

MEMO

September 11, 2024

TO: TJPDC Finance/Executive Committee

FROM: Ruth Emerick, Chief Operating Officer

RE: Procurement Policy revisions

Purpose: To consider and approve needed changes to the TJPDC procurement policy.

Background: The TJPDC, as a political subdivision of the Commonwealth of Virginia, is required to follow the Virginia Public Procurement Act (VPPA) and the Government Accounting Standards Board (GASB) principles. The TJPDC adopted Purchase Procedures in 2007, created and adopted a Procurement Policy in 2015, amended the TJPDC Bylaws (including the amount of purchase authority) in 2017, and adopted Guidelines for the Public-Private Education and Infrastructure Act (PPEA) in 2022. As changes to the VPPA and internal staff transitions have occurred, and the nature of the work the TJPDC undertakes has shifted to reflect the current needs of our member jurisdictions, staff have identified several needed changes to the Procurement Policy for alignment with VPPA and to reduce unnecessary administrative burden.

The proposed Procurement Policy replaces all prior Procurement Policies and Purchasing Procedures, but leaves in place the PPEA Guidelines, which are to be used under very specific conditions. Several revisions for clarity have been made, along with more substantial changes, including:

1. Adding a definitions section (see section IV)
2. Aligning the purchase authority with the TJPDC Bylaws and VPPA (section II.d)
3. Streamlining the approval process for micro and small purchases (section III.f)
4. Aligning the types of procurement with VPPA (sections V.b.iii-vii)

Attached to this memo are 1) a marked-up version showing proposed additions and deletions to the Policy, and 2) a clean version incorporating all of the changes being proposed at this time.

Recommendation: Staff recommends that the Finance/Executive Committee recommend to the full Commission approval of the proposed changes to the TJPDC Procurement Policy, with latitude for staff to make additional technical and clarifying changes to the document.