

# WEST PIEDMONT WORKFORCE INVESTMENT BOARD

## Public Procurement Policy and Procedures

<p><b>Effective Date:</b> August 18, 2008 <b>Revision Date:</b> December 15, 2014 <b>Title:</b> Public Procurement Policy and Procedures</p>
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**Purpose:** To ensure that all public procurement acquisitions, including “fee for services,” follow the Virginia Public Procurement Act and that the appropriate WPWIB staff are knowledgeable of the Virginia procurement laws and are responsible for monitoring all contractual obligations.

**References:** Virginia Public Procurement Act  
20 CFR Subpart B – Administrative Rules, Costs and Limitations  
Sec.667.200 – What general fiscal and administrative rules apply to the use of WIA Title I funds?

**Policy and Procedures:** The WPWIB must follow Pittsylvania County’s public procurement procedures for all acquisitions of products and services, including “fee for services,” and adhere to the expertise of its centralized purchasing operation.

**Types of solicitation:**

- \$1 - \$1,000 – With guidance from Pittsylvania County’s Central Purchasing Department, WPWIB staff will seek phone or written quotes; however, purchases may be made without quotes if any of the following apply (the cost of the items(s) to be purchase is the lowest of the suppliers’ current price lists on file; that it is known that all competitors have the same price for the items to be purchased; that the purchase is on a previous bid or quotation or a part thereof obtained within six months prior to the proposed purchase).
- \$1,000 - \$10,000 – all purchases are made in the open market for a minimum of 10 days. On behalf of the WPWIB, the Central Purchasing Department will seek written or phone quotes from prospective vendors. A minimum of two vendors is required; if available, but three or more is preferred.
- Over \$10,000 – Sealed bids are required. On behalf of the WPWIB, the Central Purchasing Department will solicit sealed bids from prospective bidders by sending vendors copies of bid specifications (Request for Proposals) and possibly bid forms. Request for Proposals will be posted at Pittsylvania County’s Administrative Office, website and in local newspaper for at least five days before the final date for submitting bids. RFPs also will be posted on the WPWIB’s website. RFPs will remain open for a minimum of 10 days.

**Monitoring:**

The WPWIB’s Executive Director is responsible for monitoring contractual obligations, including but not limited to the length of the contract and financial agreements. In the absence of the Executive Director, the Project Director will have this responsibility. If for whatever reason, both positions are vacant, the Fiscal Agent will assume this responsibility on behalf of the WPWIB. The WPWIB’s accountants will assist by double checking all expenditures and reimbursements.