

How to Score A Touchdown in Small Purchases

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Objectives

Review:

- Small Purchase Procedures
- PIM 36 effective 07-01-2019
- VPPA changes effective 07-01-2019
- Executive Order 35 (2019) effective 07-03-2019

Kick Off



Danielle



Terri



Small Purchases

VPPA § 2.2-4303 G.





Key Terms You Should Know

- Responsive Bidder
- Responsible Bidder
- Price Reasonableness
- Department of Small Business & Supplier Diversity (DSBSD)



What is a Small Purchase?

Goods & Services other than professional services and non-transportation-related construction...sum of all phases for term contract doesn't exceed \$100,000

****Note**** Public Bodies please refer to your small purchase procedures adopted in writing.



What is a Small Purchase?

Continued...

Single or term contracts for **professional services** without requiring competitive negotiations - aggregate or the sum of ALL phases not expected to exceed \$80,000



Example-Total Value of Contract

One (1) year term contract expected to be \$8,000

Four (4) possible renewal periods = \$32,000 value

Total Value = Five (5) one-year terms X \$8,000 =

\$40,000



PUNT

\$100,000 **Set Aside**



DSBSD certified small business including Micro...If two or more DSBSD certified small businesses cannot be identified to set aside the procurement

Document efforts ✓



Up to \$10K



Set-aside Award Priority:

Micro Business Set-Aside Award Priority

under \$10,000.00

- 1) Micro Business
- 2) Small Business
- 3) Open to all



From \$10K to \$100K



Set-aside Award Priority:

Small Business Set-Aside Award Priority

\$10,000 up to and including \$100,000

- 1) Small Business (including micro businesses)
- 2) Open to all

For unsealed bidding, the bid price shall not exceed 5% of the lowest responsive and responsible non DSBSD certified bidder.



Competing the Procurement



Depending on \$ value and complexity:

- Written or telephone (oral) quote
- Quick Quote
- Unsealed Invitation for Bids (UIFB)
- Unsealed Request for Proposal (URFP)



Single Quote

Increased to \$10K *PIM 36

Single Quote from micro, **if available**

e-Mall catalog (non-contract) price from a DSBSD-certified micro business, if available, can be considered a quote.

- Fair and Reasonable?...utilize the Quick Quote tool.

DOCUMENT, DOCUMENT, DOCUMENT



Public Posting

Single Quote increased to \$10K

Publically Post –

Goods & Services > \$10K

Professional services > \$30K

Quick Quotes automatically post to
Virginia Business Opportunities (VBO)



Unsealed Bidding

- Unsealed bidding may be used **in lieu** of Quick Quote for complex procurements.
- If Quick Quote is **NOT** used, agencies shall utilize the eVA VBO or Sourcing & Contracting tool to publically post the solicitation.



PIM 36 Changes (7/1/2019)

Public Notice of RFP in
newspaper **no** longer required
(may)

VPPA § 2.2-4302.2



High Risk Contracts

VPPA § 2.2-4303.01

APSPM Section 3.1



High Risk Contracts

IFB, RFP, or Sole Source



PIM 36 Changes (7/1/2019)



Competitive Negotiation Required over \$80,000

Local governments with population $> 3,500$, where cost is expected to exceed \$80K (all phases)

VPPA Change (7/1/2019)



Job Order Contracting Limitations

VPPA § 2.2-4303.2

Construction and Professional Services
Manual (CPSM)

Maximum threshold amount \$6 Million – no individual job order to exceed \$500K.

Safety improvements or traffic calming measures, \leq \$250K - Max



Executive Order 35 (7/3/2019)



Advancing Equity For Small-, Women-,
Minority-and Service Disabled Veteran-
Owned Businesses in State Contracting

Executive Branch: agencies, **authorities,**
commissions, department and all institutions
of higher education



Executive Order 35 (7/3/2019)



SWaM Plan Reporting

Virginia Department of Small Business & Supplier Diversity (SBSD)

<https://www.sbsd.virginia.gov/AgencyComplianceListForEOMandateandSWaMPlan/>



What did we discuss?



- Small Purchases
- Single Quote Limit Increase
- Micro and Small Business Set-Aside Award Priority
- RFP newspaper notices
- VPPA Changes
- Executive Order 35



THANK YOU ANY QUESTIONS?

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