



**CITY OF RICHMOND**  
**PROCUREMENT SERVICES**

October 25, 2006

Dear Vendor,

The City of Richmond has recently undertaken an assessment of its overall procurement practices to determine if the management of small purchases and the execution of larger contracts are being done efficiently in terms of staff resources and economy back to the City.

The assessment revealed that there is an imbalance in procurement transactions. To correct this imbalance **The Richmond Supply Schedule Program** will be implemented to streamline the City's purchasing and acquisition operations. This implementation will also ensure that procurement resources are allocated in a manner that better balances the allocation of staff between small purchases and large purchases acquisition activity. The Richmond Supply Schedule Program is being patterned after the U. S. General Services Administration Federal Supply Schedule Program, which has been proven to be extremely successful in the management of small purchases.

The City's Department of Procurement Services will issue Requests for Proposals (RFP's) and award contracts for the acquisition of: **Paper and Paper-related Products, Industrial Supplies, Automotive Supplies, Public Safety (Fire and Police) Supplies, Temporary Services, Information Technology Products, and Child and Youth Care Services.** We anticipate awarding numerous "multiple-award" contracts. However, the City of Richmond will not exercise the option to renew current contracts once the Richmond Supply Schedule is in effect for those goods or services. In other words, as Supply Schedules come on line, existing Vendor contracts in those commodity/services areas will remain in effect until the renewal period of that current contract.

The City of Richmond invites you to attend a Vendor Outreach Session for the Richmond Supply Schedule Program. At the session we will further explain the Program, Process, and respond to questions.

**Date:** Thursday, November 2, 2006  
**Time:** 9:00 a.m. – 11:00 a.m.  
**Location:** Greater Richmond Convention Center  
403 North 3<sup>rd</sup> Street  
Richmond, VA 23219

The implementation of a Richmond Supply Schedule Program provides the City with an excellent tool with quantifiable benefits. Thank you and we look forward to and encourage your participation.

Sincerely,

A handwritten signature in cursive script, appearing to read "Erna G. Robinson".

Erna G. Robinson, CPPB  
Interim Director of Procurement Services