

# Subject: All Federal Funds - Purchasing Information

The Purchasing Department would like to provide you with an update to the procedures/guidelines when making purchases using your federal funds. The following criteria is non-negotiable.

Reminder that ESSER funds allowable expenditures must be related to the COVID Pandemic – Items to promote positive school culture and school connectedness that address the social and emotional needs of the students during the pandemic. Questions if certain items or services are allowed should be directed to Pat Lewis or Dana Jackson

Documentation is essential for auditing purposes and meeting the federal requirements.

## Requisition Requirements:

- **Purchases \$250,000 or more**
  - **Prior to any quote requests or bids sent out an Independent Estimate Determination must be completed. Please email the Director of Purchasing for a copy of the form or you can find it on the purchasing department website at the following link: <https://www.gpisd.org/Page/45119> .**
  - **This document must be completed and submitted to the Director of Purchasing. Once the document is reviewed and signed, you may then begin to request quotes or submit the information needed for the bid to be created and sent to vendors.**
- **Vendors**
  - Must be Board approved vendors – use of a district credit card is acceptable ONLY if the vendor refuses to fill out an RFP packet with the district – the vendor will still have to comply with the EDGAR certifications if a credit card is used for the purchase
  - Must be EDGAR compliant
- **Quotes** – Sample email and the “Items to be Quoted” form are attached and can be found on the Purchasing department webpage. **All vendors must receive the exact same email. Do not customize the email to a specific vendor. Vendor questions should only be addressed via email so that documentation is available for review. If changes/questions are made to the quote, an email must be sent to all vendors with the updated information.**
  - Vendor quote requests must be sent by email (no phone calls). **It is very important for documentation purposes that email communication is used and the emails are attached to the requisitions.**
    - Emails requesting quotes must be attached to the requisition
    - Email responses from vendors must be attached to the requisition
  - You must **attempt** to get three (3) vendor quotes
  - The quote requests must include the following:
    - Type of quote
      - **Itemized Quote (best option for competitive pricing)**
      - **All or None (you cannot do all or none quote unless you speak to the purchasing department first) If we see an order come through with an All or none quote, you may have to start the quote process over again.**
    - Item specifications – the item manufacturer, item number, etc. may be included on the quote, but it **MUST** be followed by “or equal”
    - Quote deadline
  - Once you receive the quote(s), **you cannot contact one of the vendors and ask them to lower their price so that they are the lowest quote.** This is considered collusion and is an unethical purchasing practice. Once you receive the quote, you must use the quote as is, and move forward with the purchasing process.

- The quotes and/or emails from vendors stating “No Quote or Bid” must be individually attached to the requisition.
- Requisitions must be “line item” requisitions.
  - Bank of America requisitions must be done as “line item” requisitions (“AS-NEEDED PO” is not allowed)
    - Item substitutions are not allowed
    - Itemized receipts and dollar amount must match exactly with the purchase order
- Price Comparison Worksheet – a sample is attached, and is also located on the Purchasing department webpage
  - Must be completed and attached as a separate document to the requisition
    - Each vendor that submitted a response must be listed
    - Highlight the lowest price for each line item

REMINDER: The following are NOT allowed with ESSER III money:

- Food or gifts of any kind for staff/teachers
- Food of any kind for students
- “As -needed purchase orders”

Please forward this information and the information to anyone on your campus or in your department that will be obtaining quotes for federal fund expenditures.

Please feel free to contact me if you have any questions.