



PIEDMONT REGION

Title:	Procurement Policy	Policy #:	21
Effective Date:	June 14, 2018	Revision Date:	January 17, 2019

Purpose:

To have in writing the procurement policies and procedures for the Virginia Career Works – Piedmont Region (VCW – Piedmont).

References:

Uniform Grant Guidance (UGG) (2CRF 200)

Policy:

It is the policy of the VCW – Piedmont to procure those items that are required to perform its mission following the City of Charlottesville’s procurement policies and procedures in regards to purchases. The City’s policies meet or exceeds the Virginia Public Procurement Guidelines. The City’s procurement policies can be found on their website at:

<http://www.charlottesville.org/departments-and-services/departments-h-z/procurement-and-risk-management>

Procurement will be made with complete impartiality based strictly on the merits of supplier and applicable related considerations such as delivery, quantity, etc. All purchases should be made in the best interest of VCW – Piedmont. Quality supplies and services should be obtained that will be delivered in a timely manner.

The Executive Director shall have the authority to approve purchases that are within the framework of the annual budget. Prior approval, from the Executive Director, is necessary before an employee may make purchases.

The Executive Committee must approve expenditures outside of the annual budget.

City of Charlottesville: Limits

Single Quote Process - \$3,500 and less

Single transactions \$3,500.00 and under do not require competition for expenditure of federal monies under the Uniform Grant Guidance micro-purchase rules. A single quote is required. Order splitting to

avoid competitive requirements is prohibited. The City limit is \$5,000; which will be followed for the expenditure of non-federal funds by VCW – Piedmont.

Informal Competitive Process - \$3,500.01 to \$50,000.00:

Solicit at least four (4) written quotes. The City minimum is \$5000.01; which will be the minimum for the expenditure of non-federal funds by VCW – Piedmont. For expenditures using federal funds, VCW – Piedmont will follow the lower limit of \$3,500.01 set by Uniform Grant Guidance. City processes are followed except in terms of vendor solicitation requirements. For example, two vendors are not required to come only from the City's Vendor Database.

Formal Competitive Process - \$50,000.01+ (Non-Construction)

A formal procurement process is required.