

AGENDA NOTE – HRPDC EXECUTIVE COMMITTEE MEETING

ITEM #9-C: PROCUREMENT MANUAL

SUBJECT:

The Procurement Manual (Manual) is an internal document that sets forth detailed procurement methods and establishes standards for obtaining goods and services for the HRPDC and HRTPO.

BACKGROUND:

Commission approval is required when staff implements new or amended policies and procedures. The Manual was originally prepared by staff and approved by the Commission in 2010 and amended in 2012, using references from several other manuals, including the Virginia Public Procurement Act (VPPA). This amended document updates the processes required to purchase goods and services for the HRPDC/HRTPO. It also incorporates the use of minority businesses and contractors. This amended manual will be utilized by all staff when initiating the purchase of goods and services. A summary of the significant amendments is attached to the Manual.

Enclosure 9-C – Procurement Manual

RECOMMENDED ACTIONS:

Staff recommends approving the amended Procurement Manual for purchases by the HRPDC/HRTPO staff.