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| PROCEDURE NAME: | Small Purchase Procedure for Professional Services |
| STATUS: | Active |
| CONTACT OFFICE: | Purchasing Department |
| OVERSIGHT EXECUTIVE: | Vice President for Administration and Finance |
| APPLIES TO: | All Faculty and Staff |
| PURPOSE: | A state public body may establish purchase procedures, if adopted in writing, not requiring competitive negotiation for single or term contracts for professional services if the aggregate or the sum of all phases is not expected to exceed \$50,000; however such small purchase procedures shall provide for competition wherever practicable. |
| PROCEDURES: | <p><u>Governing Rules § 5.H</u></p> <p>The small purchase threshold for the procurement of professional services is \$50,000. Professional services shall be procured in accordance with the <i>Governing Rules</i>, § 5.H. Additionally, architectural, landscape architectural, land surveying and professional engineering services shall be purchased in accordance with the Construction and Professional Services Manual (CPSM), issued by DGS/Division of Engineering and Buildings.</p> <ul style="list-style-type: none"> • UMW will adopt the following procedure for small purchases of professional services. • UMW shall receive biographical data, resume, or qualification statements from two eligible businesses. A DSBSD certified business should be included if available, or sufficient documentation shall be included in the procurement file as to why a DSBSD certified business is not available, (i.e. a dated DSBSD search screen-shot.) • An informal screening process will be completed by the agency and one firm shall be selected for award of contract, assuming a satisfactory fee, schedule and terms are agreed upon. • The Agency will “Post” a Notice of Intent to Award or Notice of Award for purchases in excess of \$5,000., through the Virginia Business Opportunities (VBO) website. <p><u>All Legal Service & Civil Matters</u></p> <p>Procurement of all legal services will be directed to the assigned UMW representative in the Office of the Attorney General as per the <i>Code of Virginia</i>, § 2.2-507.</p> <ul style="list-style-type: none"> • All legal service in civil matters for the Commonwealth, shall be rendered and performed by the Attorney General, except as provided |

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| | <p>and except for any litigation concerning a justice or judge initiated by the Judicial Inquiry and Review Commission.</p> <ul style="list-style-type: none"> • The Attorney General may represent personally or through one or more of his assistants. If, in the opinion of the Attorney General, it is impracticable or uneconomical for such legal service to be rendered by him or one of his assistants, he may employ special counsel for this purpose, whose compensation shall be fixed by the Attorney General. • The compensation for such special counsel shall be paid out of the funds appropriated for the administration of the board, commission, division or department being represented or whose members, officers, inspectors, investigators, or other employees are being represented pursuant to this section. |
| Origination Date: | August 1, 2012 |
| Approved by: | Erma A. Baker, Asst. VP for Business Services & CPO |
| Approval Date: | August 1, 2012 |
| Effective Date: | August 1, 2012 |
| <p>Review Process:</p> <p><i>(How is this policy reviewed to ensure that it is effective? By whom? How often?)</i></p> | This procedure will be reviewed annually by the Asst. VP for Business Services & CPO and the Asst. Director for Purchasing. |
| Next Scheduled Review: | August 2013 |
| Revision History: | May 2015 |