FINANCE

Purchasing and Supply

Procurement of Goods and Services Except Construction

This policy supersedes Policy 5010.5.

I. PURPOSE

To establish a system of purchasing regulations, operational procedures, and the regular review of contractual arrangements for Fairfax County Public Schools (FCPS).

II. SUMMARY OF CHANGES

- A philosophy section has been added.
- Section V has been revised to conform to current business practices.

III. PHILOSOPHY

The Fairfax County School Board recognizes its responsibility as a steward of public funds and is committed to a procurement system that promotes fiscal responsibility, transparency, fairness, accountability, and complies with all applicable laws and regulations. The responsible procurement of goods and services is essential to supporting the education mission and daily operations of FCPS.

The School Board supports the use of procurement practices that encourage competition, seek the best value for the school division, and provide equal opportunity for qualified vendors. Sole-source contracts are not preferred when multiple vendors are available as competition promotes better quality and lower costs.

The School Board expects procurement decisions to be guided by legal and ethical standards and made in the best interest of the school division, its students, and the community it serves. Where cooperative procurement or similar contractual arrangements are utilized, the School Board expects the solicitation of offers from multiple vendors, to the greatest extent practicable, to achieve maximum return on investment.

IV. RESPONSIBILITIES

A. ORGANIZATION

The Division Superintendent shall establish regulations governing the procurement of goods and services in alignment with delegated procurement authority from the Fairfax County purchasing agent.

B. AUTHORITY

The Division Superintendent shall establish regulations governing the general supervision of all procurement activity within the school division.

Additionally, the Division Superintendent shall establish regulations to carry out the principles of modern central purchasing in accordance with applicable laws, regulations, and generally accepted professional standards to ensure maximum procurement efficiency that provides best value to the school division.

When procuring services, the Division Superintendent shall evaluate the efficacy of the services at the time of purchase and on an ongoing basis, utilizing publicly available data and assessments.

C. ETHICS IN CONTRACTING

In all procurement activities, all FCPS staff members shall:

1. Consider first the interests of FCPS and the enhancement of the education program.

2. Endeavor to obtain the greatest value for all expenditures.

3. Ensure all vendors are provided equal consideration and opportunity in offering their products and/or services in meeting the educational needs of FCPS.

4. Discourage the offer of, and decline, any gift regardless of value or purpose that in any way might influence the expenditure of all funds.

5. Refrain from soliciting funds, services, in-kind exchanges, or materials from vendors, regardless of the purpose or the value.

6. The provisions of the Virginia Public Procurement Act, section 2.2-4371, “Prohibition on solicitation or acceptance of gifts; gifts by bidders, offerors, contractor or subcontractors prohibited” and the Fairfax County Purchasing Resolution “Ethics in County Contracting” are herein incorporated by reference, and all bidding documents shall incorporate appropriate reference to these provisions.

7. Engage in regular and rigorous review of contractual arrangement to ensure maximum value continues to be received by FCPS and to avoid capture by incumbents.

Legal References:

Code of Virginia, Sections 2.2-4300 et seq., 2.2-3100 et seq., and 18.2-438 et seq.

Fairfax County Purchasing Resolution

Delegation of Authority from Fairfax County Purchasing Agent of March 26, 2014

Cross References: See also the current versions of
Policy 5011, Authority to Contract
Policy 8210, Management Responsibility–Capital Improvements
Policy 8240, Construction, Maintenance Services, Bids, Contracts, Bonds, and Conflicts of Interests

Policy
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FAIRFAX COUNTY SCHOOL BOARD