

Virginia Hold'em: APSPM PIM #036 Poker



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Overview

Procurement Information Memorandum

- Where to locate
- How to suggest a change



Where Do I Find the PIM?

www.eva.dgs.virginia.gov

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- Contacts
- Public Procurement Forum
- Virginia Institute of Procurement

POLICY

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws enacted by the General Assembly. The Policy, Consulting and Review Bureau is responsible for interpreting the law into policy and procedures for non-technology goods and non-professional services, which are published in the Agency Procurement and Surplus Property Manual (APSPM) and the Vendor's Manual.

Agency Procurement and Surplus Property Manual (APSPM)

The APSPM establishes the policies and procedures to be followed by State agencies and select institutions in conducting procurements and contract administration within their delegated limits. The APSPM is updated by issuance of Procurement Information Memoranda (PIM). PIMs are a result of procurement law changes as a result of the General Assembly each year and/or Executive Orders that impact procurement.

- The 2018 APSPM that includes PIM 35 is effective on July 1, 2018 and can be viewed in [PDF](#) or [Word](#)
- To view the PIM's, [click here](#)

Vendor's Manual

The [Vendor's Manual](#) sets forth the purchasing rules and regulations from a vendor's perspective.

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- FORUM2017**

PIM

APSPM PIM	Date Released
PIM 1	7/1/99
PIM 2	8/2/99
PIM 3	1/13/00
PIM 4	3/30/00
PIM 5	5/8/00
PIM 6	7/1/00
PIM 7	12/20/00
PIM 8	7/1/01
PIM 9	10/9/01
PIM 10	2/14/02

Suggested Changes

FORM 06-085

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 mailed to DGS/DPS, P. O. Box 1199, Richmond, VA 23218-1199, sent by fax to 804-786-5712, or contact the PCR Director indicated at <http://www.cva.virginia.gov/pages/cva-dps-directory-of-procurement.htm>. Use additional sheets as necessary.

APSPM section number affected: _____

Suggestion: _____

Why the change is needed: _____

APSPM section number affected: _____

Suggestion: _____

Why the change is needed: _____

(Optional)

Submitted by: _____ Telephone: _____

Agency: _____

Suggested Changes Form APSPM Appendix C



Why Are Changes Made to APSPM?

- Administrative/Clerical
- Suggested Changes Form
- DGS/DPS Policy Concerns
- Legislative Changes



How do I contact DGS/DPS?



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 Virginia Distribution Center

PURCHASES AND SUPPLY



The Division of Purchases and Supply (DPS) provides services that make it easier and more convenient to do business with the Commonwealth and make it more simple and cost efficient for the government to do its business. The division's flexible and innovative

APSPM Major Changes....

single quote raised from \$5K to \$10K

*Updated throughout the manual

NEW

High Risk Contracts

(HB1668)

*removal of the requirement for
newspaper publication of RFP
advertisements*

(HB1629)



Chapter 1, Delegation

1.2.a. Agency Purchasing Authority

- *Clarifies request for delegated procurement e-form*
- *Deletes contact information*

In this Chapter look for...

Updates the name of Annex 1-B



Chapter 1

Annex 1-A

- *Clarifies Request for Delegated Procurement e-Form request for \$100K delegated authority*

Annex 1-B

- *Clarifies Request for Delegated Procurement e-form for unlimited delegated authority*



Chapter 5, Small Purchases

5.3 and 5.3.a.

Single Quotation

Updates single quotation threshold from \$5K to \$10K throughout section



Single Quote Limit = \$10K

Annex 5-A through 5-G

Small Purchase Procedures

Single Quotation Process

Unsealed Bidding Process

Unsealed Request for Proposal Process

Telephone Record for Goods

Annex 3-A

Procurement Method Flowchart



Single Quote Limit = \$10K

Annex 3-A

Procurement Method Flowchart

Annex 3-B

Summary of Procurement Thresholds & Small Business Enhancement Policies



Single Quote Limit = \$10k

Appendix B

Section II Award

Updates were made to the following General Terms and Conditions:

- **2. L.** *Changes language in the 1st sentence from “less than” to “up to and including”*
- **2. M.** *Changes language in the 1st sentence from “for less than” to “up to and including”*



Legislative Changes

*as of 3/15/19

2019 General Assembly

- 3128 Bills Introduced to GA
 - ✓ 1898 passed
 - 1434 failed
 - 206 continued

The Governor vetoed 34 bills

DPS tracked 57 bills



Chapter 2, VCE Exemptions

2.1.b.

Agency Purchasing Authority

Removes “the Director of Purchases and Supply” from the VCE exemption process

Annex 2-A

Deleted



High Risk Contracts

3.1

High Risk Contracts

Adds a new section regarding High-Risk Contracts



In this Chapter look for...

- *Updates numbering of Chapter Sections*
- *Adds Annex 3-L*



Other High Risk Updates

6.2.g.

Preparation & Issuance of IFBs

6.3.d.

Award

Annex 6-A, 6-B, 6-D

Competitive Sealed Bidding Process

Sample IFB Format & Procedures

IFB Solicitation and File Checklist



Other High Risk Updates

7.2.k.

Preparation & Issuance of RFPs

7.4.e.

Negotiation & Award

Annex 7-A, 7-B, 7-E

Competitive Negotiation Process

Sample RFP Format & Procedures

RFP Solicitation and File Checklist



Public Postings

3.19.c.

Publicly Posted Notices

Changes language in the second sentence from “shall” to “may”





Public Posting Updates Cont.

7.2.i.

Preparation & Issuance of a (RFP)

Annex 7-A

Competitive Negotiation Process

Annex 7-B

Sample Format & Step by Step Procedures

Annex 7-E

RFP Solicitation and File Checklist



Chapter 6

Annex 6-H and Annex 7-L Notice of Award

- Changes “Vendor Reference No” to “eVA Vendor ID”



Chapter 3

3.11.a.

Agency Plans (SWaM)

Updates reference in paragraphs to EO35, July 3, 2019.



Chapter 3

3.11.h.

Prime Contractor Compliance/Reporting

Clarifies how to report subcontractors listed on the Small Business Subcontracting Plan.





Appendix B

Appendix B, Section II *continued...*

*Updates were made to the following
General Terms and Conditions:*

- **36.** *Submission of Small Business Subcontracting Plan, subsections B and C. Clarifies submission timeframes and how to report subcontractor payments.*



Chapter 8

8.1

Approval for Sole Source Procurements

Clarifies approval process for sole source procurements

8.2

Negotiating a Contract

Deletes “add 8.2” from the 1st sentence



Chapter 8

8.4

Posting Requirements

Adds language regarding high-risk contracts

Annex 8-A

Sole Source Process

- *Step 3, Removes threshold requirements*
- *Step 7, Adds language regarding high-risk contracts*



Chapter 8

Annex 8-B

Sole Source Checklist

- *Step 2, Clarifies approval process and updates section number*
- *Step 3, Updates section number*
- *Step 6, Adds language regarding high-risk contracts*



Chapter 4

4.23.e.

Professional Services

- *Changes language in the 3rd sentence from “less than” to “up to and including”*
- *Changes the language in the 4th sentence from “\$50K” to “\$80K”*

Thank you



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