

**NORTHERN VIRGINIA TRANSPORTATION AUTHORITY  
RESOLUTION 14-06**

**ESTABLISHING GUIDELINES FOR EXECUTIVE DIRECTOR'S  
FINANCIAL AND PROCUREMENT AUTHORITY**

**WHEREAS**, the Northern Virginia Transportation Authority looks forward to transitioning financial and procurement responsibilities from the existing temporary support being provided by participating jurisdictions to interim Authority staff; and

**WHEREAS**, it is recognized that transition measures are necessary until a formal staffing plan is approved and the Authority's permanent staff is acquired, and written financial and procurement procedures are adopted; and

**WHEREAS**, associated with the aforesaid transition, it is necessary to provide the executive director with authority to initiate the below prescribed financial and procurement functions; and

**WHEREAS**, it is understood that the purpose of this policy is to establish parameters to guide purchasing and provide delegated purchasing authority to the executive director, with the expectation that a formal staffing plan and more detailed financial and procurement policies will subsequently be submitted to the Authority for its approval.

**NOW, THEREFORE, BE IT RESOLVED BY THE NVTA THAT:**

1. The executive director or the chief financial officer shall assume lead responsibility for initiating financial and procurement actions for the Authority consistent with applicable authorization by the Authority, the availability of budgeted funds for the purpose, and the Virginia Public Procurement Act and all applicable laws.
2. **Small Purchases:** The small purchase threshold for the Northern Virginia Transportation Authority is as the term "small purchases" is defined by the Virginia Public Procurement Act (VPPA). Procurements made pursuant to the small purchase procedures do not require public bid openings or newspaper advertising of competitively negotiated procurements.

The following procedures apply to all goods, non-professional, and professional services, with distinctions based on the type of purchase to conform to the VPPA.

- a. **Single Quotation:** Where the agency's cost of goods or services is \$5,000 or less, purchases may be made upon receipt of a minimum of one (1) written or telephone quotation. If more than one quote is received, the award shall be made to the lowest responsive and responsible bidder.
- b. **Unsealed Bidding:** Goods or services over \$5,000 and up to the maximum allowable limit defined by the VPPA as a small purchase may be procured through unsealed bidding. The eVA Quick Quote process is the preferred method for securing competition; however, a solicitation for unsealed bidding may be used. The solicitation shall be open for at least three business days.
- c. **Unsealed Proposals:** Goods or services over \$5,000 and up to the maximum allowable limit defined by the VPPA as a small purchase may be procured through an unsealed proposal process. A written determination for the use of competitive negotiation is not required for unsealed proposals. The solicitation for unsealed

proposals should include a cover sheet, a general description of what is being sought, the evaluation criteria and weights to be used in evaluation, contract terms and conditions, including unique capabilities or qualifications that will be required. All responses must be received at the designated location by the date and time stated in the solicitation. In lieu of an evaluation committee, the end user may solely evaluate and rank offers. Upon completion of the evaluation, negotiations shall be conducted with the offerors selected.

3. **Formal Procurements:**

- a. All procurements anticipated to cost more than the maximum allowable limit defined by the VPPA as a small purchase shall be conducted in accordance with the competitive sealed bidding and competitive negotiation requirements of the VPPA. Prior approval of the Authority is required.

4. **Sole Source Purchases:** Upon determination in writing that there is only one source practicable available for that which is to be procured, a contract may be negotiated and awarded to that source without competitive sealed bidding or competitive negotiation in accordance with the Code of Virginia, §2.2-4304.E.

5. **Emergency Purchases:** In case of emergency, a contract may be awarded without competitive sealed bidding or competitive negotiation; however, such procurement shall be made with such competition as is practicable under the circumstances, in accordance with the Code of Virginia, §2.2-4303.F

6. **Cooperative Procurement:** The Northern Virginia Transportation Authority may purchase from another public body's contract even if it did not participate in the request for proposal or invitation to bid, if the request for proposal or invitation to bid specified that the procurement was being conducted on behalf of other public bodies, in accordance with the restrictions cited in the Code of Virginia §2.2-4304.


7. Purchases consistent with above guidelines and within approved budget parameters may be approved by the executive director.

8. Until financial management policies have been adopted, the following procedures shall apply:

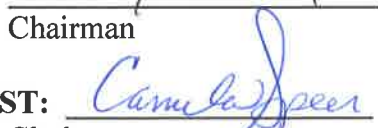
- a. The executive director is authorized to sign checks up to \$5,000; checks exceeding that amount must be counter-signed by the chairman or the vice chairman. Upon hiring of a chief financial officer (CFO), the CFO is authorized to sign checks up to \$5,000. Checks over \$5,000 must be countersigned by the executive director. In all cases, expenditures shall be consistent with approved budget or a separate approval by Authority.
- b. Specific prior approval of the Authority is needed for any expenditure that exceeds \$30,000.
- c. In all cases, appropriate documentation will be established and maintained consistent with state records management requirements.

Adopted by the Northern Virginia Transportation Authority on this 12<sup>th</sup> day of December 2013.

BY:

  
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Chairman

ATTEST:

  
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Clerk