

I. HRPDC/HRTPO PROCUREMENT MANUAL

The Hampton Roads Planning District Commission (HRPDC)/Hampton Roads Transportation Planning Organization (HRTPO) Procurement Manual (Manual) is an internal document that sets forth detailed procurement methods and establishes standards for obtaining goods and services for the HRPDC and HRTPO.

Board approval is required when staff implements new or amended policies and procedures. The Manual, originally approved by the HRPDC in 2010 and amended in 2012, was prepared using references from several other manuals, including the Virginia Public Procurement Act (VPPA). This amended document updates the processes required to purchase goods and services for the HRPDC and HRTPO. It also incorporates the use of minority businesses and contractors. This amended manual will be utilized by all staff when initiating the purchase of goods and services. A summary of the significant amendments is included in the front of the Manual.

Enclosure 14-I: HRPDC/HRTPO Procurement Policy Manual

Recommended Action:

Approve the amended HRPDC/HRTPO Procurement Manual.