



Richmond Public Schools Procurement and Controls



The Procurement and Controls Department of Richmond Public Schools consists of a Director, Charles Ward, a Sr. Purchasing Officer, Melinda Williams, and three (3) Purchasing Officers, Alma Bell, Davonia Holland and Darlene Thomas, and an Administrative Office Associate, Sheila Battle, who performs administrative support tasks for the department and subordinate divisions as required.



The Property Management Division consists of a Supervisor, Damone Harris, and a Property Specialist, Dennis Lampley.

The Department is responsible for the procurement of all materials, equipment, construction, supplies, professional and non-professional services; property management controls, conducting surplus sales and maintaining a complete centralized purchasing and distribution program; and formulating the basic policies and procedures to be use in exercising procurement functions throughout the district.



Richmond Public Schools Procurement and Controls

High-Lights

- ❖ Eighty-nine (89) years of combined purchasing experience
- ❖ Impacts 24,460 students, 47 schools and 28 departments
- ❖ Maintains a Textbook Depository for the school district
- ❖ Provides Annual Purchasing Training
- ❖ FY 2014-15 Cost Savings dollars generated for the district \$624,144.80
- ❖ FY 2014-15 Minority Participation Dollars spent for Construction \$306,350; Goods & Services \$1,617,208
- ❖ FY 2014-15 Purchase Orders processed- 4,317; Invitation for Bids processed- 32; Request for Proposals processed- 13, Contracts established- Approx. 125
- ❖ FY 2014-15 Fixed Assets processed-2,050



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Memberships

- National Institute of Governmental Purchasing (NIGP)
- Virginia Association of Governmental Purchasing (VAGP)
- Capital Area Purchasing Association (CAPA)
- American Purchasing Society (APS)
- Southeastern Association of School Business Officials (SASBO)

Achievements/Accreditation

- Received National Accreditation through NIGP-July 2013
- VAGP Buyer of the Year-April 2015

Certifications

- Universal Public Procurement Certification Council (UPPCC)
- Virginia Institute of Procurement
- American Purchasing Society
- Institute for Supply Chain Management, (C.P.M.)

Future Projects

- Implementation of P-Card program
- Increase dollar threshold for bidding
- Electronic Procurement Filing
- Electronic RFP Processing