

## Departments and Main Functions

### **Assessment Reporting & Program Evaluation**

Testing, Assessment and Reporting

### **Construction**

Capital Construction Projects (New buildings and major renovations)

### **Facilities Services**

Building Maintenance including custodial, inspections, routine maintenance, minor renovations, etc.

### **Finance**

AP/AR, financial reporting, budgets, procurement, insurance, risk management, payroll, etc.

### **Human Resources**

Attract, support, develop and retain diverse and productive workforce, benefits, service awards, etc.

### **Information Technology (IT)**

All technology in FCPS, support, etc.

### **Instructional Services**

All services for instruction to include professional development, textbook and equipment, CTE, interpreters, etc.

### **Operations**

Safety and Security for all buildings, records management, etc.

### **Planning and Development**

Capital Improvement Planning, rezoning, etc.

### **Policy and Communications**

Policy changes, Public messaging, website management.

### **School Nutrition Services**

Cafeteria management, food and supply orders, food safety, menus, etc.

### **Special Instructional Services**

Supporting students with individual education plans with Services and equipment such as, OT, PT, Speech Therapy, Sign Language Interpreting, support equipment, etc.

### **Student Support Services**

All support services for students, families and schools to include: TDT, Homebound, student health, substance abuse, threat assessments, etc.

### **Transportation**

All FCPS buses, cars, trucks, etc. to include maintenance, fuel sites and other needed services.

### **All School Locations**

Student education and support

# Pocket Guide to Purchasing for Vendors



Purchasing Information  
Website



## PURCHASING STAFF

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## OVERVIEW

This guide is intended to provide a summary of the FCPS's purchasing policies and procedures. Public procurement is governed by state law and various school board approved policies. They require FCPS to handle procurements in a manner that is fair, ethical and above reproach. FCPS's procurement methods are designed to meet those requirements and, in the process, foster fair and open competition. Purchasing is responsible for ensuring that goods and services procured are of the proper quality and quantity, cost, and meet the requirements and needs of FCPS.

FCPS does not discriminate against small and minority businesses or faith-based organizations.

## PURCHASING THRESHOLDS

### **Goods & Non-Professional Services \$5,000 & Under**

No quotes required, but encouraged.  
PO not required.

### **\$5,000.01–\$30,000**

Goods & Non-Professional Services. Three (3) written quotes on vendor letterhead or via email. PO required.

### **\$30,000.01–\$200,000**

Goods & Non-Professional Services. Four (4) Written quotes on vendor letterhead or vial email. PO required.

### **\$200,000.01**

Sealed, Advertised IFB or RFP.  
PO required

### **Professional Services\* \$80,000 & Under**

Quotes required as per above.  
PO required for purchases over \$5,000

### **Over \$80,000**

Sealed, Advertised RFP.  
PO required.

*\*Professional Services is defined by the VPPA as work performed by an independent contractor within the scope of the practice of accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy or professional engineering.*

## PUBLICATION OF SEALED BIDS & PROPOSALS & AWARD NOTICES

FCPS utilizes the Commonwealth of Virginia's electronic procurement system eVA ([www.eva.virginia.gov](http://www.eva.virginia.gov)), as well as our own Vendor Self Service Portal found on the purchasing page (<https://www.FrederickCountySchoolsVA.net> *Doing Business with FCPS*), for issuing its competitive, sealed procurements. Interested parties are encouraged to visit the websites often to obtain addenda if they are not signed up to receive automatic notifications. FCPS does not provide direct notification of changes to the original solicitation documents.

All interested vendors are encouraged to visit the webpages for more information on how to register as a vendor and to access FCPS's active solicitations. No registration is required to view solicitations and access documents on either website.

## HOW TO REGISTER FOR EVA

eVA is Virginia's online, electronic procurement system. This web-based vendor registration and purchasing system allows state agencies, colleges, universities and many local governments to use eVA to conduct all purchasing and sourcing activities for goods and services.

Vendors (Suppliers) get FREE registration, access to business opportunities, email or fax notification on new bidding opportunities, online bidding, public reports you can use to find out who's buying what you sell and support from eVA Customer Care. For more information on eVA or to register go to: [www.eva.virginia.gov](http://www.eva.virginia.gov)

## IFB vs. RFP

**An Invitation for Bid (IFB)** is a sealed solicitation that generally is straight-forward and contains FCPS's specifications for a desired good or service. FCPS holds a public bid opening on the date and time noted in the IFB. Names of bidders and amounts are read aloud to those present at the opening. The contract award is made to the lowest responsive and responsible bidder. No negotiations are allowed except if the submitted cost is over budgeted funds.

**A Request For Proposal (RFP)** is a sealed solicitation that is generally used for procuring services or where the requirements to complete the work are not fully known or dictated by FCPS. The RFP provides a scope of work (what is wanted) and allows the Offeror to submit a proposal as to how they will accomplish the work. Proposals are evaluated on multiple criteria (can be weighted) as set forth by FCPS in the RFP. Cost can be included but is not the determining factor.

Anyone requesting information after a bid or proposal opening should contact the Purchasing Office. FCPS's contract term limits are usually five years or less.

## FREQUENTLY ASKED QUESTIONS

- Q:** Does FCPS have an approved Vendor or Bidder's List I can get on?
- A:** FCPS does not have an approved Vendor or Bidder's List, however vendors are welcome to submit information on their company's products and services to Purchasing.
- You can enter your company into FCPS's vendor database using the Vendor Self Service Portal located under "Doing Business with FCPS" on our website.
- Vendors are encouraged to sign up for eVA (free registration) to receive notifications of solicitations that match the goods or services they provide (based on commodity code).
- Q:** Does FCPS have any SWAM or DBE vendor preferences?
- A:** No, FCPS does not have any SWAM or DBE vendor preferences.
- Q:** How do I find out the budget for a project?
- A:** Per Virginia Code 2.2-4342 B, FCPS is not required to provide budget information on a project.
- Q:** Can vendors visit the schools/departments to let them know what we have to offer?
- A:** Per FCPS Policy 705P, vendors are asked to contact the appropriate site or department administrator (principal or department director) to obtain permission to visit.

**FCPS request that an appointment be scheduled if you would like to speak with anyone in person.**