Town Council
Regular Meeting
Agenda Item 5.a.

Agenda Item: **Resolution 26-G-09 to adopt the proposed updated language for the Town of Herndon Purchasing Policy and Procedures**

Meeting Date: February 24, 2026

Category: Consent

Prepared by: Marjorie Sloan, Finance Director

Description:
Approval is requested for important edits to the town's Procurement Policy. An ordinance was adopted May 9, 2023 to delegate Procurement Policy Updates to the Town Manager. However, edits need to be made that require adoption by the Town Council to fully comply with Virginia State Code.

Background/Timing Impact:
The proposed edits have been submitted for review in Attachment A and are outlined as follows:

1. Insert language into the Policy as required by Virginia Code Sec. 2.2-4311.3 Unlawful Terms in IT Contracts. The updated policy language would define "information technology goods and services" and address contracts governed by other states, providing jurisdiction in the Courts of the Commonwealth of Virginia.

2. In addition, related language on prohibited Child Labor will also be added to the existing policy in accordance with Virginia Code Sec 2.2-4311.4.

Strategic Focus Area:
Strong Fiscal Stewardship

Fiscal Impact:
No fiscal impact of these proposed edits to the existing policy.

Legal Impact:
To fully comply with Virginia State Code, action by the Town Council is required for these edits.

Staff Recommendation/Next Steps:

Staff recommends adoption of the proposed language updates to the town's procurement Policy as outlined.

Attachments:

1. Resolution (Proposed)
2. Attachment A_Procurement Policy July 2023_update 02.19.26