this report must be mailed to the address on the form or sent by email to statesurplus@dgs.virginia.gov. This report provides the descriptive information used in notices about the item to organizations; therefore, its complete and accurate preparation is essential. Information on manufacture identification, model numbers, age and condition assists the buyer in making a decision to buy items. An agency must not withhold any specific known defects, such as a broken or missing part, etc.

2. **Vehicles or Title-Bearing Equipment:** Surplus cars, trucks, boat, utility or equipment trailers, etc. not delivered to a Surplus warehouse and not disposed of through DGS/OSPM outsourced services contracts for surplus property sales, must be reported on the Surplus Property Report Form DGS-44-001, submitted with the original title and a compact disc (CD) with several photos of the item, and mailed to the address on the form. Motor vehicle photos should include a picture of the interior and multiple views of the vehicle. Reports without the titles will be returned to the agency. Only one vehicle or other titled equipment may be on a report. Boat registration/titles must also be submitted with the report. Surplus vehicles delivered to the warehouse MUST have the original title attached to the Manifest

c. **Surplus Property Manifest DGS-44-014 Sup** (Annex 12-E).

1. To schedule delivery, call 804-236-3670 for a date and a time for your delivery.

12.13 **Surplus Firearm Procedures.**

c. **Firearm Sales to Local Agencies:**

2. It is the responsibility of the owning agency to ensure the local law enforcement agency making the firearms purchase is authorized to be in the possession of the type of firearms being purchased. The owning agency will prepare a "Firearms Manifest: Agency to Local Law Enforcement Agency Sale" form (Surplus Firearm Form C, Annex 12-I). This form shall be maintained in the files of the selling agency to provide a chain of custody record.

12.14 **Authority and Responsibility for Federal Surplus Property.**

- 12.15 **Federal Surplus Property Eligibility Requirements.** The law provides that public agencies and certain other nonprofit institutions may be declared eligible to receive federal surplus property, provided they meet certain criteria. The criteria for public agencies are relatively simple and are covered in an application, "Application for Eligibility-Federal Surplus Property Assistance Program, Form DGS-43-001. Public agencies that have not received eligibility approval, but are interested, can download this form from the DGS website at <https://www.dgs.virginia.gov/office-of-surplus-property-management/documents-and-forms/ospm>. An approval notice will be sent by email to applicants that meet the eligibility criteria.

- 12.16 **Designation of Federal Surplus Property Officer.** If a state or local agency wishes to acquire federal surplus property, then upon being granted eligibility approval, the agency must designate a representative to be responsible for federal surplus property, including the obligation of funds and compliance with certifications and agreements on all property transferred. The Surplus Property Signature Authorization Form, Annex 12-C, is used for this purpose, as well as to identify other persons designated to select and sign for property and also can authorize in writing other individuals to visit a federal distribution center on a specific day to select and sign for property. Such a designee may also be responsible for state surplus property (see also Section 12.4).

- 12.17 **Federal Property Availability.** The DGS/OSPM acquires federal surplus property through a system of reviewing excess property reports, screening (inspecting and selecting) surplus items at federal installations, and then requesting that GSA allocate to DGS/OSPM the needed items. Property is made available to state agencies in the following ways:

- a. **Warehouse.** Property is stored and displayed at 1910 Darbytown Road, Richmond, VA 23231 The warehouse operates on a supermarket plan on a first-come, first-served basis, and authorized persons may visit Monday through

Friday, 8:00 a.m. to 4:00 p.m., except official holidays. Selected property is listed and invoiced on the Distribution Document and Invoice Form, DGS-43-008, and IAT Form, DAO2-039.

b. **Direct Pick-up from Federal Sites:** Recipients of special and heavy equipment may be requested to pickup items directly from the federal installations. Upon special arrangements with a DGS/OSPM screener or the OSPM office, agency representatives may visit and screen surplus property at federal installations. This method may be of benefit to the agency. OSPM will request the property desired by an agency, and, upon federal government approval of the request, forward necessary documents to the agency to facilitate pick-up. The OSPM will create an invoice and transmit it to the agency upon federal approval of this request.

c. **Internet Postings.** Eligible donees and customers have two options of screening federal inventory via the internet. Access to inventory listings located at <https://www.dgs.virginia.gov/office-of-surplus-property-management>. Customers may also go directly to www.ppms.gov and view listings of federal property offered at various military and federal locations in Virginia and other states. A user ID and password is required to login. Please contact the DGS Surplus Property Office to obtain this login information. All requests for federal surplus property will be subject to final approval by GSA.

12.18 **Federal Surplus Screening and Acquisition**

12.19 **Restrictions and Use Requirements.**

12.20 **Title to Property.**

12.21 **Federal Surplus Property Disposal Procedures.**

12.22 **Property Management.**

12.23 **Audits and Compliance Surveys.**

12.24 **Service Charges.**

12.25 **Federal Surplus Property Records.**

12.26 **Federal Surplus Property Documentation.**

ANNEX 12-A SURPLUS PROPERTY REPORT

Questions? Call (804) 236-3670. Visit the Surplus Property webpage at <https://dgs.virginia.gov/office-of-surplus-property-management>.

ANNEX 12-C DGS SURPLUS PROPERTY SIGNATURE AUTHORIZATION FORM

TO: State Surplus
Virginia Department of General Services
1910 Darbytown Road Richmond, VA 23231
statesurplus@dgs.virginia.gov

Date: _____

ANNEX 12-D AGENCY SURPLUS PROPERTY OFFICER DESIGNATION FORM

Questions? Call (804) 236-3670. Visit the Surplus Property webpage at <https://www.dgs.virginia.gov/office-of-surplus-property-management>.

**ANNEX 12-E
SURPLUS PROPERTY MANIFEST FORM**

Delivered to:

1910 Darbytown Rd
Richmond, VA 23231
statesurplus@dgs.virginia.gov

**ANNEX 12-F
SURPLUS PROPERTY DONATION FORM**

**Department of General Services
Bureau Manager, DGS Office of Surplus Property Management
1910 Darbytown Road
Richmond, Virginia 23231**

Questions? Call (804) 236-3670. Visit the Surplus Property webpage at <https://www.dgs.virginia.gov/office-of-surplus-property-management>.

**ANNEX 12-M
SURPLUS FIREARM FORM G
CERTIFICATE OF FIREARMS DESTRUCTION**

Copies – Bureau Manager, DGS Office of Surplus Property Management
Facility of Destruction

- 13.2 **DGS/DPS Home Page.** DGS/DPS has a home page on the Internet. Included on the home page are the *VPPA*, *Vendors Manual*, this manual, staff telephone directory, organizational chart, Procurement Information Memoranda (PIMs), DGS/DPS purchase requisition, master contract list, state contracts, Hotel/Motel Guide, list of mandatory sources, information about the VCO program and other training opportunities, *VBO* information, contract compliance information, vendor registration information, alphabetical list of all state purchasing offices, list of agencies with increased delegated purchasing authority, and information regarding the VDC and surplus property. It also includes hot links to other web sites that have useful information for purchasing professionals. New information is added regularly. The web site address is <https://www.dgs.virginia.gov/procurement> or eva.virginia.gov.
- 13.4 **Specifications/Purchase Descriptions.** For examples of specifications and solicitations refer to <https://mvendor.cgieva.com/Vendor/public/AllOpportunities>. For further assistance, contact your Procurement Management Account Executive <https://www.dgs.virginia.gov/procurement/policy-consulting-review/find-my-account-executive>.
- 13.6 **Contract Compliance Assistance.** DGS/DPS Supplier Relationship Management (SRM) is available to provide assistance with contract compliance issues to agencies and vendors. For SRM contract information go to <https://dgs.virginia.gov/procurement/contacts/dps-contacts>.
- 13.8 **Submission of DGS/DPS Purchase Requisition.** The DGS/DPS purchase requisition is the document that initiates the procurement action for goods and printing, whose value exceeds an agency's or institution's delegated authority. It is also used to initiate procurement action for services contracted by DGS/DPS on behalf of an agency. It should contain all the essential information a DGS/DPS buyer needs to blend the appropriate contract terms and conditions with a full, clear and concise description of the requirement into a solicitation which can be issued to qualified bidders or offerors. Any approvals required or exceptions granted regarding the procurement should also be furnished. Should an agency require special exemption from purchasing through DGS/DPS, the request must be submitted to DGS/DPS in eVA for prior approval. The following paragraphs highlight essential elements which should be included in every requisition. Requisitions without complete information may be returned causing delay. The DGS/DPS purchase requisition and supporting documentation must be sent via email to dpsprocurement@dgs.virginia.gov.

ANNEX 13-C

Directory of Procurement Assistance

Please refer to:

<https://dgs.virginia.gov/procurement/contacts/dps-contacts>

14.3 **Shopping.**

- c. **Non-mandatory Sources (see 2.2b. & c.):** Surplus property listed in eVA is available for purchase up to any dollar amount. Purchases from Employment Services Organizations are exempt from competitive procurement within the guidelines stipulated in 2.2.c. and can be found in eVA.

14.5 **Receiving and eInvoicing:**

- a. Agencies and institutions shall receive all purchase orders in eVA using the receiving functionality. A receiving report should be completed as soon as possible, but must be completed no later than 3 working days after delivery.

14.9 **Requisitioning and Ordering –Use of eVA:**

- e. At the option of the agency or institution, and to enhance transaction transparency, analysis, and reporting, non-procurement (payment) transactions and the following procurement transactions may be processed through eVA, by issuing the order to the vendor and coding the requisition with the X02 purchase order category.

eVA purchase orders should be issued prior to contractors performing any work. However, should the agency find it necessary to issue any eVA confirming orders, the confirming orders should be placed in eVA within thirty (30) days after directing the contractor to proceed. This includes orders imported to eVA from ERPs (enterprise resource planning systems).

- 12. The required purchase of evidentiary records for use by an agency that has statutory authority and are for use in investigative proceedings.

14.12 **Self-Certification and Fees For Non-Compliant Purchase Transactions.**

- c. an itemized list of all non-compliant purchase transactions (including purchase order number, date, vendor, amount, commodity code, sub object code, and method of procurement); and

Failure to submit the required monthly self-certification and associated documentation will result in the automatic assessment of a 2% fee based on the agency's or institution's total expenditure less eVA spend for the reporting period.

APPENDIX A

GLOSSARY AND ACRONYMS

Professional Services: Shall mean work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, geology, land surveying, landscape architecture, dentistry, law, medicine, optometry, pharmacy, or professional engineering. "Professional Services" also includes services of any (i) economist procured by the State Corporation Commission and (ii) and licensed investment advisor, financial advisor, or insurance broker procured by the Department of the Treasury (*Code of Virginia*, § 2.2-4301).

Service Disabled Veteran-Owned Small Business (SDVOSB): Means a DSBSD-Certified Small Business owned by a DVS-Certified Service Disabled Veteran, when they have also obtained Service Disabled Veteran-owned "status" by the DSBSD in the SWaM vendor database. This is not a separate DSBSD certification, but rather a designation of those DSBSD-certified Small Businesses that are owned by DVS-Certified Service Disabled Veterans. Veterans wishing to apply for service disabled status must first seek eligibility certification from the Dept. of Veteran Services.

<https://www.dvs.virginia.gov/benefits-services/service-disabled-owned-business-designation>

APPENDIX B

SECTION I

REQUIRED GENERAL TERMS AND CONDITIONS GOODS AND NONPROFESSIONAL SERVICES

- C. **ANTI-DISCRIMINATION:** By submitting their (bids/proposals), (bidders/offerors) certify to the Commonwealth that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Contracting Act of 1975, as amended, where applicable, the Virginians With Disabilities Act, the Americans With Disabilities Act and § 2.2-4311 of the *Virginia Public Procurement Act (VPPA)*. If the award is made to a faith-based organization, the organization shall not discriminate against any recipient of goods, services, or disbursements made pursuant to the contract on the basis of the recipient's religion, religious belief, refusal to participate in a religious practice, or on the basis of race, age, color, gender sexual orientation, gender identity, or national origin and shall be subject to the same rules as other organizations that contract with public bodies to account for the use of the funds provided; however, if the faith-based organization segregates public funds into separate accounts, only the accounts and programs funded with public funds shall be subject to audit by the public body. (*Code of Virginia*, § 2.2-4343.1E).

In every contract over \$10,000 the provisions in 1. and 2. below apply:

1. During the performance of this contract, the contractor agrees as follows:

- a. The contractor will not discriminate against any employee or applicant for employment because of race, religion, color, sex, national origin, age, disability, or other basis prohibited by state law relating to discrimination in employment, except where there is a bona fide occupational qualification reasonably necessary to the normal operation of the contractor. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices setting forth the provisions of this nondiscrimination clause.
- f. In accordance with Executive Order 61 (2017) and Executive Order 9 (2026), a prohibition on discrimination by the contractor, in its employment practices, subcontracting practices, and delivery of goods or services, on the basis of race, sex, color, national origin, religion, sexual orientation, gender identity or expression, age, political affiliation, disability, or veteran status is hereby incorporated in this contract.

- W. **NONDISCRIMINATION OF CONTRACTORS:** A bidder, offeror, or contractor shall not be discriminated against in the solicitation or award of this contract because of race, religion, color, sex, national origin, age, disability, sexual orientation, gender identity or expression, political affiliation, veteran status, status as a service disabled veteran, or status as a military family, faith-based organizational status, or other basis prohibited by state law relating to discrimination in employment or because the bidder or offeror employs ex-offenders unless the state agency, department or institution has made a written determination that employing ex-offenders on the specific contract is not in its best interest. If the award of this contract is made to a faith-based organization and an individual, who applies for or receives goods, services, or disbursements provided pursuant to this contract objects to the religious character of the faith-based organization from which the individual receives or would receive the goods, services, or disbursements, the public body shall offer the individual, within a reasonable period of time after the date of his objection, access to equivalent goods, services, or disbursements from an alternative provider.

- EE. **FORCED OR INDENTURED CHILD LABOR:** Applicable in all solicitations and contracts over \$10,000:

During the performance of this contract the use of forced or indentured child labor is prohibited. Any Prime Contractor shall include such prohibition in every subcontract that exceeds \$10,000 and shall be binding upon each subcontractor or vendor.

For the purposes of this section, “*forced or indentured child labor*” means all work or service exacted from any person younger than 18 years of age under the menace of any penalty for the nonperformance of such work or service and for which such person does not offer himself voluntarily or performed by any person younger than 18 years of age pursuant to a contract the enforcement of which can be accomplished by process or penalties.

SECTION II

SPECIAL TERMS AND CONDITIONS GOODS AND NONPROFESSIONAL SERVICES

5. **RENEWAL OF CONTRACT:**

B. **RENEWAL OF CONTRACT:**

- **When Used:** For service contracts, use of this clause permits renewal of a contract with an increase/decrease in the labor rate portion only of the original contract. This clause should only be used when renewal of the contract may be desirable and price adjustments may be necessary. Select the most appropriate category that would apply to the contract and fill in the blank. If only a one-year renewal is desired, delete paragraph 2. of the clause. For recent Consumer Price Index statistics, contact the Bureau of Labor Statistics at their website <http://stats.bls.gov/news.release/cpi.toc.htm> or by telephone at 202-691-7000. A link to the Bureau of Labor Statistics may be found by clicking "I Buy for Virginia" on the eVA website

17. **CONTRACTOR REGISTRATION:** If a contract for construction, removal, repair or improvement of a building or other real property requires a contractor's license, refer to the Code of Virginia §54.1-1100 for registration requirements. The bidder/offeror shall place on the outside of the envelope containing the bid/proposal and shall place in the bid/proposal over his signature whichever of the following notations is appropriate, inserting his contractor license number:

40. **PERFORMANCE AND PAYMENT BONDS:**

*** When Used:** Must be used in all solicitations for construction which exceed \$100,000, but may be for construction, goods and services for less than \$100,000.

58. **EMPLOYMENT SERVICES ORGANIZATIONS (ESO):**

- A. Where it is practicable for any portion of the awarded contract to be subcontracted, the contractor is encouraged to offer such business to employment services organizations. A list of employment services organizations can be found at <https://apps.dars.virginia.gov/PublicRateSource> or eva.virginia.gov.

SECTION III

ADDITIONAL TERMS AND CONDITIONS FOR NON-CAPITAL OUTLAY CONSTRUCTION PROJECTS

For the current special terms and conditions (CO-7) for non-capital outlay construction projects please visit the DGS/DEB forms site at: <https://dgs.virginia.gov/engineering-and-buildings/documents-and-forms/deb>.

SECTION IV

SPECIAL TERMS AND CONDITIONS INFORMATION TECHNOLOGY GOODS AND SERVICES

For the current special terms and conditions for information technology goods and services please visit the VITA SCM site at <https://www.vita.virginia.gov/procurement/forms-policies/mandatory-contract-terms/>.

APPENDIX C

PROCUREMENT INFORMATION MEMORANDUM (PIM) RECORD OF CHANGES

98-046	Updates the definition of professional services, updates exception to competitive requirements language, adds exception for purchase of non-public records for regulatory proceedings, updates code references throughout the manual, corrects hyperlinks and website locations throughout the manual, adds preference for	09/24/26	
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	agricultural products produced or processed in Virginia for school nutrition programs and sunset extension, removes reference to CARS system throughout the manual, removes reference to Wytheville distribution center throughout Chapter 12, adds 3 day requirement for receiving report, directs users to Code requirements for contractor license thresholds.		
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Suggested Changes

Your assistance is sought in identifying areas where changes may be needed. Whether concept changes or one word changes to the *APSPM*, DGS/DPS welcomes suggestions for clarification, corrections, or policy and procedure modifications. Please copy this form and use it to submit your suggestions for consideration. Forms may be emailed to the PCR Bureau Manager indicated at: <https://dgs.virginia.gov/procurement/contacts/dps-contacts>. Use additional sheets as necessary.