



RESOLUTION #2391

SUBJECT: Authorize an Amendment to PRTC/VRE's Public Procurement Policy and Procedures Manual

WHEREAS: The acquisition of goods and services below the micro-purchase threshold may be accomplished without competitive quotes;

WHEREAS: The current threshold for micro-purchases is \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases;

WHEREAS: VRE staff seeks to amend the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for all micro-purchases to \$10,000 in accordance with the U.S. Office of Management and Budget memorandum OM-18-18, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," issued June 2018; and

WHEREAS: The VRE Operations Board recommends the following action.

NOW, THEREFORE, BE IT RESOLVED by the Northern Virginia Transportation Commission hereby authorizes an amendment to the PRTC/VRE Public Procurement Policy and Procedures Manual to increase the threshold for micro-purchases from \$3,000 for federally funded purchases and \$5,000 for non-federally funded purchases to \$10,000 for all purchases and update the level of competition for small purchases, effective July 1, 2019 as shown in Attachment A.

Approved this 11th day of July 2019.

A handwritten signature in black ink, appearing to read "Sharon Bulova".

Sharon Bulova
Secretary-Treasurer

A handwritten signature in black ink, appearing to read "Matt Letourneau".
Matthew F. Letourneau
Chairman

**Attachment A to Resolution #2391
VRE Levels of Competition for Small Purchases**

Degree of Required Competition

Anticipated Expenditure	Degree of Competition Required
Micro: Up to \$10,000	1 Documented Quote; Exempt from Competition
Small: \$10,001 to \$30,000	At Least 2 Verbal Quotes Sought and Documented
Small: \$30,001 to \$100,000 (Goods & Non-Professional Services)	At Least 4 Written Quotes Sought and Documented
Small: \$30,001 to \$80,000 (Professional Services)	At Least 4 Written Quotes Sought and Documented
Greater Than \$80,000 (Professional Services) *	Competitive Negotiation Required; Request for Proposals
Greater Than \$100,000 (Non-Professional Services and Goods) *	Competitive Sealed Bidding (or Competitive Negotiation if permissible and warranted)

**Reflects the current threshold established by the Virginia Public Procurement Act.*