

## Virginia Marine Resources Commission

### Policy on Public Procurement

#### Purpose

This policy addresses the procurement of all goods and services for the agency.

#### Policy

Virginia Marine Resources Commission shall conduct all purchasing for the agency in accordance with the *Virginia Public Procurement Act* (VPPA) and the regulations set forth in the Department of General Services/Division of Purchases and Supply's (DGS/DPS) *Agency Procurement and Surplus Property Manual* (APSPM) and the *Vendor's Manual*.

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws enacted by the appropriate legislative body. The intent of the Virginia General Assembly is set forth in the *Virginia Public Procurement Act* (VPPA).

To the end that public bodies in the Commonwealth obtain high quality goods and services at reasonable cost, that all procurement procedures be conducted in a fair and impartial manner with avoidance of any impropriety or appearance of impropriety, that all qualified vendors have access to public business and that no offeror be arbitrarily or capriciously excluded, it is the intent of the General Assembly that competition be sought to the maximum feasible degree, that procurement procedures involve openness and administrative efficiency, that individual public bodies enjoy broad flexibility in fashioning details of such competition, that the rules governing contract awards be made clear in advance of the competition, that specifications reflect the procurement needs of the purchasing body rather than being drawn to favor a particular vendor, and that the purchaser and vendor freely exchange information concerning what is sought to be procured and what is offered. Public bodies may consider best value concepts when procuring goods and nonprofessional services, but not construction or professional services. The criteria, factors, and basis for consideration of best value and the process for the consideration of best value shall be as stated in the procurement solicitation. (*Code of Virginia, § 2.2-4300*).

This statement of intent by the General Assembly highlights the use of competition to the maximum feasible degree. Competitive procurement requires time and administrative effort; it does not guarantee that an agency's preferred brand or vendor will be selected. Conducted properly, competitive procurement responds to user needs, results in public confidence in the integrity of public purchasing, and generally brings the most favorable prices.

The *Virginia Public Procurement Act* (VPPA) applies generally to every "public body" in the Commonwealth, which § 2.2-4301 of the *Code of Virginia* defines to include "any legislative, executive, or judicial body, agency, office, department, authority, post, commission, committee, institution, board or political subdivision created by law to exercise some sovereign power or to perform some governmental duty...."

If there is to be a contract between a state agency and a nongovernmental vendor, the *Virginia Public Procurement Act (VPPA)* and the regulations set forth in this manual and the *Vendors Manual* apply regardless of the source of funds by which the contract is to be paid or which may or may not result in monetary consideration for either party. These documents also apply whether the consideration is monetary or nonmonetary and regardless of whether the public body, the contractor, or some third party is providing the consideration.

Virginia Marine Resources has the authority under Section 1.2 of the APSPM to supplement the purchasing procedures indicated in the manual with more restrictive requirements, but must conform with the provisions of the manual.

### **Responsibilities**

The Agency Head has the ultimate responsibility to ensure that the acquisition of goods and services does not violate or circumvent state law, executive orders, appropriations, regulations or the provisions of the APSPM.

The Chief of Administration and Finance is the Chief Purchasing Official responsible to the Agency Head for the purchase of all goods and services required by the agency, and is further responsible for ensuring that all purchases are made in accordance with all State rules and regulations.

The Director of Business Systems is directly responsible to the Chief of Administration and Finance for ensuring that all orders are promptly processed and that they are in compliance with all State rules and regulations. The Director of Business Systems is further responsible for advising all VMRC personnel of the proper purchasing procedures. Responsible for purchasing IT.

The Business Manager is directly responsible to the Chief of Administration and Finance for ensuring that all orders are promptly processed and that they are in compliance with all State rules and regulations. The Business Manager is further responsible for advising all VMRC personnel of the proper purchasing procedures and ensuring that any purchases so made are in accordance with all State rules and regulations. Responsible for purchasing all goods and services; excludes IT.

The Captain of Operations is directly responsible to the Colonel and Lt. Colonel of Law Enforcement for ensuring that all orders are promptly processed and that they are in compliance with all State rules and regulations. The Captain is further responsible for advising all VMRC Law Enforcement personnel of the proper purchasing procedures and ensuring that any purchases so made are in accordance with all State rules and regulations. Responsible for purchasing all goods and services for Law Enforcement; excludes IT.

Executive Secretary of Oyster Conservation and Repletion is directly responsible to the Marine Scientist Supervisor for initiating purchase orders for goods required in the department under their control. Responsible for purchase orders for shells and larvae; oyster related.

All VMRC personnel, full or part-time, are accountable for equipment, materials, supplies and services ordered and received by them, and for the utilization of those items or services.

Marine Resources Commission has delegated authority by DGS/DPS to issue contracts (which includes agency purchase orders) for all goods including printing services estimated to cost under \$50,000 and contract for services up to any dollar amount subject to applicable laws, regulations, APSPM manual and fiscal restraints; however, may submit requisitions to DGS/DPS for processing.

No VMRC employee, other than those in the positions indicated in the following paragraphs, are authorized to sign purchase contracts for the agency or to make purchases on behalf of the agency without the benefit of a preapproved purchase order. **Employees violating this procedure shall be**

**held personally liable for the purchase.** Employees with bonafide immediate needs should go through their Department prior to making any purchases or committing the agency in any form.

The following personnel are authorized to sign contracts and agency purchase orders for the Marine Resources Commission.

Commissioner  
Chief, Administration & Finance  
Accounting Manager

Positions having purchasing authority for goods (up to \$50,000) and unlimited services are:

Commissioner  
Chief, Administration and Finance  
Director, Business Systems  
Contracting Officers/Buyers

Certain positions throughout the agency have delegated purchasing authority for goods and services up to \$5,000.

Certain Individuals throughout the agency have received delegated authority to participate in the Small Purchase Charge Card Program.

### **Implementation**

The Chief of Administration & Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Revised Date:** August 25, 2015

**Effective Date:** Immediately

**MARINE RESOURCES COMMISSION**  
**POLICY ON ELECTRONIC PROCUREMENT**

**Purpose**

This policy addresses the use of electronic procurement in Virginia conducted by the Marine Resources Commission.

**Policy**

Marine Resources Commission shall conduct electronic procurement in Virginia, hereinafter referred to as eVA, in accordance with the Department of General Services/Division of Purchases and Supply (DGS/DPS) *eVA Implementation Guide*. eVA encompasses central vendor registration and source selection, requisitioning, solicitation development, soliciting and receiving formal and informal bids and proposals, bid/proposal tabulation and evaluation, electronic ordering, public posting, electronic receiving, electronic invoicing, electronic data record keeping and various reporting capabilities. The *Virginia Public Procurement Act (VPPA)*, other applicable sections of the *Code of Virginia*, as well as other provisions of the *DGS/DPS Agency Procurement and Surplus Property Manual* and *Vendor's Manual* will remain in full force and effect. Purchases processed outside of eVA will continue to be governed by applicable law and by the non-eVA policies and procedures contained in the *DGS/DPS Agency Procurement and Surplus Property Manual* and *Vendor's Manual* in effect at the time of the transaction.

**Implementation**

The Chief of Administration & Finance shall be responsible for developing and maintaining procedures when applicable that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Date:** August 25, 2015

**Effective Date:** Immediately

**Marine Resources Commission**  
**Policy on Standards of Conduct**

**Purpose**

This policy addresses standards of conduct for procurement officials conducting procurement transactions for the Marine Resources Commission.

**Policy**

Marine Resources Commission shall adhere to the requirements set forth in the Department of General Services/Division of Purchases and Supply (DGS/DPS) *Agency Procurement and Surplus Property Manual* (APSPM) and the *Code of Virginia* concerning standards of conduct and conflict of interest.

**General**

Because of the extraordinary trust and responsibility exercised by public officials conducting procurement transactions and because of the legitimate expectation by the public that this trust and responsibility be exercised properly, the laws of the Commonwealth of Virginia dictate a higher standard of conduct for procurement officials than for public employees generally. Procurement officials and vendors must be cognizant of these laws which include the *Virginia Public Procurement Act*, the *State and Local Government Conflict of Interest Act*, and the *Governmental Frauds Act*. All agency employees having official responsibility for procurement transactions shall conduct business with vendors in a manner above reproach in every respect.

**Definition**

"Official responsibility" shall mean administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claim resulting there from.

**Procedure**

No agency employee having administrative or operating authority, whether intermediate or final, to initiate, approve, disapprove or otherwise affect a procurement transaction, or any claims resulting there from:

- (1) shall solicit, demand, accept, or agree to accept from a bidder, offeror, contractor or subcontractor any payment, loan, subscription, advance, deposit of money, services or anything of more than a nominal or minimal value present or promised, unless consideration of substantially equal or greater value is exchanged.
- (2) shall accept employment from any bidder, offeror or contractor with whom the employee dealt with in an official capacity concerning procurement transactions for a period of one year from the cessation of the employment by the state unless the employee or former

employee provides written notification to the head of the state agency prior to commencement of employment by that bidder, offeror or contractor.

In some situations it may be necessary for agency personnel to make site visits in conjunction with a solicitation for evaluation purposes of vendor capability and equipment. If site visits are required for evaluation purposes the agency and not the vendors being evaluated should pay for such visits. Any exception must be made on a case by case basis and approved in writing by the agency head, or their designee. This written documentation shall be included in the procurement file.

Agency employees having official responsibility may attend vendor-sponsored seminars or trade shows where they will benefit from receiving product information and learning of new techniques and product or service trends.

All personnel having official responsibility for procurement transactions shall be knowledgeable about the provisions of Article 6, Code of Virginia, §§ 2.2-4367 through 2.2-4377, entitled "Ethics in Public Contracting". Willful violation of any provision of that article shall constitute a Class 1 misdemeanor. Upon conviction, any public employee, in addition to any other fine or penalty provided by law, shall forfeit his employment.

### **Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Revised Date:** August 25, 2015

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**Marine Resources Commission**  
**Policy on State and Internal Purchasing**

**Purpose**

This policy addresses the procurement of all goods and services for the agency.

**Policy**

Marine Resources Commission shall conduct all purchasing for the agency in accordance with the *Virginia Public Procurement Act* (VPPA) and the regulations set forth in the Department of General Services/Division of Purchases and Supply's (DGS/DPS) *Agency Procurement and Surplus Property Manual* (APSPM) and the *Vendor's Manual*.

**General**

The following is a guideline to help employees plan their purchase requests for supplies, equipment and services necessary for the day-to-day operation of all functions of the agency, regardless of the source of funds from which the contract is to be paid.

For purchases of goods and services estimated to cost \$5,000 or less, allow 1 to 3 working days for the issuance of a purchase order. The requestor obtains and documents a minimum of one (1) written or telephone (oral) quotation from a DSBSD-certified micro business, if available. Additional DSBSD-certified micro business sources may also be solicited. Other quotes received from DSBSD-certified micro businesses that were not solicited shall be considered. If more than one quote is received, the award shall be made to the lowest responsive and responsible DSBSD-certified micro business bidder. A record of the quotation must be kept with the file. If a telephone quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices and the date the information was obtained. Notation on the eVA purchase requisition is considered to be an adequate record. The Buyer will seek additional competition in accordance with the Small Business Enhancement Award Priority whenever there is a reason to believe a quotation is not a fair and reasonable price. When using a charge card as the payment method, solicit a minimum of one (1) DSBSD-certified micro business, if available.

For purchases of goods and services estimated to cost over \$5,000 and up to \$50,000, allow 3 to 60 working days for issuance of a purchase order. The Buyer will issue a Quick Quote through eVA that is set-aside for DSBSD-certified micro businesses (under 10,000) and DSBSD-certified small business (including micro) (from 10,000 to 50,000) if available and the price is fair and reasonable. If prices do not appear to be fair and reasonable, the agency will document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority. Solicit a minimum of four (4) DSBSD-micro businesses from \$5,000 but less than \$10,000, and a minimum of four (4) DSBSD-certified small businesses (including micro) from \$10,000 up to \$50,000.

For purchases of goods and services estimated to cost over \$50,000, allow 30 to 120 working days for issuance of a purchase order and/or contract. The Buyer issues a written, sealed, publicly



advertised invitation for bids or request for proposals and solicits a minimum of six valid sources, including a minimum of four (4) DSBSD-certified small businesses including any women, minority and micro business also certified as a small business, if available. The invitation for bids process generally takes up to 60 working days; however, the request for proposals process may take up to 120 working days or more depending on the complexity of the project.

### **Exceptions**

All printing requests are submitted by the Buyer to Virginia Correctional Enterprises (VCE). In any case where the item does not meet the reasonable requirements of the agency, an identical item can be obtained at a verified lesser cost from the private sector, or the requisition made cannot be complied with due to insufficient supply, or otherwise, the agency may be granted an exemption from buying from VCE, with the consent of both the Director of Purchases and Supply and the Chief Executive Officer of VCE. Normal lead time is 15 to 30 working days for issuance of a purchase order.

All sole source procurements for non-technology goods and services up to \$50,000 must be approved in advance by the agency head or designee, which shall be the chief purchasing officer or a direct report to the agency head. Allow 15 to 45 working days for this process.

Acquisition of Technology Equipment, Goods and Services must be procured through VITA. Allow 15 to 45 working days for this process.

### **Order/ship Time (OST)**

Order/Ship Time is the time after award required by suppliers to fill an order and ship by designated means (truck, rail, or air) to the delivery point. These times vary widely by industry. Consideration must be given to market conditions that will affect delivery. Except for the most routine of expendable supplies, e.g., off the shelf items, a range of 30-90 days should be estimated in determining the OST. Custom made and complex items of equipment normally take longer to obtain.

**Note:** These time frames are not guaranteed to be exact; they are only listed as a guideline from past experiences and are given to the employees to help them plan ahead for their requirements.

### **Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Revised Date:** August 25, 2015

**Effective Date:** Immediately

**Marine Resources Commission  
Policy on Procurement from Mandatory Sources**

**Purpose**

This policy addresses the procurement of goods and services for the agency that are available through mandatory sources.

**Policy**

Marine Resources Commission shall comply with the rules and regulations regarding procurement of goods and services from mandatory sources as set forth in the Department of General Services/Division of Purchases and Supply (DGS/DPS) *Agency Procurement and Surplus Property Manual* (APSPM), the *Vendor's Manual* and the *Code of Virginia*.

**Purchases Covered by State Term Contracts**

For all purchases, regardless of the source of funds, mandatory State term contracts must be honored. These contracts are issued by the Department of General Services/Division of Purchases and Supply and other agencies to obtain more favorable prices through volume purchasing and to reduce procurement lead time and administrative cost and effort. These contracts are binding for all State institutions and agencies.

When preparing an eVA requisition for supply items and equipment appearing on a State term contract, the contract number and item number of the contract must be indicated on the purchase request.

Listings of State term contracts are available on the eVA website.

If the goods or services available under the terms of a contract cannot fit the needs of the requestor, a written justification must be submitted to the Buyer with the purchase request. The Buyer will submit a written request for release to the appropriate DGS/DPS contract/purchase officer for approval. If approval is granted, the agency may purchase the item from another source.

Contracts are for the benefit of the Commonwealth of Virginia, its agencies and institutions. They do not apply to State employees or other individuals, and purchasing from state contracts by individuals directly or by using agency orders with subsequent reimbursement to the agency is prohibited.

**Virginia Correctional Enterprises (VCE)**

Goods and services that are mandated for purchase from VCE include: wood and metal case goods, seating, office systems, shoes/boots, clothing, embroidery, silk screening, Braille, signs, document

conversion to microfilm and electronic medium (CD); electronic content management (ECM) and document destruction, optical, dentures, laundry, license tags, janitorial products, and VCE Digital Works. A release approving procurement from an outside vendor source must be requested if VCE does not offer the desired product, has nothing compatible with the requirement, or cannot meet the delivery requirement. It should be noted that identification of a lower priced comparable item does not constitute grounds for a release. To obtain a release the requestor must forward a written justification with their purchase request to the Buyer. The Buyer will send a written request for release to VCE. If granted a release, the Buyer will competitively procure the item(s) from another source.

### **Department for the Blind and Vision Impaired (DBVI)**

All services, articles and commodities that are performed or produced by persons in schools or workshops under the supervision of the DBVI shall be purchased from the DBVI at the fair market price without competitive procurement, unless exempted by DGS/DPS or DBVI. Examples of available items are contract management services, postal and mailing handling services, mail preparation, vending services, pillows, mattresses, writing instruments, floor care, safety vests and fire extinguishers. Website <http://www.vdbvi.org/>.

### **DGS/Office of Fleet Management**

For the purchase or lease (exceeding thirty days) of motor vehicles, agencies must submit OFMS Form OFMS - 1 "Application for Assignment/Purchase/Lease of State Vehicle" (Replaces CP-3 and CP-15) to the DGS Office of Fleet Management for approval to initiate the purchase process for all vehicles (*Code of Virginia* § 2.2-1176). OFMS approval of a form OFMS - 1 to purchase a vehicle does not constitute a waiver of purchasing procedures set forth in this manual or the Code of Virginia.

### **Virginia Distribution Center (VDC)**

Janitorial, household or paper products, as well as paint, galvanized ware and various other items are stocked by the State in a central warehouse in Richmond.

Items listed in the VDC Dynamic Catalog must be purchased through the Distribution Center unless the VDC Quality Assurance Manager or designee has given a written waiver to the Buyer.

### **DGS/DPS Office of Graphic Communications (OGC)**

If the agency plans to procure graphic design services, desktop publishing, web graphics, photography research and art direction, illustration, and production management in excess of \$750 with the public sector, or another public body, the Buyer must first contract the DGS/DPS Office of Graphic Communications (OGC) to determine if our requirements can be provided by OGC, and if not, receive authority to procure from another source. This requirement does not apply if the agency can perform this service utilizing existing in-house capabilities.

**Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

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**Marine Resources Commission**  
**Policies on Methods of Procurement**

**Purpose**

This policy addresses the various methods of procurement provided under the *Virginia Public Procurement Act*.

**Policy**

Marine Resources Commission shall comply with the rules and regulations for the methods of procurement as set forth in the *Code of Virginia*, the Department of General Services/Division of Purchases and Supply (DGS/DPS) *Agency Procurement and Surplus Property Manual* (APSPM), and the *Vendor's Manual*.

The *Virginia Public Procurement Act* provides for various methods of procurement. These are as follows:

- Small Purchases Procedure
- Competitive Sealed Bidding
- Two-Step Competitive Sealed Bidding
- Competitive Negotiation
- Sole Source Procurement
- Emergency Procurement
- Reverse Auctioning

**Small Purchases Procedure**

**Purchases up to \$5,000**

The requestor obtains and documents a minimum of one (1) written or telephone (oral) quotation from a DSBSD-certified micro business, if available. Additional DSBSD-certified micro business sources may also be solicited. Other quotes received from DSBSD-certified micro businesses that were not solicited shall be considered. If more than one quote is received, the award shall be made to the lowest responsive and responsible DSBSD-certified micro business bidder. A record of the quotation must be kept with the file. If a telephone quote is solicited, a record shall be kept of the name and address of the vendor(s) contacted, the item description or service offered, price quoted, delivery dates and F.O.B. point, names of persons giving and receiving the prices and the date the information was obtained. Notation on the eVA purchase requisition is considered to be an adequate record. The Buyer will seek additional competition whenever there is a reason to believe a quotation

is not a fair and reasonable price. When using a charge card as the payment method, solicit a minimum of one (1) DSBSD-certified micro business, if available.

### **Purchases over \$5,000 up to \$50,000**

For purchases of goods and services estimated to cost over \$5,000 and up to \$50,000, allow 3 to 60 working days for issuance of a purchase order. The Buyer will issue a Quick Quote through eVA that is set-aside for DSBSD-certified micro businesses (under 10,000) and DSBSD-certified small business (including micro) (from 10,000 to 50,000). The procurement file shall be documented if the procurement does not qualify for a set-aside. If set-aside the Buyer will solicit a minimum of four (4) DSBSD-micro businesses from 5,000 but less than \$10,000, and a minimum of four (4) DSBSD-certified small businesses (including micro) from \$10,000 up to \$50,000, if available. If prices do not appear to be fair and reasonable, the agency shall document the procurement file to that effect, including stating the basis for the determination, and then an award may be made in accordance with the Small Business Enhancement Award Priority.

It is important to select the best method of procurement. The Buyers will select the best method of procurement based on their procurement knowledge with assistance from the Chief of Administration and Finance.

The placement of multiple orders within other than a reasonable time period to one or more vendors for the same, like or related goods or services to avoid using the appropriate method of procurement or to remain within delegated purchasing authority is prohibited.

### **Competitive Sealed Bidding**

Competitive sealed bidding is the preferred method for acquiring goods, printing, non-capital outlay construction and nonprofessional services when the estimated cost is over \$50,000.

The goods or service to be procured when using this method must be capable of being described so that bids submitted by potential contractors can be evaluated against the description in the Invitation for Bids (IFB) and an award made to the lowest responsive and responsible bidder. If competitive sealed bidding is used for a purchase expected to be \$100,000 or less, set-aside per 3.10(g) and the solicitation shall include a tiered award clause as specified in Special Term and Condition 2.L. When the terms and conditions of multiple awards are so provided in the Invitation for Bids, awards may be made to more than one bidder. Competitive sealed bidding includes the issuance and public posting of a written IFB containing the specifications or scope of work/purchase description and the contractual terms and conditions applicable to the procurement. The terms or conditions of the solicitation must include how the agency or institution will publicly post the notice of the award or make the announcement of the decision to award the contract. The requirements set forth in the IFB may include special qualifications required of potential contractors, life-cycle costing, value analysis, and any other criteria such as testing, quality, workmanship, delivery and suitability for a particular purpose which may help in determining acceptability. IFBs must describe the requirements accurately and completely. Unnecessarily restrictive specifications or terms and conditions that unduly limit competition must be avoided. In addition to the public notice, bids are to be solicited directly from potential bidders. Any such direct solicitations shall include businesses

selected from a list made available by DSBSD. In the competitive sealed bid process, bids are publicly opened and read aloud. The bids are evaluated based upon the requirements set forth in the IFB (if multiple awards are so provided in the solicitation, awards may be made to the lowest responsive and responsible bidders).

### **Two-Step Competitive Sealed Bidding**

Two step competitive sealed bidding is used when it is impractical to initially prepare a definitive purchase description to support an award based on prices. In such instances an IFB is issued requesting the submission of unpriced technical proposals, to be followed by an IFB for a price, limited to those bidders whose offers have been qualified under the criteria set forth in the first solicitation. There is no negotiation in the two-step competitive bid process; however, information may be requested from a bidder to clarify material contained in their technical proposal.

The two steps may be combined by requiring the firms who respond to the solicitation to furnish their unpriced technical proposals in one sealed envelope and their bid prices in a second sealed envelope at the same time.

Bid solicitations are publicly posted as well as solicited directly from potential bidders. Such direct solicitations should be expanded to include DSBSD-certified micro and small businesses, if available. A public opening is held.

### **Competitive Negotiation for Goods and Nonprofessional Services**

Competitive negotiation is used when it is neither practicable nor fiscally advantageous to use competitive sealed bidding.

Competitive negotiation provides the flexibility of describing in general terms what is being sought and the factors to be used in evaluating responses. It offers the opportunity, through negotiation, to change the content of an offer and pricing after opening. Negotiation is the dialogue that occurs to achieve mutually satisfactory objectives and benefits and to reconcile differences through mediation. This discussion provides the means for both the buyer and the seller to reach agreement on a contract's content, terms, and conditions. In the course of negotiation, both parties should be able to reach a mutually acceptable agreement. Competitive negotiation requires skill and extensive preparation on the part of the negotiators.

Request for Proposals are publicly posted and advertised in a newspaper of general circulation as well as solicited directly from potential offerors. Solicit at least six (6) sources, including a minimum of four (4) DSBSD-certified small businesses, including any women, minority, or micro business also certified as a small business, if available. If fewer than the required number of sources are solicited, the reasons must be documented in writing and placed in the purchase file. If the solicitation is set-aside in accordance with the Small Business Enhancement Award Priority for small business including micro, solicit a minimum of six (6) DSBSD-certified small businesses including at least one micro business in accordance with 3.10g.

Public openings of proposals are not required; however, sealed proposals are due at a specified date and time. If there is a public opening, the only information read aloud is the name of the individual or firm that submitted a proposal.

### **Sole Source Procurements**

Sole source procurement is authorized when there is only one source practicably available for the goods or services required. Competition is not available in a sole source situation. Sole source justification based solely on a single vendor's capability to deliver in the least amount of time is not appropriate since availability alone is not a valid basis for determining a sole source procurement. For sole source procurements between \$5,000 and \$50,000, a written quotation must be obtained from the vendor.

A written determination approved by the Agency Head or his/her designee documenting that there is only one source practicably available for that which is to be procured, along with the basis of that determination, must be included in the procurement.

- Explain why this is the only product or service that can meet the needs of the purchasing agency.
- Explain why this vendor is the only practicably available source from which to obtain this product or service.
- Explain why the price is considered reasonable.
- Describe the efforts that were made to conduct a non-competitive negotiation to get the best possible price for the taxpayers.

The Buyer will publicly post an award notice immediately following the actual time of award for all sole source procurements. The sole source award notice will state that only one source was determined to be practicably available, the type of commodity/service procured, the selected vendor and the date on which the award was rendered.

### **Sole Source Procurements Exceeding \$50,000**

All non-technology sole source procurements exceeding \$50,000 must be submitted by the Buyer to DGS/DPS for review and approval. In addition, a memorandum must be attached to the request which addresses in a direct and concise manner the basis of that determination.

Once final written approval has been rendered by DGS/DPS, the Buyer will proceed to negotiate a contract without competitive sealed bidding or competitive negotiation. Price reasonableness will be established for all sole source procurements regardless of dollar value.



## **Emergency Procurements**

An emergency is an occurrence of a serious and urgent nature that demands immediate action. Emergency procedures may be used to purchase only that which is necessary to cover the requirements of the emergency. Subsequent requirements shall be obtained using normal purchasing procedures. The potential loss of funds at the end of a fiscal year is not considered to be an emergency.

It is appropriate to use emergency procedures under the following conditions:

- a. Purchase is required to protect personal safety or property. Efforts should be directed to finding a source and directing the vendor to proceed; however, such procurement shall be made with such competition as is practicable under the circumstances.
- b. For other types of emergencies, competition will be sought to the maximum extent practicable.

As soon as practical after directing the vendor to proceed, a Purchase Order must be prepared along with written justification detailing all elements of the emergency. The written justification must detail the nature of the emergency and the reason for vendor selection. The justification must be approved and signed by the Agency Head or his/her designee.

The Buyer will publicly post an award notice immediately following the actual time of award for all emergency procurements. The emergency award notice will state the type of commodity/service procured, the selected vendor, and the date on which the award was rendered.

## **Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

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**Marine Resources Commission**  
**Policy on Exceptions to Competitive Requirements**

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**Purpose**

This policy addresses exceptions to competitive requirements.

**Policy**

Marine Resources adheres to the determination of the Department of General Services/Division of Purchases and Supply (DGS/DPS) that competition normally is either not practicable or available for the following goods or services, and purchase through DGS/DPS is not mandatory; however, one quote must be obtained and documented.

- (a.) Purchases up to \$5,000
- (b.) The following selected categories of goods and services up to and including \$30,000:
  - (1) Books, pre-printed materials, reprints and subscriptions (e.g., print or electronic), pre-recorded audio and video cassettes, compact discs, and slide presentations, etc., when only available from the publisher/producer.
  - (2) Academic/research consulting services.
  - (3) Purchases of used equipment including used equipment purchased at a public or online auction.
  - (4) Honoraria, entertainment (speakers, lecturers, musicians, performing artists).
  - (5) Training that is specialized, proprietary, not typically available to the general public for which competition is generally unavailable.
  - (6) Royalties and film rentals when only available from the producer or protected distributors.
  - (7) Professional Organizational Membership dues.
  - (8) Writers.
  - (9) Artists (does not include graphic artist); original works of art; and original, or authentic antique period art frames (does not include newly created replacement or reproduction frames).
  - (10) Photographers other than for graduations and yearbooks, e.g. for official photographs/portraits.
  - (11) Contributions and donations made by a university.

- (12) Advertisements such as in newspapers, magazines, journals, radio, television, etc.
- (13) Utility charges.
- (14) Conference facilities (to include conference support and related lodging and meals) only when the use of a specific facility is directed by an outside donor, sponsor or organization (see 4.16 for the purchase of conference facilities under all other conditions).
- (15) Accreditation fees and academic testing services.
- (16) Exhibition Rental Fees for exhibitions of historical artifacts or original works or art. (The rental fee may include charges other than the rental of exhibition, such as transportation costs.)
- (17) Rare and historic manuscript, printed and photographic materials (e.g. books, ephemera, maps, manuscripts, photographs, and prints) that are one of a kind or exist in very limited supply.
- (18) Purchases for testing or evaluation (limited to purchases of quantities considered necessary for complete and adequate testing).
- (19) Government-to-Government Purchases. The purchase of goods and services from the federal government, other states and their agencies or institutions, and public bodies. Care must be exercised to be certain that the price is fair and reasonable. (See section 3.18g Government-to-Government posting requirements).

Care must be exercised to be certain that the price is fair and reasonable.

### **Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Revised Date:** August 25, 2015

**Effective Date:** Immediately

**Marine Resources Commission**  
**Policy on Procurement Specifications**

**Purpose**

This policy addresses the specification requirements for procurement transactions.

**Policy**

Marine Resources Commission shall enhance, not inhibit, competition for procurement transactions and insures that competition is sought to the maximum feasible degree.

Specifications can either enhance or inhibit competition. In order to seek competition to the maximum feasible degree, goods and services are described in a manner that will meet the agency's needs and encourage competition. The following specification categories are listed in the preferred order of use:

**Generic (Performance and Design)**

The Buyers analyze incoming requirements with a view towards soliciting the requirement on a generic specification basis. Under appropriate circumstances, performance specification (setting forth the performance requirements), design specifications (setting forth the essential characteristic of the items solicited), or a qualified products list (QPL) may be used.

**Brand Name or Equivalent**

When it is determined to be impractical to develop a generic specification, a brand name may be used to convey the general style, type, character and quality of the article desired. Unless otherwise provided in the IFB the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand or manufacturer named. Any article which the Buyer, in its sole discretion, determines to be equivalent of that specified, considering quality, workmanship, economy of operation and suitability for the purpose intended, shall be accepted (*Code of Virginia*, Section §2.2-4315). Any article that is determined not to be an equivalent must have appropriate documentation from the requestor justifying the reasons for rejection.

**Proprietary**

A proprietary specification restricts the acceptable products to those of one or more specified manufacturers. It is appropriate to use a proprietary specification when the desired product must be compatible with or is an integral component of existing equipment or products, or where prequalification of products or service is necessary to support the specific needs of a program; is covered by a patent or copyright; must yield absolute continuity of results; or is one with which an end user has had extensive training and experience, and the use of any other similar piece of equipment would require considerable reorientation and training. Upon solicitation, the Buyer will make every effort to obtain full competition among distributors which carry the manufacturer's

product. The determination for use of a proprietary specification shall be made prior to bid solicitation, in writing, and be permanently included in the official procurement file.

It is important to note that although all sole source specifications are proprietary, all proprietary specifications are not sole source. Proprietary items or services may be available from several distributors through competitive bidding. Competition is not available in a sole source situation.

### **Vendor Assistance in Specification Preparation**

Advice or assistance may be received from a vendor in identifying the features and characteristics needed by the agency; however, no person who, for compensation, prepares an Invitation for Bid or Request for Proposal for or on behalf of the agency shall submit a bid or proposal for that procurement or any portion thereof, or disclose to any bidder or offeror information concerning the procurement which is not available to the general public. The agency may permit such person to submit a bid or proposal for that procurement or any portion of that procurement thereof if the agency determines that the exclusion of such person would limit the number of potential qualified bidders or offerors in a manner contrary to the best interests of the agency. This does not prohibit the agency and vendors from freely exchanging information concerning what is sought to be procured and what is offered. Whenever advice or assistance is received from a vendor in preparing specifications, the name of the vendor(s) providing assistance must be submitted with the requisition to the Buyer.

### **Implementation**

The Chief of Administration and Finance shall be responsible for developing and maintaining procedures that are consistent with this policy and that comply with applicable policies and procedures of the Marine Resources Commission and the Commonwealth of Virginia.

**Authorization:** Jane B. McCroskey, Chief of Administration and Finance

**Revised Date:** August 25, 2015

**Effective Date:** Immediately

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## **Marine Resources Commission**

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### **PURCHASE OF USED EQUIPMENT**

#### **Policy**

It is policy of Marine Resources Commission to comply with the rules and regulations regarding the purchase of used equipment as set forth in the Department of General Services/Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM).

#### **General**

Purchases of used equipment (that which has been previously owned and used and is offered for sale under "where is, as is" conditions, does not include demonstration or factory rebuilt items marketed through distribution outlets) may be negotiated by Marine Resources Commission. Upon a determination in writing that the price is fair and reasonable, meeting the agency's needs, a contract may be noncompetitively negotiated and awarded up to \$30,000.

Used equipment purchases over \$30,000 that are available from one source, may be purchased in accordance with APSPM manual refer to Chapter 8.

#### **Procedure**

An eVA requisition must be submitted containing complete information describing the item along with the price being offered by the seller in writing. A written statement from the requestor who must be technically knowledgeable of the type of equipment to be purchased, verifying the condition of the equipment, its future usefulness, and that its purchase would be in the best interest of the Commonwealth must be submitted to the Buyer prior to preparation of a purchase order.

## **Marine Resources Commission**

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### **RENTAL/LEASE, INSTALLMENT PURCHASE OF GOODS**

#### **Policy**

It is the policy of Marine Resources Commission to comply with the rules and regulations regarding rental/lease and installment purchase of goods as set forth by the Department of General Services, Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM), the Code of Virginia and the Comptroller's CAPP Manual.

#### **Procedure**

##### Rental or Lease

The procurement process for the rental or lease of any equipment will be handled in the same manner as the procurement of goods. Note, however, that hiring a contractor to provide equipment and personnel (operators) to perform a task is a contractual service and will be handled in the same manner as the procurement of non-professional services. (Refer to APSPM 4.21 and 4.22).

##### Installment Purchase

The procurement process for the installment purchase of any materials, equipment or supplies will be handled in the same manner as the procurement of goods. All solicitations for purchase of personal property, including personal property to be fixed to realty, which provides for installment purchase where payment of purchase price is deferred through installment payments, includes the payment of interest, or is otherwise financed by the seller, lessor, or third parties requires prior approval of the Treasury Board.

## **Marine Resources Commission**

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### **CONSTRUCTION**

#### **General**

Construction shall mean building, altering, repairing, improving or demolishing any structure, building or highway, and any draining, dredging, excavation, grading or similar work upon real property (Code of Virginia, §2.2-4301).

The procurement of construction for Capital Outlay Projects are processed by the Marine Resources Commission.

The procurement of construction for Non-Capital Outlay Projects are processed by the Buyer using the procedures for nonprofessional services. Construction, including but not limited to renovation, remodeling, demolition and repair work on buildings and other structures, which are not Capital Outlay Projects, but which involves plans and specifications prepared by an architect or engineer, are procured using the procedures and contract provisions of the "Construction and Professional Services Manual", issued by the Department of General Services, Division of Engineering and Buildings. (Refer to APSPM 4.24).



## CONTRACTOR'S INSURANCE REQUIREMENTS

### General

Whenever work is to be performed on state owned or leased facilities, the contractor shall be required to have Workers' Compensation, Employer's Liability, Commercial General Liability and Automobile Liability, and in certain types of programs Professional Liability/Errors and Omissions insurance coverage. In addition, for construction contracts, if any subcontractors are involved, subcontractors will also be required to have Workers' Compensation Insurance in accordance with *Code of Virginia*, §§ 2.2-4332 and 65.2-800 et seq. Stipulated insurance must be obtained prior to commencing work and be maintained during the entire term of the contract. The Buyer may require a certificate of insurance be furnished prior to commencement of work and at anytime during the contract performance.

## **Marine Resources Commission**

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### **CONTRACT ADMINISTRATION**

#### **POLICY**

It is the policy of Marine Resources Commission to adhere to the rules and regulations regarding contract administration set forth in the Department of General Services/Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM).

#### **PROCEDURE**

Contract administration begins with the signing or execution of a contract or purchase order. Its purpose is to assure that the contractor's and agency's total performance is in accordance with the terms and conditions of the contractual agreement. The Buyer will insure that contract administration is included and that the responsibility for contract administration for continuous or term agreements is assigned in writing to specific individuals or positions. The designation letter will highlight important aspects of the agreement and distinguish between the administrator's authority and that which must remain a function of the Buyer.

It is important to notify the Buyer immediately of any contract discrepancies for appropriate corrective action. This notification should normally be submitted in writing; however if the situation warrants, the administrator may notify the Buyer by telephone, followed by a written discrepancy notification. Such information, along with corrective actions taken, will become part of the procurement file.

The Buyer will periodically send Contractor Performance Evaluation Forms to the contract administrator(s). This form should be promptly evaluated (additional sheets may be added if required) and returned to the Buyer. This form is a very essential tool in monitoring contractor performance and will become part of the procurement file.

For assistance with contract administration, contact the Buyer.

## ORDER FOLLOW-UP AND EXPEDITING

### General

It is the responsibility of the Buyer to assure that services and goods are provided in accordance with the terms of the purchase order and to contact vendors concerning the status of all orders.

### Procedure

When contacting the Buyer to inquire about the status of a particular order as much information as possible should be provided at the time of the inquiry to include (if known): purchase order number, requisition number, actual/suggested vendor, or the name of the buyer who is handling the particular procurement. It is strongly encouraged that the buyer who is handling the procurement handles the inquiry to the greatest extent possible. If the information is not readily available at the time of the inquiry, the Buyer will make every attempt to provide a response within the same business day.

It is realized that an occasion may arise when another agency employee may communicate directly with a vendor concerning an order. **Vendors cannot be instructed to make any type of change to a purchase order by agency personnel.** The individual who signed the purchase order is solely authorized to modify or cancel an existing order. For additional information, please refer to section entitled "**Change Orders**". (Refer to APSPM 10.12).

Complaints and/or discrepancies concerning vendor performance must be reported as they occur directly to the Buyer. It is recommended that the complaint is submitted in writing in order to allow the Buyer to properly develop vendor history, evaluate vendor performance and, if required, to administer appropriate and timely corrective action with the vendor.

## **Marine Resources Commission**

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### **PURCHASE ORDER - CHANGE ORDERS**

#### **POLICY**

It is the policy of Marine Resources Commission to comply with the rules and regulations regarding change orders to existing purchase orders as set forth by the Department of General Services, Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM) and the Code of Virginia.

#### **PROCEDURE**

A purchase order change is used to amend price, delivery, to add or delete small quantities of goods, or to make minor adjustments to the original purchase order. It is also used to cancel an order. All requests for a change to a purchase order require a thorough explanation clearly stating the specific reasons why a change order is required.

Cumulative change orders to a purchase order issued for \$50,000 or less shall not exceed twenty-five percent (25%) of the original purchase order total without advance written approval of the agency head or his/her designee.

Change orders to a purchase order issued for over \$50,000 may not be increased by more than 25% of the original amount of the contract or \$50,000, whichever is greater, without the advance written approval of the Governor or his designee.

A vendor shall not be notified that a change has been approved until that change has been authorized by the appropriate buyer.

A vendor who deviates from the requirements set forth in a purchase order prior to receipt of an authorized change order does so at its own risk. Goods or services shall not be accepted by Marine Resources Commission which are not specified on the purchase order unless provided for by change order.

## **Marine Resources Commission**

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### **PRICE REASONABLENESS DETERMINATION**

#### **POLICY**

It is the policy of Marine Resources Commission to comply with the rules and regulations regarding determination of price reasonableness as set forth by the Department of General Services, Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM) and the Code of Virginia.

#### **PROCEDURE**

The buyers or contracting officer should carefully research the good or service and determine in writing what is fair and reasonable price when:

- a. competition is restricted or lacking,
- b. the prices offered do not appear to be fair and reasonable,

For example, if the good or service has been provided before, find out what price was previously paid. Research and determine if another agency has purchased the same commodity. This will provide valuable pricing information that can be used in the course of negotiations and in determining price reasonableness.

This also applies for any sole source purchase, single response purchase, contract change and contract renewal. The written determination of a fair and reasonable price requires that the price is acceptable to both the agency or institution and the bidder or offeror considering all circumstances. Circumstances include, but are not limited to, the degree of competition, market conditions, quality, location, inflation, value, technology and unique requirements of the procuring agency or institution. The written determination may be based on price analysis (comparison with prices previously paid, prices charged for functionally similar items, prices paid by other consumers, prices set forth in a public price list or commercial catalog, or state estimates) or through the analysis of price-to-unit variations, value analysis (make-or-buy study), or cost analysis. Advice and assistance can also be obtained from the appropriate buyer or contract officer at DGS/DPS. The written analysis must be supported by factual evidence in sufficient detail to demonstrate why the proposed price is deemed to be reasonable. If a determination is made that the prices offered are not fair and reasonable, then a decision has to be made whether to rebid seeking broader competition, revise specifications and rebid the requirement, or to negotiate a better price as may be identified through the price analysis process. A combination of these methods may be necessary. If it is a negotiated procurement, then the price should be negotiated to one that is fair and reasonable (refer to APSPM 3.1j and 7.4a).

## Marine Resources Commission

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### ORDER SPLITTING

#### POLICY

It is the policy of Marine Resources Commission to comply with the rules and regulations regarding order splitting as set forth by the Department of General Services, Division of Purchases and Supply (DGS/DPS) Agency Procurement and Surplus Property Manual (APSPM) and the Code of Virginia.

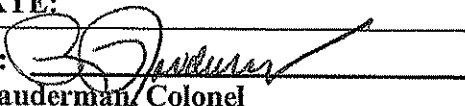
#### PROCEDURE

The placement of multiple orders within other than a reasonable time period to one or more vendors for the same, like, or related goods or services to avoid using the appropriate method of procurement or to remain within delegated purchasing authority is prohibited.

Order splitting results in higher administrative cost to the agency. It is a highly inefficient practice.

Requirements should be combined when practical to obtain quantity discounts and other administrative efficiencies. Term contracts (annual or multi-year) should be considered where the anticipated cumulative annual costs for goods or services are over \$50,000 and a fixed price type contract or a unit priced requirements type contract can be awarded. In some instances, even though the annual amount is less than \$50,000, it may be advantageous to enter into a term contract and this should also be considered.

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Virginia Marine Police	GENERAL ORDERS
SUBJECT: PURCHASES AND EQUIPMENT	NUMBER: 22
EFFECTIVE DATE: June 01, 2014	REVIEW DATE:
AMENDS/SUPERSEDES:	APPROVED:  Richard L. Lauderman, Colonel

### Policy Regarding Purchases, Payments and Receipts

1. Effective July 1, 1984, the State Legislature passed the Prompt Payment Act. All State agencies are now required to pay their bills within 30 days. For VMRC, this allows 20 days to process bills internally. The remaining 10 days are needed for processing time in Richmond, where the checks are written.
2. Division personnel shall ensure purchases are properly made and that bills and receipts are filled out correctly and are submitted within the proper time frame.
  - a. Procedures Submission of Bills and Receipts

Because of the 30 day payment time frame, all bills receipts must be submitted on a weekly basis to the Operations Supervisor VIA fax or email. Operations Supervisor will process an after-the-fact EVA order with-in the five day rule.

#### b. Purchasing Guidelines

Personnel with a small purchase credit card may purchase items within their single purchase transaction limit, purchase log will be kept and reconciled each month with all documentation sent to accounts payable.

3. Items exceeding the single transaction limit will be procured by the Operations supervisor.
4. VMRC does not pay sales tax. Tax-exempt forms for vendors are available from the Operations Station.

### Ordering from the Operations Station

5. All orders for any items obtained from the Operations Station must be forwarded to the Area captain on a request for supplies form.
6. The Area captain will email the orders to the Operations Supervisor or his designee.

7. Area captains will be notified when items are ready for pick up at Operations.
8. No individual marine police officer is to order any item directly from the Operations Station without permission from his/her supervisor, and then, only in case of an emergency will this practice occur.

### **Railway Bills**

9. Notify the Operations supervisor before the boat goes to the railway.
10. Railway bills must be signed by the boat captain if he is at the railway with the boat
  - a. The bill from the railway must show the name of the vessel or Hull ID.
  - b. In an emergency situation the boat should be taken to the nearest railway for repairs, then notify your Area Supervisor.
11. When equipment is no longer operational due to age, wear, damage or safety and it is not economically feasible to repair the Operations Supervisor will make the determination to remove it from service.
  - a. Equipment that is to be surplusd will be done so in a timely manner.
  - b. Equipment that is not fit to be surplusd will be sold for scrap once approval is obtained from Deputy Chief of Law Enforcement and Department of General Services.
12. Operations Station will maintain inventory records of supplies and equipment in stock and in the field.
13. When supplies or equipment are issued to an MPO, a "Property Transfer Form" will be completed.
  - a. The person receiving the property will sign and date this form. One copy of the form will be given to the MPO to whom the supplies/equipment a reissued. One copy will be kept at the Operations Station.
  - b. The items issued shall be posted to the stock inventory cards and to the personal inventory cards.
  - c. The Operations Station will periodically conduct an inventory of property to verify the accuracy of records.
  - d. The Operations Station will supply the agency Accounting Division with a list of items to be entered into the FAACS System.



**VMRC PERSONNEL POLICY #12-98**  
**Disposal and Transfer of Equipment**

Employees are accountable and responsible for reasonable care and security of property in their possession. Proper stewardship must be maintained over all agency assets no matter what the value. When property is no longer needed or usable by the individual assigned the property, the responsibility, along with the property must be transferred. The following procedures will be used for all property listed on the individual property records.

**Intra-agency Transfer**

14. Once the property has been identified for transfer, a MRC transfer form, will be completed by the individual assigned the property. The transfer form must include a complete description, serial number, part number and VMRC identification, if applicable. The transfer form will be signed by the individual, initialed by their supervisor, and then signed by the individual receiving the property. The yellow copy will be retained by the individual transferring the property, the pink copy retained by the individual receiving the property. The individual transferring the property will forward the white copy to the FAACS Coordinator.
  - a. Upon receipt of the white copy of the transfer form, the FAACS Coordinator will update FAACS to reflect the change of assignment and forward the copy to the Operations Supervisor. A new property listing will be sent to both individuals who transferred the property showing the change in assignment.

**Disposal**

15. For those individuals who are assigned the property that is being disposed, the procedures for transfers will be used. The final transfer will be to Operations.
  - a. Upon receipt of the property and the final transfer form, Operations is responsible for the completion of the required forms, and disposal procedures, in accordance with Commonwealth's Agency Procurement and Surplus Property Manual. If the disposal of property is to the distribution center, will be completed and attached to the property being disposed.
  - b. The white copy will immediately be given to the FAACS coordinator who will verify the information on the form and determine if the item is in FAACS. Any discrepancy in the information on the tags will require the FAACS coordinator to investigate the discrepancy and correctly identify the property. The property will not be transferred to the distribution center until the FAACS coordinator has correctly identified the property.
  - c. The yellow copy, once signed by the DPS center, will be forwarded to the FAACS coordinator who will remove the property from the inventory records.

The FAACS coordinator will initial the yellow copy, and the date the property was removed from inventory, and return it to the Operations Supervisor for filing.

### **Engines**

16. Replacement of boat engines, or other major components, that are on the individual property records requires a transfer form to be completed. The Operations Supervisor will complete the transfer form and forward the white copy to the FAACS Coordinator who will remove the engine from the supervisor's property list and add the engine replaced to the list. The Operations Supervisor is responsible for the completion of the disposal if required.

### **Cannibalization**

17. In some cases properties, which are no longer functional, may be cannibalized to obtain parts which can be used to repair other property. No cannibalization of property will take place without the written approval of the Operations Supervisor. The department that determines that the item can be cannibalized will forward a memo to the Operations Supervisor for approval. The memo will then be forwarded to the FAACS Coordinator who will remove the property from the agency's inventory. A copy of the memo will be initialed by the FAACS Coordinator and returned to Operations for file. Cannibalization of EDP equipment is the responsibility of the MIS Director.

### **Fuel Receipts**

18. Major vessels and small boats.
  - a. All fuel receipts for vessels are to be signed and dated by the marine police officer and are to show the amount of fuel in gallons, cost per gallon and the vessel's name.
    - (1) Fuel receipts for small boats are additionally to be marked with the name of the officer assigned the boat.
    - (2) Officers are to obtain a copy of each receipt for timely submission to accounting through their supervisor.
19. Vehicle fuel receipts.
  - a. Vehicle fuel receipts (non-VDOT fuel locations) are to be signed and marked with the vehicle's mileage, pool number and license plate number.