

APPENDIX C

**PROCUREMENT INFORMATION MEMORANDUM (PIM)
RECORD OF CHANGES**

PIM NUMBER	TOPIC	DATE FILED	INITIALS
98-001	26 topics, corrections and additional changes	7/1/99	
98-002	Electronic commerce	8/2/99	
98-003	Technology Access clause	1/13/00	
98-004	Prohibited Participation. Air/Rail Travel/SPCC	3/30/00	
98-005	Limitation of Liability clause #59	5/8/00	
98-006	Increased general delegation and small purchase limit to \$50,000	7/1/00	
98-007	Unsolicited Proposals	12/20/00	
98-008	Chapter 14 introduced. VDOT fuel, Faith-based term	7/1/01	
98-009	eVA General and Special Terms and Conditions	10/9/01	
98-010	Replaced Chapter 14, revised General Term X & Special Term #59	2/14/02	
98-011	Posting, Advertising VBO. Bonds changed to BCOM manual	7/1/02	
98-012	DIT/DTP Sole Source changes	7/23/02	
98-013	SWaM thresholds to 6 sources \$5K-\$15K, 8 sources \$15K-\$50K, 9 sources over \$50K. SS approval by agency head. All references to DIT and DTP throughout APSPM are no longer valid effective 7/1/03. Follow VITA Guidelines for technology purchases.	7/1/03	
98-014	Changed SS delegation to allow agency head or designee. Allows additional bids for same procurement. Describes exempt (R02) categories. Clarifies grant and medical services exemptions.	11/12/03	
98-015	Clarifies medical services exemptions and adds financing exemption.	11/21/03	
98-016	Introduces Best Value Acquisition, Alternative Dispute Resolution. Requires QQ for bids or quotes over \$5K-\$30K and processing all procurement transactions through eVA.	7/16/04	
98-017	SWaM sections revised to implement the memorandum on SWaM procurement dated July 30, 2004, from the Governor's Chief of Staff. Thresholds changed – \$0-\$5,000; \$5,000-\$50,000 & Over \$50,000. Single quote from 1 W/M; may award to other than lowest bidder or highest ranked offeror; QQ and Advertising to \$50,000.	8/4/04	
98-018	Authorizes the use of small business set-asides. If an award is made to other than the lowest bidder or best offeror under a remedial plan, the award may be made to the next lowest responsive and responsible minority or women-owned bidder or next best minority or women-owned offeror.	10/8/04	

98-019	The section on Sheltered Workshops is replaced with Nonprofit Sheltered Workshops and Nonprofit Organizations; provides a link and new definition. Requirement to notify vendors of a cancelled solicitation in eVA is removed. The section on Preferences is revised to require reciprocal preferences; provides a definition of absolute preference and a link to a listing of state preference laws. Removes reference to a “remedial plan” in order to award to other than the lowest responsive and responsible bidder or highest ranking offeror. Annex 7-B is revised to provide an example of SWaM Utilization as an evaluation criteria. Annex 7-G is added, Plans for Utilization of SWaM Businesses. Information on use of the SPCC is deleted under Chapter 5 and moved to 10.11 under Payment and Invoice Processing. A new section 14.14 is added on the use of the SPCC in eVA.	7/1/05	
98-020	Regulations to implement the eVA Business, modification of existing contracts with new Gen term X., deleted requirement for TPA, Availability of Funds clause is moved to General Ts & Cs, documentation of single quote in eMall is required, and 2006 legislative changes including allowing multiple awards for professional services.	7/1/06	
98-021	Implements EO 33. Small purchases are set-aside for DSBSD-certified small businesses. May award to other than the lowest bidder or highest offeror over \$50,000 if appropriate Special Term is used in the solicitation. A minimum of 20% of RFP evaluation points are awarded based on offerors’ Small Business Subcontracting Plan; revised Annex 7-G. The use of cooperative contracts is not authorized when there are Commonwealth of Virginia, DSBSD-certified small businesses available to provide the goods or furnish the services at fair and reasonable prices. Set-Asides clause is moved to General Ts& Cs.	10/2/06	
98-022	Provides further guidance, changes and clarification of policy related to implementation of EO33. Bid, performance, and payment bonds for non-construction procurements are included. Chapter on Surplus is revised in its entirety.	7/3/07	
98-023	Expands guidance on the responsibility of agencies to comply with the Code of Virginia. Contracts signed by individuals without the authority to do so and/or contracts in violation of the VPPA or regulations promulgated by DGS/DPS are considered void. Clarifies guidance on professional services and construction procurements.	12/7/07	
98-024	Adds section to give guidance on safeguarding personally identifiable information and removes such information from forms. Changes brand name or “equal” to brand name or “equivalent” throughout manual. Replaces COMPLAINT TO STATE VENDOR form with PROCUREMENT COMPLAINT FORM. Makes corrections and additions to several other topics to reflect changes in policies and/or law.	7/1/08	
98-025	Adds Section 1.2(f) to conform the APSPM to comply with the Chief of Staff Memo of October 8, 2008. All of DPS’s previous and future grants of direct purchasing authority shall be construed to allow direct purchasing only if the purchase is made through DPS’s statewide electronic procurement system (eVA), beginning at the point of requisitioning, unless DPS gives or has given express written authorization for the purchase to be made through a non-eVA process or technology application.	6/30/09	
98-026	Implements EO 82. Makes corrections and additions to several other topics to reflect changes in policies and/or law.	7/9/09	
98-027	Adds guidance regarding vendor authorization to conduct business in the Commonwealth. Revises various Green preferences. Replaces Chapter 12, State and Federal Surplus Property with updated, user-friendly version. Makes corrections and additions to several other topics to reflect changes in policies and/or law.	7/8/10	
98-028	Adds guidance regarding State Corporation Commission ID Number including SCC forms. Eliminates references to the DGS/DPS Appeals Board. Makes corrections and additions to several other topics to reflect changes in policies	5/2/11	

	and/or law.		
98-029	Increases small purchase threshold from \$50,000 to \$100,000. Adds new form for agencies to request increased delegation from \$50,000 to \$100,000. Clarifies policy on utilizing or sponsoring cooperative contracts. Revises posting requirements to reflect changes in policies and/or law.	10/17/11	
98-030	Adds guidance regarding personally identifiable information and agency responsibility. Adds new section on Auctioning. Deletes specific information on sourcing requirements. Changes threshold for Conference Planning procedures. Increases bond requirements threshold for construction procurements.	07/09/12	
98-031	Provides additional scenarios authorizing cost plus a percentage of cost contract pricing arrangements. Deletes Unsealed Best Value Acquisitions under \$100,000 and Best Value Acquisitions over \$100,000. Clarifies that some Special Terms and Conditions are mandatory whereas others are left to the discretion of the buyer. Requires certain employers to register and participate in the E-Verify program.	09/09/13	
98-032	Implements EO 20. Purchases are set-aside for award to DSBSD-certified micro business or small businesses up to \$10,000 and small business from \$10,000 - \$100,000.	9/1/14	
98-033	Removes written determination requirement for Competitive Negotiation; requires posting of Government-to-Government services procurements greater than \$25,000; added joint procurements and updated cooperative procurement language; requires receiving in eVA.	7/6/15	

Suggested Changes

Your assistance is sought in identifying areas where changes may be needed. Whether concept changes or one word changes to the *APSPM*, DGS/DPS welcomes suggestions for clarification, corrections, or policy and procedure modifications. Please copy this form and use it to submit your suggestions for consideration. Forms may be mailed to DGS/DPS, P. O. Box 1199, Richmond, VA 23218-1199, sent by fax to 804-786-5712, or by e-mail to eugene.anderson@dgs.virginia.gov. Use additional sheets as necessary. If you would like to discuss your suggestions, call 804-786-1600.

APSPM section number affected: _____

Suggestion: _____

Why the change is needed: _____

APSPM section number affected: _____

Suggestion: _____

Why the change is needed: _____

(Optional)

Submitted by: _____ Telephone: _____

Agency: _____

