

## MISSION

Every Student Succeeds;

Educating lifelong learners and  
inspiring civic responsibility.

## VISION

Our Students achieve at high  
levels, are well rounded, critical  
thinkers, and have a passion to  
learn.

## PRINCIPLES

We believe in Educational  
Excellence

We believe in High Achievement  
for All

We believe in a Culture of  
Collaboration

We believe in Continuous  
Improvement and Accountability

We believe in Environmental  
Stewardship



### Alexandria City Public Schools Procurement and General Services

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## Doing Business with Alexandria City Public Schools

### A Guide for Vendors

*ACPS is Open for Business!*



## Welcome

Thank you for your interest in doing business with Alexandria City Public Schools (ACPS). The provision of vital services to our students and teachers is ultimately the result of a partnership between ACPS and the Vendor community which provides the goods and services needed to support ACPS operations.

The mission of the ACPS Procurement Division is to purchase goods and services in an efficient and cost effective manner. Activities of the personnel of the Procurement Division shall be performed in a manner that guarantees the integrity of the purchasing process, and that all vendors and ACPS personnel are treated equitably and professionally.

We hope that this booklet will assist you in better understanding the process to be followed to do business with Alexandria City Public Schools.

## DOING BUSINESS WITH ACPS

ACPS is Open for Business. We welcome business offers from all local, regional and national vendors. To be best prepared to submit a bid or proposal to ACPS please consider the following:

### Maximum Competition

ACPS requires that the purchase of goods and services are competed to the maximum extent practicable. ACPS issues solicitations for all purchases above \$5,000 in the form of Requests for Quote, Invitations to Bid and Requests for Proposals on a regular basis. The business community is encouraged to respond to all solicitations. Please take care to submit prior to the close date and time for responses and in the format required in the solicitation. Sealed bids and proposals must be submitted in sealed hardcopy to the ACPS Procurement Office.

### Awards and Tabulations

Award notices and tabulations of bids and proposals are publicly posted on the ACPS website at <http://www.acps.k12.va.us/financial-services/purchasing/>

### State Corporation Commission

In order to contract with ACPS Vendors must be registered and in good standing with the Virginia State Corporation Commission (SCC).

## CURRENT BIDS & PROPOSALS

Opportunities are advertised on the ACPS website at <http://www.acps.k12.va.us/financial-services/purchasing/bids.php>

ACPS also advertises business opportunities through eVA Virginia's eProcurement Portal and for solicitations over \$100,000 in a newspaper of general circulation. Currently, these are the classified section of The Washington Post or Alexandria Times.

Vendors are strongly encouraged to register with eVA (<https://eva.virginia.gov>) in order to receive notification of ACPS Solicitation Notices.

Vendors are responsible for checking ACPS' website daily in the event that amendments are made to a solicitation. All procurements made by the school division will be in accordance with the Virginia Public Procurement Act (VPPA). ACPS is a decentralized procurement agency. Departments are able to obtain quotes for different dollar level thresholds.

