

# HARRISONBURG PROCUREMENT POLICY MANUAL UPDATES

October 8, 2024

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# Procurement Policy Manual

## **Why are procurement policies important:**

- Provide city employees a clear understanding of the city's policies
- Obtain goods and services at reasonable cost
- Conduct business in an open, fair and impartial manner
- Foster competition
- Ensure all qualified vendors have access to city business
- Accountability to taxpayers to be good stewards of public funds
- Ensure compliance with the Virginia Public Procurement Act (VPPA) or other procurement regulations such as those required by the federal government when federal funds are used



# Procurement Policy Manual

## Why the update to the manual:

- Streamline the manual
- Include recent VPPA updates
- Increase administrative efficiencies by increasing thresholds
- As the City has taken advantage of increased federal funding opportunities from different federal agencies, these agencies are requesting that federal procurement policies be incorporated into the City's Procurement Policy Manual



# Procurement Policy Manual

## **What primary updates have been made to the manual:**

- Increased procurement thresholds for sealed solicitations
  - Goods & Non-Professional Services moving from \$60,000 to \$100,000
  - Professional Services moving from \$60,000 to \$80,000
- All sealed solicitations will accept electronic responses per VA Code
- Created Procedures for Negotiation with Low Bidder (Appendix D)
- Created Suspend & Debar Procedures (Appendix E)
- Updated PPEA Guidelines (Appendix F)
- Included Guidelines for Procurement Using Federal Funds (Appendix G)