

Purchasing Procedures



Lee's Summit R-7 School District

Revised July 1, 2015
(Replaces Edition Dated January 2012)

Submitted by Director of Purchasing and Distribution Services

Lee's Summit R-7 School District

MISSION

We prepare each student for success in life.

VISION

Lee's Summit R-7 is an exemplary school district, graduating students who are college and career ready with the competitive advantage necessary to be successful.

Lee's Summit R-7 reflects a culture of respect and acceptance. Collaboration is an expectation that fosters mutual understanding and a focus on student achievement and staff development.

Lee's Summit R-7 encourages innovation and creativity, recognizing student learning as our fundamental purpose.

COMMITMENTS

We commit to.....

Engaging students in research-based programs in a technology-rich environment.

Embracing open, honest two-way communication.

Promoting continuous improvement through data-driven decision-making.

Sustaining positive relationships among students, staff, families and community members.

Ensuring a rigorous and relevant learning experience that leads to success for each student.

Partnering with students in identifying and achieving their learning goals.

Continuing a safe and caring environment.



LEE'S SUMMIT
R-7 SCHOOLS
Learning for Life

A PROFESSIONAL LEARNING COMMUNITY

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BOARD OF EDUCATION POLICIES- PURCHASING

The Board of Education Board Policies governing Purchasing can be found on the Lee's Summit R-7 School District website: www.lsr7.net

- DJC Bidding Requirements
- DJF Purchasing
- DN Surplus School Property
- DJF-AP1 Purchasing
- DJF-AP2 Purchasing (Credit and Purchasing Cards)
- DN-AP Surplus School Property (Urban, Metropolitan, School Districts Located Totally or Partially Within St. Louis County)

1. Introduction

A. Introduction

The Purchasing and Distribution Services department researches all available products and services. Purchasing staff works collaboratively with site leadership to procure the best products and services available, all in accordance with the Board of Education policies and State and Federal purchasing guidelines. Purchasing staff is responsible for writing bids, request for proposals (RFP's), request for quotes or qualifications (RFQ's), and contracts or agreements for services. Purchasing staff also reviews all purchase orders.

The Distribution Center delivers the required products to each site in the most cost efficient and timely manner to ensure our students have the necessary equipment to be successful in the classrooms. Distribution staff oversees the District's disposal of all surplus materials. Distribution staff also manages two District warehouses, textbook depository, archives, and all District testing materials.

B. Background

Public purchasing embraces a fundamental obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the state statutes and administrative policies. Competition is sought to the maximum feasible degree. When conducted fairly and honestly, competitive procurement does not guarantee a preferred brand or vendor will be selected; instead the most favorable prices will be obtained for the quality level specified.

C. Purpose

The manual has been developed to assist Budget Managers and their assistants in the performance of their purchasing duties. It has been designed to assure optimum purchasing efficiency and value, as well as compliance with all applicable State statutes and Board of Education policies. The manual supplements but does **NOT** replace the Board of Education Policy. All Budget Managers are also responsible for staying current with the sections of the Board of Education's policy relevant to the purchasing function.

I. Introduction

C. Purpose (cont.)

Purchasing and Distribution Services is located at the District Distribution Center, 702 SE 291 Highway, Lee's Summit, MO 64063 and staff is available to answer any questions regarding these procedures. The phone number is (816) 986-2190.

The Director of Purchasing and Distribution will serve as the District's purchasing officer. The District's Budget Manager will supervise site purchase of products and services and may authorize purchases on behalf of the District.

D. Scope

The scope of the Lee's Summit R-7 School District Purchasing Procedures includes;

1. The acquisition of goods, services, and equipment involving Lee's Summit R-7 funds allocated by the Board of Education:
 - a. General Fund
 - b. Nutrition Services Fund
 - c. Student Activity Fund
 - d. Purchases supported by parent group or organizations when such funds are either deposited into District accounts or into school building bank account.
2. The scope of the Purchasing Procedures manual does not include the procurement of services for construction, land surveying, and architect engineering, as the procurement regulations for such services have been identified in a separate

I. Introduction

D. Scope (cont.)

policy adopted by the Board of Education. Notwithstanding such services shall be governed by sound procurement principles including, but not limited to competitive bidding or negotiations; equal access to the bid process by all interested, qualified bidders, bid requirements that stimulate competition; and equity and fairness in the award of contracts.

Other professional services, as determined by the Board of Education, may not fall within the purview of the Lee's Summit R-7 Procedures manual. These services may include attorneys to provide legal counsel with specific expertise regarding education policy matters, architects and certified public accountants to annually audit the financial statements of the District and to provide answers to questions that arise during the course of the fiscal year. Similarly, it may be necessary to obtain financial advisory services to monitor the long range debt objectives of the District, as well as bond counsel to address questions that arise with existing debt and various reports occasionally sought by the Missouri State Auditor and the United States Treasury branch of the Internal Revenue Service and others.

While in some instances it may be possible to seek bids for the financial services and bond counsel each time a need arises, there are also numerous benefits to maintaining longer term relationships with specific professionals. Having a satisfactory relationship with a professional service provider includes fair pricing, timely delivery, dependable and sound advice concerning areas of expertise, a personality match with administrators and board members and numerous other factors. As long as the board members and administrators are comfortable with the quality of services provided, it is not essential that annual bidding occur merely to drive prices to their lowest level. By losing historical memory of any professional service provider, the District may in the long run, incur more expense for the new firm to educate their representatives. On other occasions, if the administrator expresses belief that service quality is slipping, expenses and fees are escalating at unacceptable levels, or any other non-favorable working situation is developing, nothing in this policy is intended to preclude seeking proposals from other vendors offering similar services. The Board of Education and Administration believe that the collective expertise within the District is sufficient to judge if and when seeking alternative providers is prudent.

These policies/procedures also may not apply to fuel. Due to the nature of the market, fuel is very hard to bid out and fuel providers are not willing to hold a fixed price for fuel. Therefore, it may be necessary for the District to use a method referred to as "spot-bidding" for fuel. Which would mean that the District will call a pool of authorized vendors and request the price on that

I. Introduction

given day for fuel to be purchased and delivered to the District. The department that calls for the “spot bid” would be responsible for keeping documentation from a published public market, such as OPUS for auditing purposes to show what the market price for fuel was on the day it was purchased.

These policies/procedures do not apply to PTA, Booster Clubs, or any other association or organization when the purchase is made directly by such organization; provided the purchase is not for capital equipment donated to the District and for which maintenance and repair falls under the responsibility of the District.

E. Mission

To meet the growing needs of the students, staff, and community by providing ALL customers with quality products and exceptional customer service in a timely manner.

F. Goals

The goals of Purchasing and Distribution Services are as follows:

1. Purchase quality products for a specific need.
2. Find the best price for products and services.
3. Make certain products are available for use in the District’s distribution center.
4. Assure all approved vendors are given an opportunity to conduct business with the District.
5. Guard against any misappropriation of District’s assets.
6. Ensure the department goals are within the District’s long term plan.

G. Principles

Purchasing strives to operate as effectively and efficiently as possible by applying the following principles:

1. Centralize purchasing of common District wide goods.
2. Establish written purchasing policies and procedures which are adopted by the Board of Education
3. Ensure that purchasing practices are consistent with policies, procedures, goals, and strategies of the District.

4. Consolidate purchases of like or similar items to take advantage of volume purchase discounts whenever possible.
5. Standardize specifications for commonly used items.
6. Implement procedures to review requisitions and follow authorization matrix for the acquisition of all goods and services prior to procurement.

II. Purchasing Policies

A. Administrative Policies

The Board of Education believes that the best value for the money can be best achieved through utilizing bulk purchasing power. Accordingly, the Board of Education charges Purchasing with the responsibility for achieving contracts that provide the District with access to products and services to the lowest best bid.

These policies govern the procurement of all goods, services, and equipment purchased with funds which are allocated or deposited within District accounts. See Page 6 for actual policies.

B. Development, Implementation and Accountability

The Board of Education authorizes the Director of Purchasing to establish detailed internal procedures to specify rules, regulations, and procedures for purchasing, and managing materials and equipment for the District.

The following minimum parameters shall guide the development of the procurement procedures:

Qualified vendors shall be on the District's approved vendor's list which is accessed during the purchasing process to ensure fairness and equity to vendors.

Acceptable products and services standards shall be determined as the result of collaborative efforts which honor both the needs of the user and the value of centralized purchasing.

Purchases will be awarded by Purchasing through the issuance of a contract or purchase order to the most responsible bidder offering the best value to the Lee's Summit R-7 School District, without prejudice or favor.

Purchases will be awarded to vendors which reside within the Lee's Summit R-7 boundaries when the price and quality are competitive with firms located outside the boundaries. (See Local Purchasing Policy)

Purchases will be awarded in compliance with all applicable federal and state laws.

II. Purchasing Policies

B. Development, Implementation and Accountability (cont.)

1. Purchasing Accountability

Purchasing is accountable for the following:

- Administrating all District's purchasing policies.
- Educating site leadership as to their responsibilities regarding purchasing practices.
- Achieving cost efficiencies and savings to the fullest extent possible.
- Obtaining competitive bids and proposals to the fullest extent possible.
- Administering all purchase orders, contracts, and agreements issued by the District by monitoring vendor performance in conjunction with efforts by buildings/departments and terminating contracts for cause when poor performance is documented.
- Managing the distribution of commonly purchased materials and supplies when cost effective to the District.
- Managing the fixed assets and inventories of the District, including tracking, storage, and disposal.

2. Site Leadership Accountability

Site Leadership administrators shall be accountable for the following:

- Ensuring their employees adhere to all District purchasing policies and applicable procedures.
- Ensuring that adequate planning and scheduling occurs at the building level to enable Purchasing to perform the purchasing bid functions (if needed).

II. Purchasing Policies

2. Site Leadership Accountability (cont.)

- Reporting poor vendor and material/equipment performances to Purchasing for corrective action.
- Collaborating with the Director of Purchasing on contract negotiations.

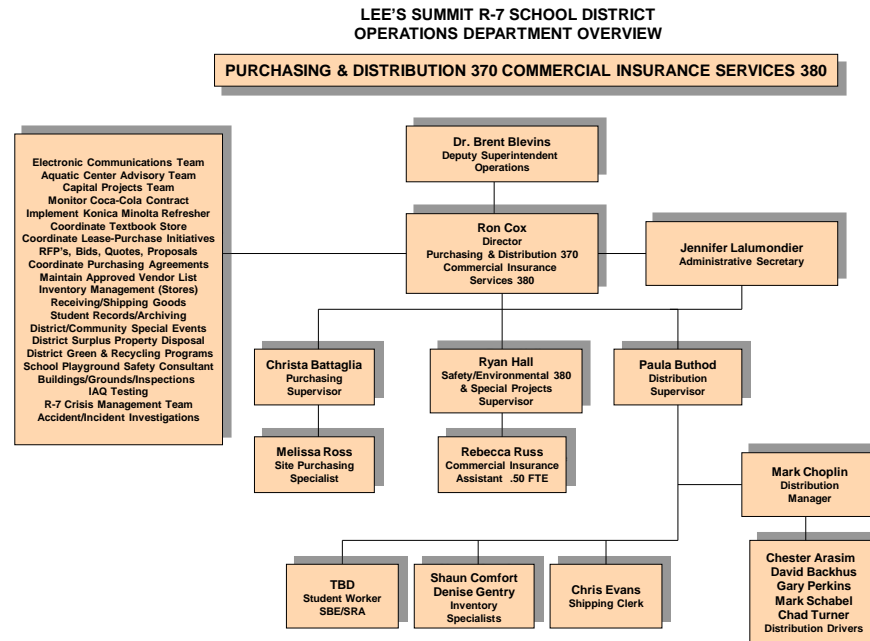
C. Purchasing Authority and Responsibility

The Board of Education delegates the authority to the Director of Purchasing and Distribution Services to be the District's purchasing officer. The District budget managers will supervise site purchases of products and services and may authorize purchases on behalf of the District. The superintendent or designee shall develop procedures to implement this policy in a manner that will meet the District's needs while protecting the District's resources. These procedures will comply with all applicable laws. Cooperating or lease purchasing options, when applicable, may be implemented by the District.

D. Cooperative Purchasing

The Director of Purchasing and Distribution Services or designee for the District shall have the authority to join with other school Districts, the state of Missouri, or other units of government in cooperative purchasing plans when such purchasing is in the best interest of the District. Competitive sealed bids or sealed proposals received by another other governmental agency or school District shall be the equivalent of bids or sealed proposals received by the District and may be the basis for the purchase in this District.

III. Purchasing and Distribution Organization Chart –



Director:	Ron Cox	816-986-2195
Purchasing Supervisor	Christa Battaglia	816-986-2196
Site Purchase Specialist	Missy Ross	816-986-2213
Distribution Services Supervisor	Paula Buthod	816-986-2193
Distribution Manager	Mark Choplin	816-986-2217
Inventory Specialist	Shaun Comfort	816-986-2211
Inventory Specialist	Denise Gentry	816-986-2216

IV. Purchasing Methods

The following methods used for the purchase of all goods and services are outlined herein:

- A. Competitive Quotation
- B. Competitive Bidding
- C. Local
- D. Capital
- E. Contracts
- F. Credit Card/Purchasing Card

A. Competitive Quotation

A quotation (quote) is a written or oral price furnished by a vendor. The quotation process can be used for the purchase of services, supplies, materials, furniture, equipment and miscellaneous items. Quotes must be obtained when the projected expenditure is between \$1,000 and \$4,999 per individual item or up to \$15,000 in total. Purchases exceeding these amounts must be bid. Any budget manager is authorized to request quotes. A Budget Manager may issue their Request for Quote (RFQ) verbally or in writing. Quotes are normally requested from three (3) or more vendors without advertising or otherwise complying with the requirements of the formal bidding process. The winning quote is the one that represents the best value to the District based on a combination of price, quality, delivery, terms and other factors.

1. The following procedure shall be used for quotation:

- a. The Budget Manager should get at least three (3) vendors to quote. It is recognized, however, that on occasion, only one (1) vendor can actually supply the needed item within the established timeframes. In such cases, a firm price must be established with the vendor prior to inputting and releasing a purchase order.
- b. When requesting quotes, a Budget Manager should provide identical specs to the competing vendors orally or in a letter with a Request For Quotation (RFQ). See Exhibit A
- c. All vendors invited to quote must be given a deadline to furnish the quote.

IV. Purchasing Methods

A. Competitive Quotation (cont.)

- d. Except for unusual circumstances, the vendor will be required to honor the quoted price for a period of at least twelve (12) months. Any quote submitted should specify the time period for which it is valid. The Budget Manager should retain all quotes in a file for a period of at least three (3) years.
- e. When the business is awarded to the winning vendor, the Budget Manager or an assistant enters a purchase request (PR) into BusinessPLUS (IFAS 7.9). The quotation date and a specific vendor contact should be noted on the PR.
- f. The vendor's quotation number or the name of the vendor's representative issuing the quote should be keyed as the first line item on the PR. For example, the description entered on Line 1 of the PR should read "ACME SCHOOL SUPPLY CO. QUOTE #99999" or "QUOTE PER JOHN SMITH 1/21/02". This will help insure that the vendor bills us at the agreed price.

B. Competitive Bidding Policy

The bidding process is more formal than the quotation process. **Unlike quotations, Purchasing should be involved in the bidding process on all non-construction projects.** Bids are generally used to purchase supplies, materials, furniture, equipment, contractual services, insurance, fixed charges, site/facilities improvements. Informal Sealed Bids are requested, instead of quotes, when projected expenditures are over \$5,000 for individual items or \$15,000 in total. Formal Competitive Bids must be obtained on items exceeding \$15,000. Formal competitive bids must be advertised in a newspaper within Jackson County for two (2) successive weeks- Bids pertaining to construction must comply with Missouri State Statute 177.86. RSMo. In certain situations, the quotation process may be used instead of formal bidding. Contact Purchasing regarding exceptions.

Method of Bidding	Appropriate Method if the Price per Item is:	Appropriate Method if the Total Price is:
Informal Written Bids from Selected Vendors	\$5,000 to \$14,999	\$15,000 to \$100,000
Written Formal Bids from Vendors in Response to an Advertised Bid	Over \$15,000	Over \$100,000. Board of Education approval required.

IV. Purchasing Methods

B. Competitive Bidding Policy (cont.)

1. The following procedure shall be used for formal bidding:
 - a. Except for capital improvements, bids must be advertised. Contact Purchasing for information and to prepare the bid documents and the required advertising packet.
 - b. If an advertisement is not required, then all of the approved vendors on the District's appropriate mailing list will be invited to bid.
 - c. A formal Request for Bid (RFB) should be prepared by the Purchasing Department and sent to bidding vendors. See Exhibit B—Sample RFB.
 - d. All specifications, including the bid deadline, must be clearly detailed in the RFB.
 - e. Bids must be submitted by the vendor in a sealed envelope to the Purchasing Department no later than the announced deadline.
 - f. Bids are generally for a specific period of time, i.e. one (1) year, with two (2) additional one (1) year renewal periods; however, the Board of Education at its discretion may approve multi-year agreements.
2. Developing Specifications for RFQ's and RFB's

Specifications should describe exactly what is wanted in clear and definitive language. Avoid specs that unnecessarily limit competition. Also avoid adding quality restrictions that increase cost without adding value or utility. Listed below are the three (3) main types of specs.

- a. Open Specifications: A description with clearly defined characteristics. The use of open specs allows for better competition and lower prices.
- b. Brand Name Specifications: A brief item description coupled with a list of acceptable brand names. Note: This method can make the evaluation of alternative products difficult.

IV. Purchasing Methods

2. Developing Specifications for RFQ's and RFB's (cont.)

- c. Performance-Based Specifications: Vendors are provided with a description of the function to be performed. This allows vendors more latitude in identifying products that deliver the needed results. The Budget Manager needs to develop a method of testing and evaluation.

C. Contracts and Other Specific Purchasing Responsibilities

All contractual agreements requiring compliance with the bidding process, except construction, are coordinated by the Purchasing Supervisor. Under normal circumstances, contracts may be signed only by the Director of Purchasing and Distribution, Superintendent or Deputy Superintendent of Operations with approval by the Board of Education when required.

D. Local Purchasing Preference Policy

Since the Lee's Summit R-7 School District is supported by the taxes paid by the individuals and businesses of the local community, it is the Board of Education's policy to purchase local products and services whenever the price and quality are competitive with firms located outside the District. Individuals and businesses, which have their primary base of operations, supply outlet or service unit within the District's boundaries are eligible for such consideration. Use the table below to determine whether the bid or quote of a local vendor is priced competitively.

Amount of Purchase	Percentage Guidelines
Less than \$500	Within 3% of the lowest quote or bid received from outside of the District
\$501 to \$2,499	Within 2% of the lowest quote or bid received from outside of the District
\$2,500 to \$9,999	Within 1% of the lowest quote or bid received from outside of the District
\$10,000 to \$50,000	Within ½% of the lowest quote or bid received from outside of the District

IV. Purchasing Methods

E. Capital Outlay Purchases and Coding

Capital outlay purchases (furniture, computers, equipment, etc.) are divided into two categories, instructional equipment and non-instructional (regular equipment). To meet the criteria of a capital outlay purchase, the cost per item must equal \$1,000 or greater. For capital outlay purchases, the general ledger key must begin with an "E" or an "A". Instructional equipment used by students in their educational program is coded to either instructional equipment to a general ledger object code of 6542 or coded to instructional technology equipment to a general ledger object code of 6543. Non-instructional equipment (regular equipment) includes furniture and other equipment such as regular technology equipment. Regular equipment is coded to a general ledger object code of 6541 and regular technology equipment is coded to a general ledger object code of 6540. The purchase of computer software doesn't meet the criteria of capital outlay and therefore should not be coded with a general ledger key beginning with an "E".

Generally, an item is considered to be capital outlay if it meets all of the following criteria:

1. The individual item (not the aggregate purchase) exceeds \$1,000 in cost.
2. It is used for more than one year.
3. It is not a consumable item (supplies, paper, workbooks, etc.).
4. It is operable by itself (not a component such as a monitor or disk drive).

Items costing less than \$1,000 each **cannot** be coded to a general ledger key beginning with an "E". Items costing less than \$1,000 each will need to be coded to a general ledger key beginning with a "G", "F", "A", or a "K". Items purchased with a District Visa Purchasing Card must be allocated according to these account code guidelines.

E. District Visa Purchasing Card

The use of the District Visa Purchasing Card is outlined in the Purchasing Card Procedures Manual and will be provided to users when they receive their District Visa Purchase Card from Business Services. Please contact the District's Purchasing Card Administrator in Business Services for further information.

IV. Purchasing Methods

G. Definition of Terms

1. **Best Low Offer or Bid**

The provider with the best product or service based on District criteria that may include price, value, quality of product, history of performance, recommendations and other qualities as determined by the District.

2. **Bid**

The offer of a Bidder to provide specific goods and/or services in accordance with all specifications and terms and conditions indicated in the solicitation.

3. **Back-Door Buying or Selling**

- a. Unofficial, irregular, devious buying or selling, usually resulting from undue efforts to induce preference for a particular vendor with the intent of limiting competition; unauthorized actions.
- b. A direct marketing/sales effort to induce preference on the part of the program manager or requestor for a particular product, service or seller with the intent to constrain competition.
- c. Evasive actions taken by the seller to circumvent the Purchasing Department and agency rules and regulations trying to influence or sell directly to the agency's internal user/customer department.

4. **Bid Rigging**

The agreement among potential competitors to manipulate the competitive bidding process, for example, by agreeing not to bid, to bid a specific price, to rotate bidding, or to give kickbacks to purchasers.

5. **Bid Tabulation**

A public document listing all vendors who responded to the Request for Bid (RFB), with a list of all items in the RFB, and showing unit prices for each item for each bidder. It may also include total prices, delivery terms and conditions, whether each bidder has met the requirements for licenses, bonds, evidence of insurance, or other information

IV. Purchasing Methods

G. Definition of Terms (cont.)

deemed appropriate by the contracting officer. Solicited vendors not responding to the IFB are shown as “no bid.”

6. Bidder

Any individual, company, firm, corporation, partnership or other organization bidding on a solicitation issued, and offering to enter into a contract.

7. Capital Equipment

Non-expandable personal property that retains its identity and utility during use, has parts that are repairable, or replaceable, has a useful life expectancy of several year and contributes to the productivity of the organization.

8. Competitive Bidding

A process for obtaining three (3) or more prices for products or professional services from vendors or service providers solicited through a request for bid (RFB) identifying specific products or services, quantity, and/or delivery options. There are two types of competitive bids:

- a. Informal Bids shall be obtained on all non-construction items over \$5,000 to \$14,999 per item or aggregate.
- b. Formal Bids shall be obtained on all non-construction items \$15,000 per item or more and must be advertised in a newspaper within Jackson County for two (2) successive weeks.

9. Competitive Negotiation

A process for obtaining a contract for products or services where the District contacts vendors or advertises a request for proposals (RFP) detailing the scope, specifications, terms and conditions of the proposed contract and the criteria on which the proposals will be analyzed. The District then negotiates separately with each responding vendor to award the contract.

10. Competitive Quote

A process for obtaining three (3) or more prices for products or services from vendors or providers for an item, individual or aggregate, between \$1,000 and \$4,999. Quotes may be obtained in-person, by telephone, fax, internet, e-mail or approved vendor catalog.

IV. Purchasing Methods

G. Definition of Terms (cont.)

11. **Contract**

An agreement between parties, usually written, with binding legal and moral force, usually exchanging goods or services for money or other consideration.

12. **Contractor**

Any individual, company, firm, corporation, partnership or other organization to whom an award is made; i.e. that other party which enters into an agreement or provides goods or services to Lee's Summit R-7 School District.

13. **Construction**

Includes construction, reconstruction, improvement, expansion, alteration, painting and decorating or major repair.

14. **Destination**

A shipment to be delivered to the facility designated by Lee's Summit R-7 School District, usually the point at which the Lee's Summit R-7 School District accepts the shipment. The seller is typically responsible for shipping charges and liability for goods in transit to Lee's Summit R-7 School District.

15. **Encumbrance**

A commitment of funding resources for an outstanding purchase transaction; i.e. funds are set aside or ear-marked for the specific purpose of paying for goods to be received or services to be performed in the future.

16. **Invitation For Bid**

A solicitation document used to solicit bids (quotes) from prospective bidders (suppliers) for goods and services using competitive unsealed or sealed bidding. The issuance of an IFB will contain or incorporate, by reference, the specifications and contractual terms and conditions applicable to the procurement.

17. **Negotiation**

The process of arriving at an agreement through discussion and compromise.

IV. Purchasing Methods

G. Definition of Terms (cont.)

18. **Products**

All physical property other than real estate including, but not limited to, supplies, books, furniture, machinery and equipment.

19. **Public Bid Opening**

The process of opening and reading bids received at the same time and place specified in the Invitation for Bid, i.e. solicitation, in the presence of anyone who wishes to attend.

20. **Purchase**

Obtaining or procuring products or services for the District in exchange for money and/or anything in value.

21. **Purchasing Visa Purchasing Card**

A District issued credit card.

22. **Purchase Order**

A contractual document issued by Purchasing to procure goods or services from a vendor and the funds are encumbered at the time the PO is issued.

23. **Request for Proposal (RFP)**

All documents, whether attached or incorporated by reference, utilized for soliciting proposals when the actual requirements to complete the scope of work are unknown. The RFP will specify the evaluation factors to be used and contained or incorporated by reference other contractual terms and conditions applicable to the procurement.

24. **Sealed Bid**

A bid which has been submitted in a sealed envelope to prevent its contents from being revealed, known or compromised before the deadline set for the submission and opening of all bids.

25. **Services**

All providers of professional expertise other than that provided by District employees in the scope of their duties.

26. **Sole Source**

A product or service which is practically available from only one vendor, i.e. the company is the sole manufacturer and distributor, or specific unique requirements exist which cannot be reproduced in the market area.

IV. Purchasing Methods

G. Definition of Terms (cont.)

27. **Solicitation**

The process of notifying prospective bidders or offerors that Lee's Summit R-7 School District desires to receive bids or proposals for the acquisition of goods or services.

28. **Vendor**

A supplier not affiliated with the Lee's Summit R-7 School District, who sells raw materials, supplies, equipment, and/or services.

V. New Vendor Procedures

A. New Vendor / Person Entity Identification – PEID Entry

Purchasing is responsible for setting up new vendors/PEIDs in the Business PLUS (IFAS 7.9) vendor system. A purchase request cannot be entered until the vendor has been set up in the system. The following information must be provided to Purchasing by completing the Vendor Entry Request Form (See Exhibit E: Vendor Entry Request Form)

The form must contain the following information:

- Company name
- Federal Tax ID or SSN (depending on type of vendor)
- "Purchasing" address (street, city, state, zip code)
- "Remit to" address (if different than Purchasing address)
- Telephone number (and extension number if applicable)
- Fax number
- Cell number
- Reason vendor was requested
 1. Reimbursement
 2. Purchasing goods and supplies
 3. Paying for services or work performed
 4. Paying for registration or entry fees

The following types of New Vendor Requests need to be sent to Accounts Payable in Business Services to be entered in PEID system in Business PLUS (IFAS 7.9):

- Employees for reimbursement
- Students and their parents for reimbursement
- Referee services
- Police Officers for payment for security services

Vendor requests for credit applications, sales tax certificates, banking information, credit references, etc. are handled by Purchasing with the assistance of Accounts Payable in Business Services.

VI. Purchase Requests Procedures

A. Purchase Requests

Purchases over \$300 can be made either by using a District Visa Purchasing Card or by entering a purchase request. For purchases under \$300 and the goods or services have already been received, you can use the Invoice Payment Request form. (See Exhibit D: Invoice Payment Request Form) Purchase requests are normally entered by the Administrative Assistants for the school, facility, or the department. Purchase requests that require entering multiple account codes for different buildings or departments, may need to be entered by the Purchasing Department. Direct any questions regarding entering purchase requests in BusinessPLUS to Purchasing.

There are two ways to enter items to be ordered on a purchase request. (See Exhibit F Logging into Business PLUS-IFAS 7.9 System) Items can be ordered individually by entering the quantity, catalog number, the complete description, and the price for each item. The second way to enter items to be ordered is to enter the total amount of the entire order as the quantity and then enter in the description: "See Attached List" and the unit price for the order is entered as \$1.00. If the purchase request was entered as "See Attached List" and the purchase request is to be mailed to the vendor, a copy of the "See Attached List" must be forwarded to Purchasing AND a copy of the "See Attached List" to Accounts Payable in Business Services. If the purchase order is returned to the Requestor for processing with the vendor, a copy of the "See Attached List" must to be forwarded to Accounts Payable in Business Services.

Separate purchase requests should be entered whenever more than one "Ship To" address needs to be entered. Please contact Purchasing for assistance when needing a purchasing order coded to multiple account codes for multiple Budget Managers.

VI. Purchase Requests Procedures

B. Revising A Purchase Order

Once a purchase order has been printed, any revisions needed on that purchase order will need to be made by enter a new purchase request.

The steps to revise an existing purchase order are as follows:

1. Begin a new purchase request and enter all the data in the required fields in the top section of the PR.
2. Enter "Revising PO # _____" on the first line of the description field.
3. When the amount of the PO needs to be revised, add or subtract the difference from the original purchase order amount, for example: if the original PO amount is \$4,000 and you need to revise the PO amount to be for \$1,000, the amount to be entered on the new purchase request would be entered as -\$3,000. That way when Purchasing links the new PR to the existing PO, the new total on the PO will be \$1,000.
4. When the account code on the PO needs to be revised, enter a negative amount of the amount originally coded on the PO and code it to the original account code. This entry will reverse the first encumbrance when Purchasing links the new PR to the existing PO.
5. Enter a second line item with the amount and the new account code.
6. The new PR will require approval in BusinessPLUS by the Budget Manager and then it will move thru workflow to the Purchasing Supervisor to link the new PR to the existing PO.
7. Once the new PR has been linked to the existing PO, the PR will go back to the Budget Manager for re-approval.
8. The Purchasing Supervisor will reprint the 'revised' PO and review the revised PO to ensure the revisions to the PO have all been made, and then the 'revised' PO will be returned to the Requestor.

C. Purchase Request Approval

The purchase request must be approved by the person entering the purchase request (Requestor). Once the requestor has approved the purchase request, it will go to the Budget Manager for his/her approval. After the Budget Manager has approved the purchase request, the purchase request will go to the Purchasing Supervisor or designee for final approval and printing.

Budget Managers should log in to BusinessPLUS and review their Work Flow Tasks tab on a daily basis to see if they have purchase requests needing their approval. Once the purchase request has made it thru workflow, the purchase request will be printed into a purchase order and will be processed according to the requisition codes entered in the purchase request. The Budget Manager or his/her Administrative Assistant should contact any Administrator who has failed to approve their purchase request.

VI. Purchase Requests Procedures

Direct any questions you might have regarding the purchase request approval process to Purchasing.

D. Purchase Order Processing

When all of the required approvals on the purchase request have been met, the purchase order will print out in Purchasing. Note: only one (1) original purchase order is printed. There are no duplicate copies of the purchase order. Purchasing will process the purchase order according to the instructions selected in the requisition codes that print on the purchase order. The following are the various methods in which a purchase order can be processed:

- II. **If the Requestor has entered a requisition code of “RT” which means “RETURN PO to Requestor”**, the original purchase order will be returned to the person who entered the purchase request. The requestor will be responsible for getting the purchase order to the vendor either by mailing, faxing, emailing, or placing the order by phone to the vendor.
- 2. If the Requestor has entered a requisition code of “CR” which means “Return Check to Requestor”**, the original purchase order will be sent to Accounts Payable in Business Services to have a check issued and returned to the requestor.
- 3. If the Requestor has entered a requisition code of “CM” which means “Mail Check to Vendor”**, the original purchase order will be sent to Accounts Payable in Business Services to have a check issued and mailed to the vendor.
- 4. If the Requestor did not enter one of these three options for a requisition code that would indicate the Requestor wants Purchasing to mail the purchase order to the vendor.**

The Administrative Assistant should discuss with the Budget Manager any open purchase orders that have not been received by June 1st of the current fiscal year to see if the purchase order needs to be cancelled or disencumbered or if the purchase order needs to be transferred forward to the next fiscal year. At the end of each fiscal year, June 30th, any open purchase orders are transferred forward to the new fiscal year.

E. Emergency Purchase Orders

A purchase order cannot be printed until the purchase request has been approved by all of the required individuals. Whenever a purchase order is needed on an emergency basis, contact the Budget Manager next in line in

VI. Purchase Requests Procedures

the approval process to approve that purchase request. It may be helpful to provide him/her with the purchase request number and advise him/her of the emergency situation so he/she can log in to BusinessPLUS and approve the purchase request as soon as possible.

VII. Receiving Procedures and Payment Methods

A. Receiving Procedures

Follow the procedures below when receiving ALL deliveries:

1. Verify the carton count prior to accepting delivery. Any shortage should be noted on both copies of the delivery ticket.
2. Examine each carton for damage. If damage is discovered, follow the procedures detailed in the next section.
3. Locate the packing slip and determine the purchase order number.
4. Check the contents of all cartons for concealed damage. If damage is discovered, follow the procedures detailed in the next section.
5. Check the quantities of all items received against the quantities actually ordered on the purchase order. Also check quantities received against the quantities shown on the packing slip. Note any discrepancies, including backorders on your internal paperwork.
6. The items that have been received will need to be received in Business PLUS (IFAS 7.9). Log in to Business PLUS (IFAS 7.9) and select the option: Receive items on PO. Enter the quantities of the items that were received in the delivery. If the entire order was delivered, select "Receive All" and "Save" and all the items will show received. Do not select "Receive All" if the order still has some items to be delivered. If the entire order was not delivered, enter the quantity received for each line item that was delivered. Accounts Payable cannot pay the vendor's invoice until the items have been received in Business PLUS (IFAS 7.9) on the purchase order. All items must be received in order for Accounts Payable to pay and close the purchase order.
7. If an item is returned to the vendor for any reason, notify Accounts Payable of the item and amount so that amount can be disencumbered against the purchase order when they pay the vendor.

8. All invoices and credit memos received at the building should be forwarded to Accounts Payable immediately.

VII. Receiving Procedures and Payment Methods

A. Receiving Procedures (cont.)

Follow the procedures outlined below in the event of damaged shipments:

1. If damage is discovered to any of the cartons, it should be noted on all copies of the delivery ticket. Immediately open and inspect the contents of the carton in the presence of the delivery agent. Any damage to the contents should be noted on all copies of the delivery ticket. Also notate any damage on your internal paperwork for the order.
2. If damage to the contents of a carton is discovered once the box is opened:
 1. Contact the vendor immediately. Failure to contact the vendor immediately may result in the denial of your claim by the vendor or the carrier.
 2. Retain the damaged goods pending further instructions by the vendor. Also retain the shipping carton and packing materials for possible inspection by the vendor or the carrier.
 3. Follow the instructions provided by the vendor. Complete any necessary paperwork for the claim.
 4. Contact Purchasing for assistance with resolving any issues regarding returning damaged products or receiving credit for damaged products.

B. Expenditure Cut-Off Date

The deadline for entering a purchase request to an out-of-town vendor is determined annually and is included in the budget guidelines. This allows the vendor time to ship the order and invoice payment in the current fiscal year.

VII. Receiving Procedures and Payment Methods

B. Expenditure Cut-Off Date (cont.)

The deadline for entering a purchase request to a local vendor is approximately the first of May which should allow time for the order to be delivered and invoiced in the current fiscal year. Furniture and other large equipment items may take four (4) to six (6) weeks for the vendor to ship the order. These purchases need to be made by the first of May to insure the order can be delivered and received and paid in the current fiscal year. At the end of the current fiscal year June 30, any open purchase orders are transferred forward to the new fiscal year. The Administrative Assistant is responsible for notifying Purchasing or Accounts Payable in Business Services of any purchase order that needs to be paid and closed, cancelled, or disencumbered.

Exceptions for the cut-off dates above are as follows:

- Local confirmation orders.
- Perishable items from local vendors.
- Payment of contracts or leases.
- Services scheduled after the cut-off dates, such as officials for athletic events, trips and other activities.
- Expenses for meetings and conferences that are scheduled after the cut-off dates, but have been approved in advance.
- Activity account expenditures.
- Special grants, if the money is not spent prior to the cut-off date and will revert to the granting agency.

C. Invoice Payment Request Form

The Invoice Payment Request form should be used when goods or services have already been received and the total invoice does not exceed \$300. (See Exhibit D Invoice Payment Request). Purchase requests should be entered for all transactions exceeding \$300 unless the items are being ordered and paid for using your District Visa Purchasing Card.

Attach the receipt to the Invoice Payment Request form and submit to Accounts Payable in Business Services. All invoices should be submitted to Accounts Payable as soon as possible. Enter the following information on the (See Exhibit F Invoice Payment Request form).

1. Vendor number/PEID and vendor/PEID name
2. General ledger account key and object

VII. Receiving Procedures and Payment Methods

D. Invoice Payment Request Form (cont.)

3. Total payment amount
4. Business purpose/reason for payment
5. Check required date
6. Check to be issued and processed:
 - a. Picked up at SLC
 - b. Returned to building
 - c. Mailed to vendor
7. Signature of employee submitting the form and date submitted
8. Signature of Budget Manager approving the form and date approved

No capital outlay codes should be used for transactions submitted on the Invoice Payment Request form.

Building administrators are not authorized to approve their own reimbursements. Such reimbursements must be approved by the appropriate Administrator at the Stansberry Leadership Center.

E. Employee Reimbursement Form

Employees can be reimbursed for expenses paid out of pocket. An Employee Reimbursement Request form must be completed (See Exhibit K Employee Reimbursement Request). Original receipts must be attached to the request and forwarded to Business Services for reimbursement. All employee reimbursements will be direct deposited on a weekly basis.

Exhibit A



Purchasing and Distribution Services
702 SE M291 Highway
Lee's Summit, Missouri 64063
(816) 986-2210
Email: ron.cox@lsr7.net

REQUEST FOR QUOTATION

DATE:
FOR:
Quote#:
DATE OF OPENING:
TIME OF OPENING:
THE UNDERSIGNED HEREBY:

1. Agrees to deliver the items specified herein in accordance with the terms, conditions specifications and prices set forth.
2. Certifies that he/she is an authorized agent of said company and has the authority to legally enter into a binding contract.

BIDS MUST BE SIGNED IN INK

Name of Vendor

Authorized Representative (Print)

Street Address

Authorized Signature

City

State, Zip Code

Telephone

Contact Email

All questions, requests for information or clarification pertaining to this bid must be submitted in writing to Ron Cox, Director of Purchasing and Distribution Services at the address listed above.

SPECIAL INSTRUCTIONS

1. Purpose of Quotation: The Lee's Summit R-VII School District desires to solicit quotes relating to the purchase of.
2. All quotes shall be quoted **F.O.B. DESTINATION** unless otherwise specified.
3. Primary Delivery Location: Lee's Summit R-VII School District
Purchasing and Distribution Services
702 SE 291 Highway
Lee's Summit, MO 64063
4. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, service and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all quotes in part or in whole, and to accept the quote that appears to be in the best interest of the District.
5. The terms of this quote shall remain in effect for at least one year from date of award. All prices **MUST** remain firm during that time period. This contract shall commence on April 1, 2011 unless otherwise stipulated on a specific order issued by the District. The agreement shall remain in effect through April 1, 2012. The District reserves the right to renew and extend the executed agreement pertaining to all prices, terms and conditions and specifications upon mutual agreement between the District and vendor(s) for an additional one (1) year, but not to exceed two (2) additional one (1) year periods. (See #10 below for allowable exceptions)
6. The successful bidder shall make deliveries as stated on each order. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the successful bidder(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the District of the delays in advance of the delivery dates so that a revised delivery schedule can be negotiated.
7. If the bidder experiences a back order of items from its manufacturer or distributor, the bidder shall ensure that such back orders are filled within fifteen (15) calendar days from the date of the initial purchase order. The successful bidder shall not invoice the District for back ordered items until such back orders are delivered and accepted by the District's authorized representative. It is understood and agreed that the District may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor and choose to cancel this contract.
8. If the bidder requires a minimum dollar value for each individual order or delivery, the bidder on its bid **MUST** designate this minimum dollar amount. It is hereby agreed and understood that such designation qualifies the bidder's proposal as a variation from the bid requirements. Accordingly, the District may, in its best interest, accept this variation as a stipulation of agreement award or reject the bidder's proposal as non-responsive.
9. Because of the wide variety of merchandise on this Invitation to Bid, all bidders are not expected to bid on all items. Please bid on those that you are able to bid, and simply mark those on which you are unable to bid as "no bid." Evaluations will be made on the cumulative items on which your bid was received. The District reserves the right to subdivide the bid lists into individual line items, if desired. This action may result in

numerous bid awards to several different vendors of suppliers. However, it is the intent of the District to group as many products together as possible. The District reserves the right to determine which items shall be grouped together and will make that decision based on the best interest of the District.

10. Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, **the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases.** The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District.

It shall be understood that such price adjustments **shall not** exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

11. Pay close attention to the unit of measure asked for on the bid and bid exactly per that unit, i.e. box, package, etc.
12. The successful bidder(s) **MUST** agree to provide all applicable District personnel with the necessary training to accurately search available products and to complete individual on-line orders, if staff is ordering from a specific location, i.e., a school building or other District facility. It is anticipated that a minimum of five (5) one-hour sessions may be needed in order to accommodate District staff.
13. The successful bidder(s) must agree to offer the bid prices on a three (3) tier purchasing level.
 - Level 1: District employee making a purchase using a Purchase Order or a District Visa P-Card. These purchases are tax-exempt.
 - Level 2: District employees using a personal credit card. These purchases will need to be charged tax since the purchase is not being paid with "District" funds.
 - Level 3: District students and/or their families using a personal credit card. These purchases will need to be charged tax since the purchase is not being paid with "District" funds.

Any deviation or exclusions from the bid specifications MUST be noted in detail, and submitted in writing with the bid packet.

GENERAL REQUEST FOR QUOTATION INSTRUCTIONS

1. These General Terms, Conditions and Instructions apply to all proposals made to Lee's Summit R-VII School District (herein after referred to as "District") by each prospective vendor (herein after referred to as "Bidder") in response to District solicitations including, but not limited to, Invitations to Bids, Requests for Proposals and Requests for Quotes. As such, the words "Bid" and "Proposal" are used inter-changeably in reference to any and all offers submitted by prospective vendors.
2. **Late Bids will not be accepted or considered.** It is the responsibility of the bidder to ensure that the bid arrives at the District's Purchasing and Distribution Services Department prior to the time indicated in the "Invitation to Bid". Telephone quotes will not be accepted when competitive sealed bids are solicited. In addition, bids sent by electronic devices are

not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their bids either by airfreight, postal service, or other means. Late bids will be time and date stamped late and may be returned to the bidder.

3. Each Bidder shall furnish the information required; the unit price for each item bid must be shown; a total for each item bid must be entered; and in case of error in extension, the unit price shall prevail.
4. Specifications are provided to identify the product required and to establish an acceptable quality level. **Bids must be on the products listed on Exhibit A. No substitutions are allowed and will not be considered. Samples of item or items, when required, must be furnished free of expense to the District,** and if not destroyed by tests, may upon request made at the time the sample is furnished, be returned at the Bidder's expense. Failure to furnish brochures, specifications, and/or samples as requested may be sufficient cause for rejection of Bids. Materials and/or services are to be supplied as specified. The District shall be the sole judge in determining "equals" in regard to quality, price, and performance.
5. The District reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any or all portions of a bid if deemed to be in the best interest of the District. The Invitation to Bid implies no obligation on the part of the District, and the District's silence does not imply any acceptance or rejection of any bid or quotation offer. The District reserves the right to select a bid with higher prices than the lowest of all prices received, if, in the opinion of the District, its interests will be best served by such bid.
6. Bidders are expected to examine the drawings, specifications, schedule of delivery and all instructions. Failure to do so will be at the bidder's risk.
7. Prices shall include all applicable discounts. If the successful bidder is offering a discount for quick payments, please state all payment terms in your bids.
8. The agreement will be awarded to that responsive and responsible bidder(s) whose bid will be most advantageous to the District, price, specifications and other factors considered. The District reserves the right to waive any technical or formal error or omissions and reject any or all bids, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the District to do so. Criteria that may be considered by the District in the award of this bid includes, but is not limited to, the following:
 - A. Superior quality and adherence to specifications
 - B. Adequate maintenance and service
 - C. Delivery and/or completion time
 - D. Guarantees and warranties
 - E. Company's reputation and financial status
 - F. Past experience and cost with same or similar equipment or service
 - G. Anticipated future cost and experience
9. Any deviation from the specifications **MUST** be noted in detail, and submitted in writing with the bid packet. Complete specifications and samples of substituted items being offered must be enclosed with supplier's bid packet. In the absence of a specification deviation statement and accompanying substitution specifications, the bidder shall be held strictly accountable for full compliance with the specifications. Failure to submit a specification deviation statement and samples, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with bids, the

bidder's name must be clearly shown on each document and each sample being substituted.

10. The Invitation to Bid does not obligate the District to pay any costs incurred in the preparation or the submission of such bids, or to purchase or contract for materials or services, including costs of any required bonding.
11. Bidders who are not selected must submit objection documents, exhibits or other evidence within five (5) business days of opening if they wish to protest any portion of the Invitation to Bid.
12. The Bid price shall be exclusive of any federal or state taxes, from which the District is exempt. The District's Federal Tax Identification Number is 44-6004933. The District's State of Missouri Tax Exemption Certificate number is 12585521.
13. Bidder understands and agrees that the District may increase or decrease quantities or modify specifications by mutual agreement with the selected supplier.
14. The District shall not be responsible for any goods delivered or services performed without an agreement, signed by an authorized representative of the Purchasing and Distribution Services Department.
15. When a date is set for the delivery of merchandise or the performance of work, said merchandise must be delivered, and/or work must be performed, on or before said date, or the agreement for the delinquent merchandise and/or work may be canceled and awarded to another bidder. In such case, the District shall have the right to buy such merchandise and have such work performed at market price for immediate delivery, and all excess costs shall be paid by the bidder whose merchandise and/or work was delinquent.
16. Other governmental agencies may be extended the opportunity to purchase off any Bid with the agreement of the successful vendor and the participating agencies. Due to all the variables in this type of bid, the District will contact the successful bidder and make it aware of the interest by another agency (if any). The successful bidder and the interested agency will then be able to design the successful bid around their parameters, i.e., delivery locations, products, etc.
17. Provider (vendor) must have the ability to accept the Lee's Summit R-VII School District Visa Purchasing card without passing on any additional fees to the District. The District has implemented a Visa Purchasing Card Program for ease of purchasing items, especially for smaller items. Use of the District Visa Purchasing Card is the District's preferred method of payment and is used at the discretion of the District and not the provider (vendor).
18. The bid process is open and fair to everyone. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised via the issuance of an amendment to the Invitation to Bid, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the Invitation to Bid, any questions received less than five (5) calendar days prior to the opening date may not be answered.

Purchase Orders and District Visa P-Cards

1. **OFFER/ACCEPTANCE:** If the Purchase Order or Visa P-Card order refers to Vendor's bid, then the Purchase Order or Visa P-Card order is an ACCEPTANCE of Vendor's OFFER TO SELL, as stated in Vendor's bid. If no bid is referenced, the Purchase Order or Visa P-Card

order is an OFFER TO BUY, subject to Vendor's acceptance; which can be demonstrated by Vendor's performance of the order or by a formal acknowledgement. This section deals with items to purchase that may be provided by the successful bidder, but not listed on actual bid documents.

2. **CHANGES:** Any changes in prices to a Purchase Order or Visa P-Card order shall be verified in writing, signed by an authorized representative of Lee's Summit R-VII School District and acknowledged by Vendor. Each shipment received or service performed shall be deemed to be only upon the terms contained in the Purchase Order or Visa P-Card order, notwithstanding any terms that may be contained in any invoice or other act of vendor other than acknowledgement of a written change submitted and approved by the District.
3. **DELIVERY:** In its acceptance of any quotation offer, Lee's Summit R-VII School District is relying on the promised delivery date, installation, and/or service performance as material and basic to its acceptance. In the event of Vendor's failure to deliver as and when promised, Lee's Summit R-VII School District reserves the right to cancel its order, or any part thereof, and vendor agrees that Lee's Summit R-VII School District may return all or part of any shipment so made, and may charge vendor with any loss or expense sustained as a result of such failure to deliver as promised.
4. **NEW GOODS:** All equipment delivered against the Purchase Order or Visa P-Card order shall be newly manufactured and of the manufacturer's current model, unless otherwise specified.
5. **QUALITY:** Lee's Summit R-VII School District shall be the sole judge in determining "equals" in regard to quality, price and performance.
6. **INSPECTION:** Receipt of goods or services in response to the Purchase Order or Visa P-Card order can result in authorized payment on the part of Lee's Summit R-VII School District. However, it is understood that final acceptance is dependent upon completion of all applicable required inspection procedures. Should the goods or services fail to meet all of Lee's Summit R-VII School District inspection requirements, Lee's Summit R-VII School District may exercise any or all of its rights allowed by law or in equity, including those provided in the Uniform Commercial Code. Vendor shall be responsible for inspection and replacement of all items damaged in shipment.
7. **WARRANTIES:** All goods covered by the Purchase Order are conveyed by vendor to Lee's Summit R-VII School District subject to the warranties and buyer's remedies described in the Uniform Commercial Code. This shall include but not limited to the warranty of title and against infringement, the implied warranty of merchantability, and the implied warranty of fitness for particular purpose.
8. **TERMINATION:** In the event of the vendor's failure to deliver as and when specifically promised, Lee's Summit R-VII School District reserves the right to cancel the Purchase Order or request credit to the Visa P-Card order, or any part thereof, without prejudice to its other rights, and vendor agrees that Lee's Summit R-VII School District may return all or part of any shipment so made and may charge vendor any loss or expense sustained as a result of such failure to deliver as promised.
9. **DISCOUNT:** Any discount periods will start from the date of Lee's Summit R-VII School District receipt of an acceptable invoice or from the date of its receipt of acceptable merchandise at destination, whichever occurs later.
10. **TAXES:** Lee's Summit R-VII School District is exempt from State Taxes under the State of Missouri Tax Exemption Certificate #12585521.

11. **PRICES:** Vendor agrees, if its bid is accepted by Lee's Summit R-VII School District within the time specified, to furnish the goods and/or services in strict accordance with the specifications, and at the price set forth for each item. In case of error in extension, the unit price shall prevail. If the price is omitted on the Purchase Order, vendor's price shall be the lowest prevailing market price.
12. **PROMPT PAYMENT:** It is Lee's Summit R-VII District policy to promptly pay vendors for goods and services it purchases. Payments are processed monthly.
13. **ASSIGNMENT:** Except for assignment of antitrust claims, neither party to the agreement created by the Purchase Order may assign any portion of the agreement or Purchase Order without the prior written consent of the other party. Vendor, and Lee's Summit R-VII School District as purchaser, recognizes that in actual economic practice antitrust violations ultimately impact on the purchaser.
14. **O.S.H.A.:** All chemicals, equipment and materials proposed and/or used by vendor in satisfaction of the terms of the Purchase Order shall conform to the standards required by O.S.H.A.
15. **MATERIAL SAFETY DATA SHEETS (MSDS)** shall accompany each shipment, when applicable.
16. **INDEMNIFICATION:** In the event any goods sold or delivered under the Purchase Order or Visa P-Card order are covered by any patent, copyright or trademark, or application therefore, vendor shall indemnify and hold harmless the Lee's Summit R-VII School District from any and all loss, cost, expenses and legal fees on account of any claims, legal actions or judgments on account of manufacture, sale or use of such goods in violation, infringement or the like or rights under such patent, copyright, trademark or application.
17. **GOVERNING LAW AND VENUE:** All issues regarding the formation, performance and/or legal enforcement of this Purchase Order or Visa P-Card order shall be governed by and construed in accordance with the laws of the State of Missouri. Venue for the resolution of any disputes arising out of or relating to the Purchase Order or Visa P-Card order shall be in the Lee's Summit R-VII School District, Lee's Summit, Missouri.

EXHIBIT B



Purchasing and Distribution Services
702 SE M291 Highway
Lee's Summit, Missouri 64063
(816) 986-2210
Email: ron.cox@lsr7.net

REQUEST FOR BID

DATE: March 1, 2011
FOR: Art Supplies
BID#: 2011-1
DATE OF OPENING: March 25, 2011
TIME OF OPENING: 3:00 PM

THE UNDERSIGNED HEREBY:

1. Agrees to deliver the items specified herein in accordance with the terms, conditions specifications and prices set forth.
2. Certifies that he/she is an authorized agent of said company and has the authority to legally enter into a binding contract.

BIDS MUST BE SIGNED IN INK

Name of Vendor

Authorized Representative (Print)

Street Address

Authorized Signature

City

State, Zip Code

Telephone

Contact Email

All questions, requests for information or clarification pertaining to this bid must be submitted in writing to Ron Cox, Director of Purchasing and Distribution Services at the address listed above.

SPECIAL INSTRUCTIONS

1. Purpose of Bid: The Lee's Summit R-VII School District desires to solicit bids relating to the purchase of **Art Supplies** (See Exhibit A).
2. All bids shall be quoted **F.O.B. DESTINATION** unless otherwise specified.
3. Primary Delivery Location: Lee's Summit R-VII School District
Purchasing and Distribution Services
702 SE 291 Highway
Lee's Summit, MO 64063
4. Purchase Agreements shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies. Purchase Agreements will be negotiated with the lowest responsible bidder who meets the qualifications for quality, price, terms of bid, service and determined to be in the best interest of the District. The bid award will be at the sole discretion of the District. The District reserves the right to reject any and all bids in part or in whole, and to accept the bid that appears to be in the best interest of the District.
5. The terms of this bid shall remain in effect for at least one year from date of award. All prices **MUST** remain firm during that time period. This contract shall commence on April 1, 2011 unless otherwise stipulated on a specific order issued by the District. The agreement shall remain in effect through April 1, 2012. The District reserves the right to renew and extend the executed agreement pertaining to all prices, terms and conditions and specifications upon mutual agreement between the District and vendor(s) for an additional one (1) year, but not to exceed two (2) additional one (1) year periods. (See #10 below for allowable exceptions)
6. The successful bidder shall make deliveries as stated on each order. All deliveries shall be made in accordance with good commercial practice and shall be adhered to by the successful bidder(s); except in such cases where the delivery will be delayed due to acts of God, strikes, or other causes beyond the control of the bidder. In these cases, the successful bidder shall notify the District of the delays in advance of the delivery dates so that a revised delivery schedule can be negotiated.
7. If the bidder experiences a back order of items from its manufacturer or distributor, the bidder shall ensure that such back orders are filled within fifteen (15) calendar days from the date of the initial purchase order. The successful bidder shall not invoice the District for back ordered items until such back orders are delivered and accepted by the District's authorized representative. It is understood and agreed that the District may, at its discretion, verbally cancel back orders after the grace period identified in this paragraph has lapsed, seek the items from another vendor and choose to cancel this contract.
8. If the bidder requires a minimum dollar value for each individual order or delivery, the bidder on its bid **MUST** designate this minimum dollar amount. It is hereby agreed and understood that such designation qualifies the bidder's proposal as a variation from the bid requirements. Accordingly, the District may, in its best interest, accept this variation as a stipulation of agreement award or reject the bidder's proposal as non-responsive.
9. Because of the wide variety of merchandise on this Invitation to Bid, all bidders are not expected to bid on all items. Please bid on those that you are able to bid, and simply mark those on which you are unable to bid as "no bid." Evaluations will be made on the cumulative items on which your bid was received. The District reserves the right to subdivide the bid lists into individual line items, if desired. This action may result in

numerous bid awards to several different vendors of suppliers. However, it is the intent of the District to group as many products together as possible. The District reserves the right to determine which items shall be grouped together and will make that decision based on the best interest of the District.

11. Prices shall be fixed with minimum adjustments allowed. If the bidder is awarded an agreement under this bid solicitation, **the prices proposed by the bidder shall remain fixed for a period of one hundred eighty (180) days after the issuance of an initial purchase order or District Visa P-Card purchase, regardless of market conditions. After this period, the vendor may submit a price adjustments to the District based on a Manufacturer's Revised Published Price List. The request MUST contain a written notification from the manufacturer to the supplier or vendor of price increases.** The Revised Published Price List or manufacturer's notification shall be submitted to the District at least thirty (30) calendar days prior to the effective date of the new price to be charged to the District.

It shall be understood that such price adjustments **shall not** exceed the amount passed onto the supplier or vendor by the manufacturer. It shall be further understood that the District reserves the right to reject any price adjustments submitted by the bidder and/or to terminate the contract with the bidder based on such price adjustments.

12. Pay close attention to the unit of measure asked for on the bid and bid exactly per that unit, i.e. box, package, etc.
13. The successful bidder(s) **MUST** agree to provide all applicable District personnel with the necessary training to accurately search available products and to complete individual on-line orders, if staff is ordering from a specific location, i.e., a school building or other District facility. It is anticipated that a minimum of five (5) one-hour sessions may be needed in order to accommodate District staff.
14. The successful bidder(s) must agree to offer the bid prices on a three (3) tier purchasing level.
 - Level 1: District employee making a purchase using a Purchase Order or a District Visa P-Card. These purchases are tax-exempt.
 - Level 2: District employees using a personal credit card. These purchases will need to be charged tax since the purchase is not being paid with "District" funds.
 - Level 3: District students and/or their families using a personal credit card. These purchases will need to be charged tax since the purchase is not being paid with "District" funds.

Any deviation or exclusions from the bid specifications MUST be noted in detail, and submitted in writing with the bid packet.

GENERAL INVITATION TO BID INSTRUCTIONS

1. These General Terms, Conditions and Instructions apply to all proposals made to Lee's Summit R-VII School District (herein after referred to as "District") by each prospective vendor (herein after referred to as "Bidder") in response to District solicitations including, but not limited to, Invitations to Bids, Requests for Proposals and Requests for Quotes. As such, the words "Bid" and "Proposal" are used inter-changeably in reference to any and all offers submitted by prospective vendors.
2. **Late Bids will not be accepted or considered.** It is the responsibility of the bidder to ensure that the bid arrives at the District's Purchasing and Distribution Services Department prior to the time indicated in the "Invitation to Bid". Telephone quotes will not be accepted when competitive sealed bids are solicited. In addition, bids sent by electronic devices are

not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their bids either by airfreight, postal service, or other means. Late bids will be time and date stamped late and may be returned to the bidder.

3. Each Bidder shall furnish the information required; the unit price for each item bid must be shown; a total for each item bid must be entered; and in case of error in extension, the unit price shall prevail.
4. Specifications are provided to identify the product required and to establish an acceptable quality level. **Bids must be on the products listed on Exhibit A. No substitutions are allowed and will not be considered. Samples of item or items, when required, must be furnished free of expense to the District,** and if not destroyed by tests, may upon request made at the time the sample is furnished, be returned at the Bidder's expense. Failure to furnish brochures, specifications, and/or samples as requested may be sufficient cause for rejection of Bids. Materials and/or services are to be supplied as specified. The District shall be the sole judge in determining "equals" in regard to quality, price, and performance.
5. The District reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any or all portions of a bid if deemed to be in the best interest of the District. The Invitation to Bid implies no obligation on the part of the District, and the District's silence does not imply any acceptance or rejection of any bid or quotation offer. The District reserves the right to select a bid with higher prices than the lowest of all prices received, if, in the opinion of the District, its interests will be best served by such bid.
6. Bidders are expected to examine the drawings, specifications, schedule of delivery and all instructions. Failure to do so will be at the bidder's risk.
7. Prices shall include all applicable discounts. If the successful bidder is offering a discount for quick payments, please state all payment terms in your bids.
8. The agreement will be awarded to that responsive and responsible bidder(s) whose bid will be most advantageous to the District, price, specifications and other factors considered. The District reserves the right to waive any technical or formal error or omissions and reject any or all bids, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the District to do so. Criteria that may be considered by the District in the award of this bid includes, but is not limited to, the following:
 - A. Superior quality and adherence to specifications
 - B. Adequate maintenance and service
 - C. Delivery and/or completion time
 - D. Guarantees and warranties
 - E. Company's reputation and financial status
 - F. Past experience and cost with same or similar equipment or service
 - G. Anticipated future cost and experience
9. Any deviation from the specifications **MUST** be noted in detail, and submitted in writing with the bid packet. Complete specifications and samples of substituted items being offered must be enclosed with supplier's bid packet. In the absence of a specification deviation statement and accompanying substitution specifications, the bidder shall be held strictly accountable for full compliance with the specifications. Failure to submit a specification deviation statement and samples, if applicable, shall be grounds for rejection of the item when offered for delivery. If specifications or descriptive papers are submitted with bids, the

bidder's name must be clearly shown on each document and each sample being substituted.

10. The Invitation to Bid does not obligate the District to pay any costs incurred in the preparation or the submission of such bids, or to purchase or contract for materials or services, including costs of any required bonding.
11. Bidders who are not selected must submit objection documents, exhibits or other evidence within five (5) business days of opening if they wish to protest any portion of the Invitation to Bid.
12. The Bid price shall be exclusive of any federal or state taxes, from which the District is exempt. The District's Federal Tax Identification Number is 44-6004933. The District's State of Missouri Tax Exemption Certificate number is 12585521.
13. Bidder understands and agrees that the District may increase or decrease quantities or modify specifications by mutual agreement with the selected supplier.
14. The District shall not be responsible for any goods delivered or services performed without an agreement, signed by an authorized representative of the Purchasing and Distribution Services Department.
15. When a date is set for the delivery of merchandise or the performance of work, said merchandise must be delivered, and/or work must be performed, on or before said date, or the agreement for the delinquent merchandise and/or work may be canceled and awarded to another bidder. In such case, the District shall have the right to buy such merchandise and have such work performed at market price for immediate delivery, and all excess costs shall be paid by the bidder whose merchandise and/or work was delinquent.
16. Other governmental agencies may be extended the opportunity to purchase off any Bid with the agreement of the successful vendor and the participating agencies. Due to all the variables in this type of bid, the District will contact the successful bidder and make it aware of the interest by another agency (if any). The successful bidder and the interested agency will then be able to design the successful bid around their parameters, i.e., delivery locations, products, etc.
17. Provider (vendor) must have the ability to accept the Lee's Summit R-VII School District Visa Purchasing card without passing on any additional fees to the District. The District has implemented a Visa Purchasing Card Program for ease of purchasing items, especially for smaller items. Use of the District Visa Purchasing Card is the District's preferred method of payment and is used at the discretion of the District and not the provider (vendor).
18. The bid process is open and fair to everyone. Every attempt shall be made to ensure that the bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised via the issuance of an amendment to the Invitation to Bid, of any relevant or pertinent information related to the procurement. Therefore, bidders are advised that unless specified elsewhere in the Invitation to Bid, any questions received less than five (5) calendar days prior to the opening date may not be answered.

Exhibit C



Purchasing and Distribution Services
702 SE M291 Highway
Lee's Summit, Missouri 64063
(816) 986-2210
Email: ron.cox@lsr7.net

REQUEST FOR PROPOSALS

DATE: June 22, 2011
FOR: Publishing & Distributing "OUR SCHOOLS" Publications
for the Lee's Summit R-VII School District 2011-2012 School Year
RFP/BID#: 2011-6
DATE OF OPENING: July 8, 2011
TIME OF OPENING: 10:00 AM
PLACE OF OPENING: Purchasing & Distribution Services Department

THE UNDERSIGNED HEREBY:

1. Agrees to deliver the items specified herein in accordance with the terms, conditions, specifications, and prices set forth in this RFP/BID packet.
2. Certifies that he/she is an authorized representative of said company and has the authority to legally enter into a binding Service Agreement.

RFPS/BIDS MUST BE SIGNED IN INK

Name of Vendor

Authorized Representative (Print)

Street Address

Authorized Signature

City

State, Zip Code

Telephone

Contact Email

All requests for information or clarification pertaining to this RFP/BID must be submitted in writing to Ron Cox, Director of Purchasing and Distribution Services at the address listed above.

SPECIAL INSTRUCTIONS

1. Purpose of RFP: The Lee's Summit R-VII School District desires to solicit RFPS/BIDS relating to the purchase of services for **Publishing & Distributing "OUR SCHOOLS" Publications for 2011-2012 School Year.**
2. The Lee's Summit R-VII School District will provide most if not all information for the official "OUR SCHOOLS" newspaper/newsletter to be published up to five (5) times per school year. Each newspaper/newsletter will consist of a quantity of **47,000** per issue with approximately **46,000** bulk mailed to all addresses within the Lee's Summit R-VII School District boundaries, and the remaining quantity shall be delivered to Janice Phelan, Executive Director of Communications, Lee's Summit R-VII School District, Stansberry Leadership Center, 301 NE Tudor Road, Lee's Summit, MO 64086-5702.
3. All RFPs shall include all costs associated with the sale of advertising, design & layout, proofing, printing, film, postage, mailing lists, labeling, mailing and distributing the "OUR SCHOOLS" publications for the 2011-2012 school year.
4. Delivery Locations: **Within the Lee's Summit R-VII School District Boundaries.**
NOTE: Publication must be mailed to all addresses within the boundaries of the school District, including those served by the Lee's Summit post offices as well as other area post offices.
5. The RFP shall be awarded in accordance with regulations adopted by the Lee's Summit R-VII Board of Education and adhere to all applicable purchasing policies and the Service Agreement will be negotiated with the lowest responsible bidder who meets the RFP specifications and qualifications for quality, price, service, samples of the prospective bidder's printed newspapers and/or publications, and determined to be in the best interest of the District. The RFP shall be reviewed and evaluated using the "Proposal Ranking Sheet" (see Exhibit B). The RFP award will be at the sole discretion of the District. The District reserves the right to reject any and all RFPs in part or in whole, and to accept the RFP that appears to be in the best interest of the District.
6. The successful Bidder must have a valid business license, hold all applicable certifications and agree to maintain them throughout the life of the agreement. The successful Bidder must also maintain a one million dollar liability insurance policy and agree to include an additional one million dollar "Errors & Omissions" clause, and must provide a copy of the liability insurance and "errors & omissions" policy upon request by the District.
7. The terms of this Service Agreement shall remain in effect for at least one year from date of award. All prices **MUST** remain firm during that time period. This Service Agreement shall commence on July 15, 2011 unless otherwise stipulated on a specific order issued by the District. The agreement shall remain in effect through June 30, 2012. The District reserves the right to renew and extend the executed service agreement pertaining to all prices, terms and conditions, and specifications upon mutual agreement between the District and the successful Bidder for an additional one (1) year, but not to exceed two (2) additional one (1) year periods for a total of three (3) years. (See #8 below for allowable exceptions.)
8. The successful Bidder shall provide services as stated on each service request. All work shall be made in accordance with good commercial practice and shall be adhered to by the successful Bidder; except in such cases where the service will be delayed due to acts of God, employee strikes, or other causes beyond the control of the successful Bidder. In these cases, the successful Bidder shall notify the District of the delays in advance of the service dates so that a revised schedule can be negotiated. **The dates scheduled for**

publishing and distributing OUR SCHOOLS newspaper is paramount and should not be changed.

9. The successful Bidder shall not invoice the District until specified services are delivered and accepted by the District's authorized representative. It is understood and agreed that the District may, at its discretion, verbally cancel delayed services and seek services from another vendor and has the option to cancel this service agreement if services are delayed by the successful Bidder.

GENERAL INVITATION TO SUBMIT PROPOSAL

1. These General Terms, Conditions, and Instructions apply to RFPS/BIDS to Lee's Summit R-VII School District (herein after referred to as the "District") by each prospective Bidder/Vendor (herein after referred to as "Bidder") in response to District solicitations including, but not limited to, Invitations to Bids, Requests for Proposals and Requests for Quotes. As such, the words "Bid" and "Proposal" are used interchangeably in reference to any and all offers submitted by prospective bidders.
2. **Late Bids will not be accepted or considered.** It is the responsibility of the Bidder to ensure that the bid arrives at the District's Purchasing and Distribution Services Department prior to the time indicated in the "Request for Proposals". Telephone quotes will not be accepted when competitive sealed bids are solicited. In addition, bids sent by electronic devices are not acceptable and will be rejected upon receipt. Proposing firms will be expected to allow adequate time for delivery of their bids either by airfreight, postal service, or other means. Late bids will be time and date stamped late and may be returned to the Bidder.
3. Each Bidder shall furnish the information required, for example the price for each issue of "OUR SCHOOLS" to be published and distributed as specified in the RFP packet.
4. Specifications are provided in this RFP packet to identify the requirements for publishing and distributing "OUR SCHOOLS" and to establish an acceptable quality level of the desired outcome. Samples of the Bidder's printed materials, such as newspapers, newsletters, magazines, or other similar printed materials must be included in the Bidder's response packet as proof of the Bidder's expertise and ability to design, layout, sell advertisements at the level needed to sustain publication, proof, print, label, postage, mail and distribute the printed materials must be provided free of expense to the District. The samples may upon request made at the time the samples are provided, be returned to the Bidder at the Bidder's expense. Failure to meet specifications and/or failure to provide applicable samples as requested in this RFP packet may be sufficient cause for rejection of the Bidder's proposals and/or bids. Materials and/or services are to be supplied as specified. The District shall be the sole judge in determining the best and lowest bid with regard to quality, price, performance, and customer service.
5. The District reserves the right to reject any or all bids and to waive informalities and minor irregularities in bids received, and to accept any or all portions of a bid if deemed to be in the best interest of the District. The Request for Proposal implies no obligation on the part of the District, and the District's silence does not imply any acceptance or rejection of any bid or quotation offer. The District reserves the right to select a bid with higher prices than the lowest of all prices received, if, in the opinion of the District, its interests will be best served by such bid.
6. Bidders are expected to review the specifications and all instructions in the RFP packet. Failure to do so will be at the bidder's risk.

7. Prices shall include all applicable discounts. If the successful Bidder offers a discount for quick payments, all payment terms must be listed in the Bidder's response packet.
8. The agreement will be awarded to that responsive and responsible Bidder whose bid will be most advantageous to the District, price, specifications and other factors considered. The District reserves the right to waive any technical or formal error or omissions and reject any or all bids, or to award an agreement for the items thereon, either in part or in whole, if it is deemed to be in the best interest of the District to do so. Criteria that may be considered by the District in the award of this bid includes, but is not limited to, the following:
 - A. Superior quality and adherence to specifications
 - B. Excellent service
 - C. Delivery and/or completion within specified time frame
 - D. Guarantees
 - E. Company's reputation and financial status
 - F. Past experience and cost with same or similar publications or printed materials
 - G. Anticipated future cost and experience
9. The Bidder shall be held strictly accountable for full compliance with the specifications.
10. The Request for Proposal does not obligate the District to pay any costs incurred in the preparation or the submission of such bid response, or to purchase or contract for materials or services, including costs of any required bonding or liability insurance.
11. Bidders who are not selected must submit objection documents, exhibits or other evidence within five (5) business days of opening if they wish to protest any portion of the Request for Proposals.
12. The Bidder's bid price shall be exclusive of any federal or state taxes, from which the District is exempt. The District's Federal Tax Identification Number is 44-6004933. The District's State of Missouri Tax Exemption Certificate number is 12585521.
13. The Bidder understands and agrees that the District may increase or decrease quantities or modify conditions and specifications by mutual agreement with the selected Bidder.
14. The District shall not be responsible for any goods delivered or services performed without an agreement signed by an authorized representative of the District.
15. When a date is set for the delivery of services, said service must be delivered, and/or work must be performed, on or before said date, or the service agreement for the delinquent work may be canceled and awarded to another bidder. In such case, the District shall have the right to buy such services and have such work performed at market price for immediate delivery, and all excess costs shall be paid by the bidder whose work was delinquent.
16. Other school Districts or governmental agencies may be extended the opportunity to purchase off the bid with the agreement of the successful Bidder and the participating Districts or agencies. Due to all the variables in this type of bid, the District will contact the successful Bidder and make it aware of the interest by another agency (if any). The successful Bidder and the interested agency will then be able to design the successful bid around their parameters, i.e., delivery locations and specialty products.
17. The successful Bidder must accept the Lee's Summit R-VII School District Visa purchasing card as a method of payment and not pass on any additional fees to the District. The method of payment is at the discretion of the District.

18. The bid process is open and fair to everyone. Every attempt shall be made to ensure that the Bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all bidders will be advised via the issuance of an amendment to the Request for Proposals of any relevant or pertinent information related to the procurement of the service agreement as specified in the RFP packet. Therefore, Bidders are advised that unless specified elsewhere in the Request for Proposals, any questions received less than five (5) calendar days prior to the opening date may not be answered.

SERVICE AGREEMENT

1. **OFFER/ACCEPTANCE:** A service agreement will be signed by an authorized representative of the successful Bidder's company and by the Lee's Summit R-VII School District's Executive Director of Communications.
2. **CHANGES:** Any changes in prices shall be verified in writing, signed by an authorized representative of Lee's Summit R-VII School District and acknowledged by the Provider. Each issue of "OUR SCHOOLS" shall be printed and distributed as specified in the terms and conditions in the RFP packet unless a written change is approved by the District.
3. **DELIVERY:** In its acceptance of any quotation offer, the Lee's Summit R-VII School District is relying on the promised delivery date of the "OUR SCHOOLS" publication as material and basic to its acceptance. In the event of the Provider's failure to deliver as and when promised, the District reserves the right to cancel its agreement, and may charge the Provider with any or expense sustained as a result of such failure to deliver as promised.
4. **QUALITY:** Lee's Summit R-VII School District shall be the sole judge in determining the service agreement that meets the specifications with regard to quality, price, and performance.
5. **INSPECTION:** Should the goods or services fail to meet all of Lee's Summit R-VII School District inspection requirements, the District may exercise any or all of its rights allowed by law. The Bidder/Provider shall be responsible for inspection of the publications prior to mailing and delivering. The District has final control over all editorial content, layout, and advertising, and has the right to reject any advertisement or message. The District must receive a proof PDF of the "OUR SCHOOLS" publication prior to printing so revisions can be made if necessary. Samples shall be provided within an adequate time frame to allow for professional review. Typically that date should be at least one week prior to final production.
6. **TERMINATION:** In the event of the vendor's failure to deliver as and when specifically promised, Lee's Summit R-VII School District reserves the right to cancel the service agreement, or any part thereof, and the agrees that the District may charge the Provider any expense sustained as a result of such failure to deliver as promised.
7. **TAXES:** Lee's Summit R-VII School District is exempt from State Taxes under the State of Missouri Tax Exemption Certificate #12585521.
8. **PRICES:** The Bidder/Provider agrees, if its bid is accepted by Lee's Summit R-VII School District to furnish the goods and/or services within the time specified in strict accordance with the specifications and at the price set forth for each publication.
9. **PROMPT PAYMENT:** It is Lee's Summit R-VII School District's policy to promptly pay vendors for goods and services it purchases. Payments are processed twice per month.
10. **INDEMNIFICATION:** In the event any goods sold or services delivered to the Lee's Summit R-VII School District are covered by any patent, copyright, or trademark, the Provider shall indemnify and hold harmless the District from any and all loss, cost, expenses and legal fees

on account of any claims, legal actions or judgments on account of sale or use of such goods in violation, infringement or the like or rights under such patent, copyright, trademark or application.

EXAMPLE OF SPECIFICATIONS

Specifications for “OUR SCHOOLS” Publications for 2011-2012 School Year

- Four (4) or five (5) issues annually, September 2011 through June 2012
- Issues will be scheduled for approximately: September, November, February, March, and June. (These dates may change based on the number of issues to be printed.)
- All deadlines for copy/photos, proofing, printing, and mailing will be determined in advance by the District
- Failure to meet deadlines will result in the cancellation of the service agreement
- Quantity to be printed is **47,000** per issue with approximately **46,000** bulk mailed to all addresses within the District boundary and the remaining quantity to be delivered to Janice Phelan, Executive Director of Communications, Lee's Summit R-VII School District, Stansberry Leadership Center, 301 NE Tudor Road, Lee's Summit, MO 64086. Tabloid 12-inch by 11-inch newspaper/newsletter on 55-pound Kraft paper including eight (8) pages with four (4) color throughout and additional pages to be spot color.
- Bidder is required to work in a partnership to produce a newspaper ranging from approximately 16 pages to 24 pages, depending on advertising sales.
- Newspaper will be no more than fifty (50) percent advertising. Bidder will sell all advertising for newspaper/newsletter. Failure by successful bidder to sell adequate advertising to support 16- to 24-page publication at contracted price for District may result in termination of contract.
- Bidder will not accept or solicit advertising related to alcohol, tobacco, firearms/weapons, adult entertainment, or political candidates or political issues.
- Bidder will not accept or solicit elementary/secondary private or parochial school advertising or general advertising for churches. The exception for church advertising is event-oriented activities geared to families or children as well as church-run daycares as long as the ad is strictly for the daycare facility and not the general church or church-run elementary/secondary school.
- Bidder is responsible for acquiring the saturation mailing list for **every address** within the Lee's Summit R-VII School District boundaries. This will be updated annually.
- Bidder is responsible for issuing PDF proofs to the District, making updates to proofs, printing, film, labeling, postage, mailing and distributing the newspaper/newsletter.
- Bidder must provide PDF that includes all corrections, articles, photos, and ads for placement on the Lee's Summit R-VII School District website.
- Bidder must provide a list of all advertisements each issue as part of proofing.
- The Lee's Summit R-VII School District has final control over editorial content, layout, and advertising, and the District has the right to reject any advertisements or message.
- The Lee's Summit R-VII School District will provide all articles and photos, and the Bidder agrees to do all design and layout for the “OUR SCHOOLS” publications.
- The Bidder must show proof of previous performance on similar publications such as newspapers and newsletters by submitting samples of the newspapers or newsletters, mailing partnerships, including advertising sales, design and layout, and saturation mailing, and must also provide two (2) or three (3) references from the partnership organizations for the jobs the samples are being submitted.

EXAMPLE RANKING SHEET

Scoring Ranges

<u>Questions</u>	<u>30 Point Questions</u>	<u>20 Point Questions</u>	<u>10 Point</u>
Outstanding	25-30	17-20	9-10
Exceed Acceptable	19-24	13-16	7-8
Acceptable	13-18	9-12	5-6
Marginal	0-12	0-8	0-4

Evaluation Criteria Score

Maximum Points

1. Evidence of experience with similar large-scale partnership projects with other organizations and/or businesses and samples of those partnership projects such as newspapers and/or newsletters are included in the Bidder's response packet. Quality of workmanship of the newspapers and/or newsletters provided as samples of those partnership projects.	40	_____
2. References from partnership organizations are included in the Bidder's response to show proof of previous service agreements in publishing newspapers and/or newsletters	30	_____
3. Cost Bidder's cost must be all-inclusive of costs for design, layout, proofing, advertising, film, postage, mailing list, labeling, mailing, and distributing the Lee's Summit R-VII School District "OUR SCHOOLS" publications for the 2011-2012 school year.	20	_____
4. Applicable Resources Adequacy of proposed team available to complete the project within the specified time frame. Adequate resources and equipment needed to sell advertising, design, publish, and mail a newspaper and/or a newsletter with a quantity of 47,000 per issue within the specified time frame.	10	_____
Total Points	(100)	_____

Name of Bidder/Vendor: _____

Ranked By District Employee: _____



Exhibit D

INVOICE PAYMENT REQUEST FORM

Revised 7-1-11

PEID #: _____ PEID NAME: _____

GL ACCOUNT KEY: _____ GL ACCOUNT OBJECT: _____

PAYMENT AMOUNT: \$ _____

BUSINESS PURPOSE: _____

(Please note any meetings, individuals involved, field trips, and all pertinent information.
Incomplete forms will be returned.)

CHECK REQUIRED DATE: _____

(Allow 5 business days for processing.)

CHECK IS TO BE:

PICKED UP AT SLC

RETURNED TO BUILDING

MAILED TO VENDOR

SUBMITTED BY: _____ DATE: _____

APPROVED BY: _____ DATE: _____

(Original signatures are required)

Exhibit E

Revised 7-1-11

Vendor Entry Request Form Person-Entity Identification - PEID

Please select one: Add New Vendor _____ Change /Addition to Existing Vendor # _____

Name of Vendor	
Vendor SSN or Federal TIN (contact vendor to obtain this #)	
E-mail address (if available)	
Web URL (if available)	
Street address	
City, State & Zip Code + 4 digits, go to: usps.com and select "find a zip code"	
Phone	
Fax	
Cell	
Contact name	
Remit to address, if different Street address	
City, State & Zip Code + 4 digits, go to: usps.com	
Reason vendor was requested: (please check as appropriate)	<input type="checkbox"/> Reimbursement for: _____ <input type="checkbox"/> Purchasing goods and supplies: _____ <input type="checkbox"/> Paying for services or work performed: _____ <input type="checkbox"/> Paying for registration or entry fee(s): _____
Vendor has completed a W-9	Yes _____ No _____ If yes, date W9 was sent to Business Services _____

New vendor requested by: _____ Date: _____

Dept/Bldg administrator approval: _____ Date: _____

Please fax or email completed form to the Purchasing Dept. at 986-2454 and allow 3 business days for set-up. Vendors cannot be added to the system and are not available for Purchase Orders or Check Requests until this process is complete. A W-9 form (and E-Verification Affidavit if applicable) will be mailed to the vendor and the completed W-9 form (and E-Verification Affidavit if applicable) must be received in the Business Services Dept before payment will be made.

Business Services Department / Purchasing Department Use Only

Vendor request entered by: _____ Date W-9 form mailed: _____

Date vendor entered: _____ Date E-Verification Affidavit mailed: _____

Vendor number assigned: _____ Vendor entry reviewed by: _____ Date reviewed: _____

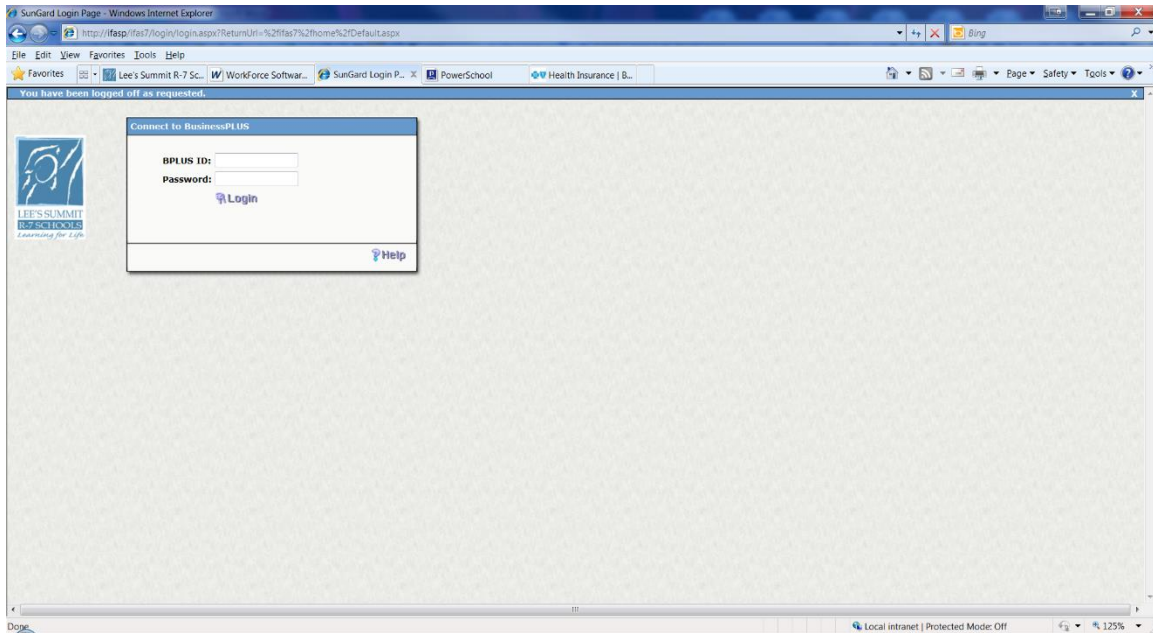
EXHIBIT F

BusinessPlus User Guide

Logging into BusinessPlus System

Go to Internet Explorer and enter: <http://ifasp/ifas7/home> in the address bar.

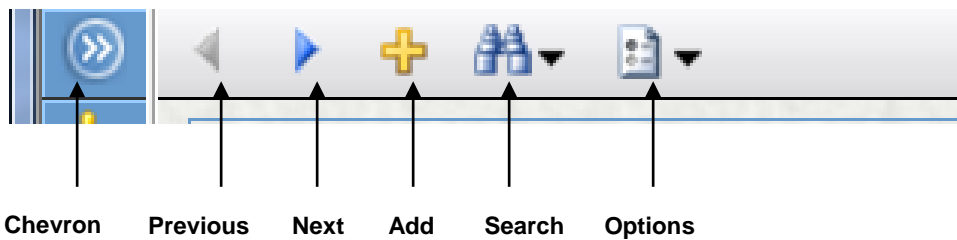
User your BPlus ID and password to log and click Login.



Note: Your BPlus ID & password are normally your id and password to log-on to your computer each morning.

Navigation Tips

Navigation Bar Icons

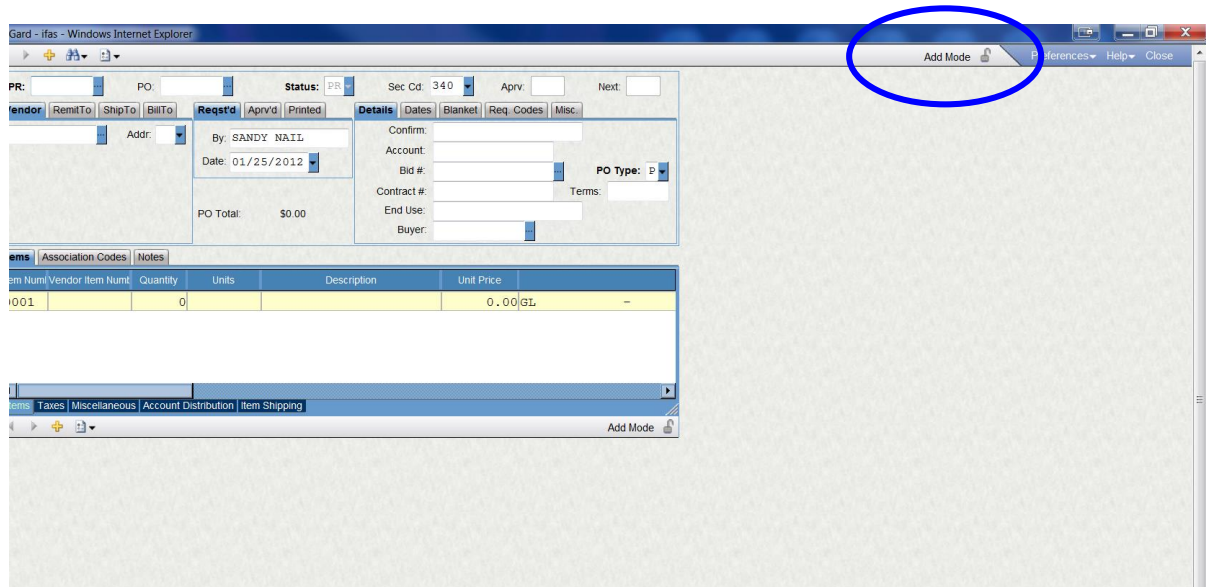


Screen Modes

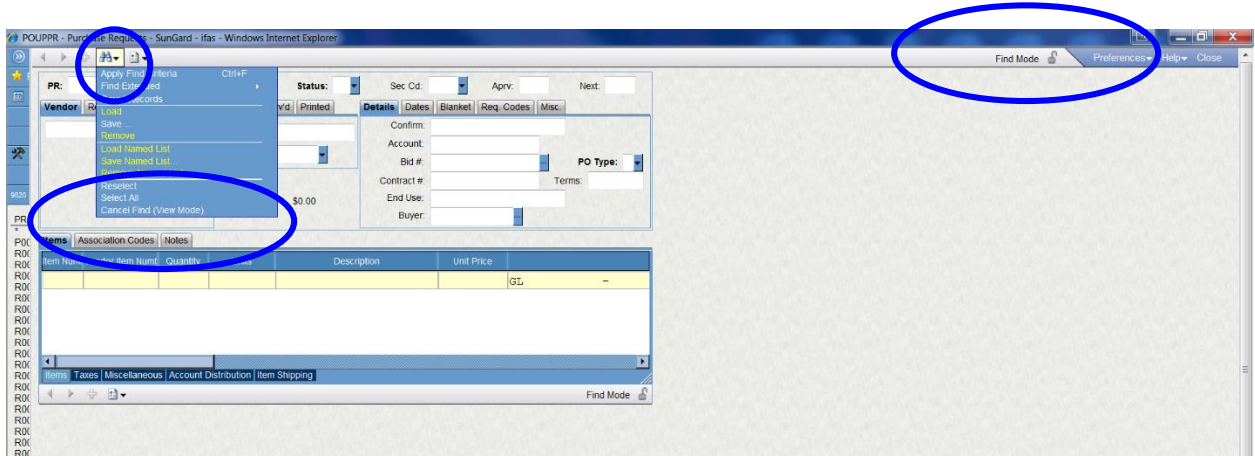
Each screen in BusinessPlus has three modes – Add, Browse and Find. The end user needs to have an understanding of what functions can be performed in each of these modes. To determine which mode a user is in, look at the information in the top right-hand corner of the active BusinessPlus window. An example of each mode and its functionalities are described below.

Add Mode

The Add Mode allows an end user to create a new record in BusinessPlus. Notice the “Add Mode” on the top right-hand side of the window.



To get to “Add Mode”, the user typically needs to just click on the “+” (plus) icon on the tool bar to create a new record. However, if the user has the screen set to come up initially in Find Mode, they will need to click on the drop down arrow beside the “binoculars” and select “Cancel Find (Add Mode)” to get to the Add Mode. See below:



Browse Mode

In Browse Mode the end user can toggle back and forth between records to view information. After doing a search in Find Mode, the user is put in Browse Mode to review the results of the search. In Browse Mode you will see “Record 1 of XXX in the top right-hand corner of the active window.

PE Update - SunGard - ifas - Windows Internet Explorer

Record 1 of 8404

PE ID: 000013 Security Cd: LOCATING Expire Date: Status: AC

Name: 24 HOUR BUSINESS

First Name: SSN: Select 1:
Middle Name: Affiliation: Select 2: 8/19/09
Last Name: Salute Cd: Suffix:
Nickname: Created: 1/28/2008 12:00:00 AM
Web URL:

Addresses | Phones | Emails | Vendor | Customer | Price Cals | Relations | Associations | Text

Address Type: R1 Status: R1

Address Line 1: 1009 NE JIB COURT STE D
Address Line 2:
Address Line 3:
Address Line 4:

Zip: 64064-1737 City: LEES SUMMIT SVProv: MO
Country Code:

Contact ID: Attention: AARON ENDICOTT

Record 1 of 1

Find Mode

In Find Mode the user can do a search on any one or more of the fields in the active window. Examples will be provided during training.

PE Update - SunGard - ifas - Windows Internet Explorer

Find Mode

PE ID: Security Cd: Expire Date: Status:

First Name: SSN: Select 1:
Middle Name: Affiliation: Select 2:
Last Name: Salute Cd: Suffix:
Nickname: Created:
Web URL:

Addresses | Phones | Emails | Vendor | Customer | Price Cals | Relations | Associations | Text

Address Type: Status:

Address Line 1:
Address Line 2:
Address Line 3:
Address Line 4:

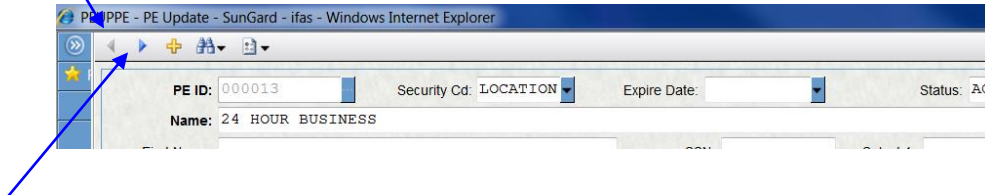
Zip: City: SVProv:
Country Code:

Contact ID: Attention:

Find Mode

Navigation Buttons

Previous: This arrow shape (<) moves you the previous record. The button is disabled when at the first record. You may also press **CTRL+P**.



Next: This arrow shape (>) moves to the next record. The button is disabled when at the last record. You may also press **CTRL+N**.

Chevron: This symbol (⏪) is used to open the left side of a screen when performing a search. This allows you to view multiple choices from the search that was created. When the chevron is pointed left, the screen is closed. To open the chevron, click on it to point right.

Keyboard Commands

CTRL + A	Add a record.
CTRL + D	Delete a record.
CNTL + C	Copy a record.
CNTL + V	Paste a record.
CTRL + F	Find/ Search and then Apply Search.
CTRL + G	Toggle to and from the grid view and single record view.
CTRL + L	View the list box attached to a field with an arrow .
CTRL + T	Display the last used auto-generated seed value for a field.
CTRL + N	Move to the next record.
CTRL + P	Move to the previous record.
CTRL + 1, 2, 3, 4, etc.	Move to another tabbed page on a screen. For example, if there are four tabbed pages, press CTRL +3 to move to the third page from the left.
F1	Press F1 to display the help file associated with the screen you are viewing.
F5	Refreshes the screen.
ESC	Cancel all changes to the record you are working on (since last "ENTER")
TAB	Press the Tab key to move through the fields on a screen.
Shift + TAB	Holding the shift key when pressing Tab will move backwards through the fields on the screen.

Selection Criteria

- Watch Case, some filters are case sensitive. Use all upper case when entering alphabetic information
- Use ':' to specify a range
- Both the '%' and the '*' can be used as wildcards
- Use '>' for greater than
- Use '<' for less than
- Use '>=' for greater than or equal to
- Use '<=' for less than or equal to
- Use '<>' for not equal to
- Use ',' or '|' to specify an OR condition (A,B would be A or B)
- Use '=xxx,xxx' to select text with commas

Screen Masks

In Business Plus, each function that you perform is completed on a screen or series of screens that have a mask (the internal location of the screen). If you need assistance with a screen, you will need to know the mask you are in. The mask name is in the upper left-hand corner of each screen.

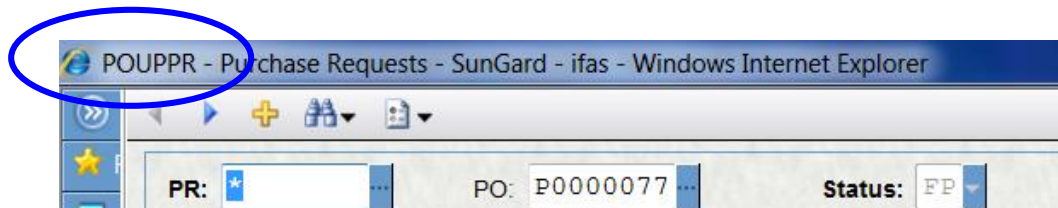


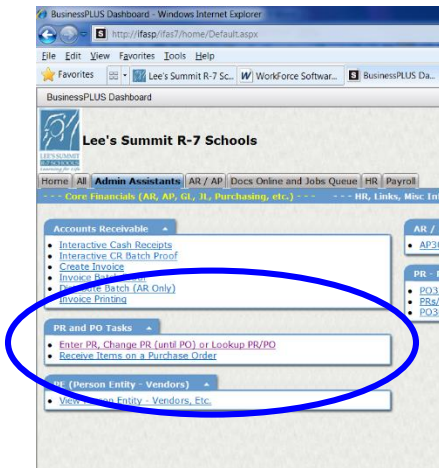
EXHIBIT G

Purchase Requests/Purchase Orders

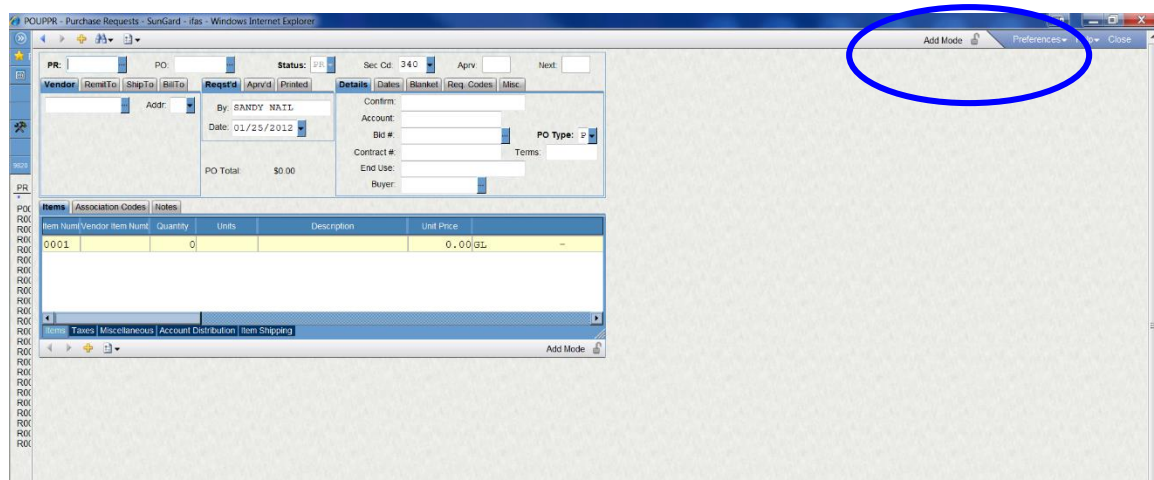
A Purchase Request is used to order materials/goods from vendors. The Purchase Request does NOT become a Purchase Order until the approval process is complete and the request is printed in the Purchasing Department.

To maneuver thru BusinessPlus, it is recommended to use the Tab button. This will allow you to move from field to field. Use the Enter button when you have completed entering all the data necessary to create a Purchase Request.

Once logged into BusinessPlus, from your dashboard under PR and PO Tasks, click on Enter PR, Change PR (until PO) or Lookup PR/PO.



When the POUPPR screen comes up to create a Purchase Request, you will automatically be in ADD MODE. You can tell which mode you are in by looking in the upper right-hand corner of the screen.



The following fields are required on the parent portion (Header Information) of the record:

1. PR
2. Vendor
3. Ship To
4. Details (not required; but recommended)
5. Req Codes (if applicable)

The following fields are required on the child portion (Item Information) of the record:

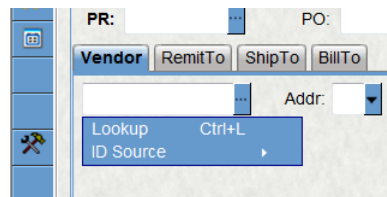
1. Quantity
2. Units
3. Catalog Number (not required; but recommended)
4. Description
5. Unit Price
6. Account Number

Data Entry – Header Information

1. PR Number – The system will assign the next available number. Click on the ellipse button and select Auto [PR.SEED]. Note the number assigned for future reference.



2. Vendor – To access the lookup feature, click on the ellipse button and select Lookup.



The following criteria box will allow you to search for a specific PEID (vendor):

Search ID Source: Person/Entity

Filter: Name like *OFFICE*

PE ID	NAME	SECURITY CD	PEDB CODE
003506	COUNTRY OFFICE SUPPLY	VENDOR	P
001547	FEDEX OFFICE	VENDOR	P
001029	FOXHILL OFFICE PRODUCTS	VENDOR	P
001310	HORN PRINTING & OFFICE SUPPLY	VENDOR	P
003866	K & M OFFICE PRODUCTS	VENDOR	P
002181	OFFICE DEPOT	VENDOR	P
002182	OFFICE MACHINE CLINIC	VENDOR	P
002183	OFFICE MAX	VENDOR	P
002212	OSAGE OFFICE PRODUCTS INC	VENDOR	P
004807	SCOTT RICE OFFICE WORKS	VENDOR	P
004325	TIERNEY OFFICE PRODUCTS	VENDOR	P

Addresses:

CODE	ADDRESS LINE 1	ADDRESS LINE 2	ADDRESS LINE 3	ADDRESS LINE 4	CITY	ST./PROV.
P1	374 NW 900				WARRENSBURG	MO

Enter a portion of the vendors name (it is not necessary to enter full name). Click Apply to display names matching the name entered.

NOTE: Using the asterisk (*) or wildcard is recommended in the event the name is entered differently than expected.

Select the appropriate ID by highlighting it and clicking OK. Double clicking will populate the PEID number into the PR record.

NOTE: All addresses defined for a vendor will be listed in the lower portion of the screen. The highlighted address is the one that will be brought into the record. Simply highlight the appropriate address is the default address is incorrect.

3. Ship To: Enter your location code (L0XX) and hit Tab. In this example we have used L091, Stansberry Leadership Center. The system will auto-fill the location information.

POUPPR - Purchase Requests - SunGard - ifas - Win

PR: PO:

Vendor RemitTo ShipTo BillTo Reqs

L091 Addr: B1 By

STANSBERRY LEADERSHIP Date

301 NE TUDOR RD

LEES SUMMIT MO 64086-5702 PO T

Items Association Codes Notes

4. Details: You are not required, but highly recommended to complete one field under details tab – End Use. Fill in the name of the person requesting the Purchase Request. This is helpful in identifying who requested the supplies/materials when the merchandise is received.

Sec Cd: 340 Aprv: Next:

Details Dates Blanket Req Codes Misc.

Confirm:

Account:

Bid #:

Contract #:

End Use:

Buyer:

PO Type: P

5. Req Codes: Requisition Codes are messages that can automatically be added to a Purchase Request. For example, you may need the Purchase Order sent back to the requestor or may need to order the materials in the next fiscal year. You can select multiple req codes if needed. To select a req code, click on the drop down arrow and highlight the applicable code and click.

Sec Cd: 340 Aprv: Next:

Details Dates Blanket Req Codes Misc.

Req Codes

C CLOSE/DISENCUMBER PO

CM MAIL CHECK TO VENDOR

CONTROL

CR RETURN CK TO REQUESTOR

F1 PLS CALL 9662210 TO SCHED DELV

F2 DO NOT SHIP/INVOICE B4 7/01/11

F3 DO NOT SHIP/INVOICE B4 7/11/11

F4 DO NOT SHIP/INVOICE B4 7/18/11

F5 MUST SHIP/INVOICE B4 5/27/11

F6 DO NOT INVOICE B4 7/01/2011

F7 NEW FACILITY SHIP ORDER AFTER

F8 PREPAY ONLY. INV 301 NE TUDOR

PD DUPLICATE PO

Add Mode

At this time pressing Enter will save the header portion of the requisition. However, no products have been ordered or any money encumbered.

NOTE: Make sure to note the PR number in case you must leave the screen and need to complete the requisition at a later time.

Data Entry – Item Information

1. Quantity – Enter the quantity for the item being purchased.

A screenshot of a software interface showing a table with columns 'Numl', 'Quantity', and 'Unit'. The 'Quantity' column has a value of '1' entered in a yellow-highlighted cell.

2. Unit – Select the appropriate Unit of Measure for the item being purchased from the drop down list. Access the list by clicking on the down arrow. Highlight the applicable Unit of Measure you need to use and click.

A screenshot of a software interface showing a dropdown menu for the 'Units' column. The menu is open, displaying a list of units: <none>, BALE, BAG, BOOK, BOTTLE, BUCKET, BOX, CARTRIDGE, CAN, CASE, DOZEN, EACH, and FMTBATCH. The 'EACH' unit is highlighted in yellow. The background shows a table with columns 'Quantity', 'Units', 'Description', and 'Unit'.

3. Catalog Number – Enter the catalog number of the item being purchased into this field. This field is not required; but recommended.
4. Description – Enter a brief description of the item being purchased.

A screenshot of a software interface showing a table with columns 'Qty', 'Units', 'Item Description', and 'Unit'. The 'Item Description' column has a value of 'OFFICE SUPPLIES' entered in a yellow-highlighted cell. Below the table, there is a section labeled 'Fund Distribution Item'.

NOTE: Keep in mind that only the first 30 characters of the description entered will be available on General Ledger CDD reports.

5. Unit Price – Enter the unit price for the item being purchased. This is the amount that will be encumbered.

A screenshot of a web form showing a table with a header row and a data row. The header row has a blue background and the text 'Unit Price'. The data row has a yellow background and contains the text '10.00' followed by a small 'GL' label.

A screenshot of a web form showing a table with a header row and a data row. The header row has a blue background and the text 'Account Code'. The data row has a yellow background and contains the text 'G123456' followed by a small 'GL' label.

6. Account Code – Enter the GL Key Code and Object Code to be encumbered for the purchase. If the account codes are known, enter them into the appropriate fields.

A screenshot of a web form showing a table with a header row and a data row. The header row has a blue background and the text 'Account Code'. The data row has a yellow background and contains the text 'G123456' followed by a small 'GL' label.

A screenshot of a web form showing a table with a header row and a data row. The header row has a blue background and the text 'Account Code'. The data row has a yellow background and contains the text 'G123456' followed by a small 'GL' label.

NOTE: To look up a GL Key Code and Object, the steps are the same. The only difference is which box you have your cursor in. For example, if your cursor is in the Key field, when you do a lookup, the system will know you are looking up GL key codes. When the cursor is in the Obj (object) field, the system will search for object codes.

To look up a key, first make sure your cursor is in the Key field. Click on the ellipse button. Select Lookup Key. A list will appear of account numbers for your department. Double-click on the appropriate code to have the system populate it into the Purchase Request record.

To look up an object, follow the same instructions stated above, but this time place your cursor in the Obj (object) field.

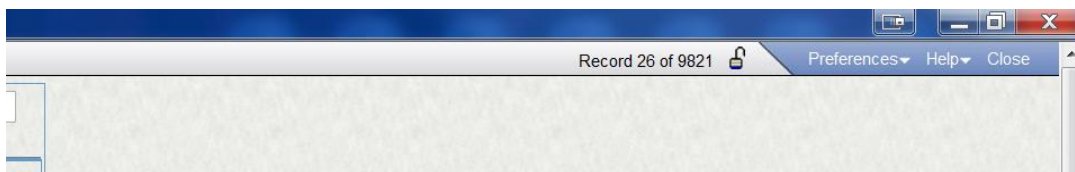
Press Enter to save the first line item on the Purchase Request. When all the required fields have been completed, a message stating “Record Accepted” will appear with a green check mark on the upper left-hand corner of the screen. Until the “Record Accepted” message is displayed, the Purchase Request is not saved in the database.

A screenshot of a web browser window titled 'POUPPR - Purchase Requests - SunGard - ifas - Windows Internet Explorer'. The browser shows a message 'Record Accepted' with a green checkmark in the top left corner, which is circled in blue. Below the message, there is a form for a Purchase Request. The form includes fields for 'PR: R0011287', 'PO:', 'Status: PR', 'Sec Cd: 340', 'Aprv:', and 'Next:'. There are also tabs for 'Vendor', 'Ship To', 'Bill To', 'Reqst'd', 'Aprv'd', 'Printed', 'Details', 'Dates', 'Blanket', 'Req. Codes', and 'Misc.'. The 'Req. Codes' tab is selected, showing a table with columns for 'Req Codes' and 'By: SANDY NAIL'. The 'Req Codes' table has two rows of data. The 'By: SANDY NAIL' field is also visible. The 'Date: 01/25/2012' field is also visible. The 'PO Total: \$10.00' field is also visible.

If additional line items are needed, go to the next line on the grid and repeat the steps necessary for data entry of Item Information. The system automatically numbers the next line item in anticipation of additional records.

NOTE: When you press Enter and **do not** receive “Record Accepted” and a green check mark, the system will display one of two error messages – a yellow ball, which is a warning that data entered could be wrong, or Red X, which blocks you from continuing with the Purchase Request until you correct the error. The system will explain the error message so you know which fields need to be corrected.

If no additional records are to be entered, close the screen by clicking on Close or on the “X” in the upper right-hand corner of the screen.



To avoid lengthy data entering for large Purchase Requests to vendors such as Dick Blick, Walmart, Target, etc., it is permissible to enter a Purchase Request by entering “See Attached List” in the description field.

 A screenshot of a web-based application interface for 'POUPPR - Purchase Requests - SunGard - ifas - Windows Internet Explorer'. The interface includes a top navigation bar with buttons like 'Vendor', 'RemitTo', 'ShipTo', 'BillTo', 'Reqst'd', 'Aprv'd', and 'Printed'. Below this, there are fields for 'PR: R0011287', 'PO:', 'Status: PR', 'Sec Cd: 340', 'Aprv:', and 'Next:'. A 'Vendor' section shows details for '002183' and 'OFFICE MAX'. A 'By: SANDY NAIL' and 'Date: 01/25/2012' are also visible. A 'Req Codes' section contains several dropdown menus. At the bottom, there is a table with columns: 'Item Num', 'Vendor Item Num', 'Quantity', 'Units', 'Description', 'Unit Price', and 'Account Code'. The first row of the table shows '0001', a blank vendor item number, '150', a blank unit, 'SEE ATTACHED LIST', '1.00', and 'G2521'. Below the table, there are tabs for 'Items', 'Taxes', 'Miscellaneous', 'Account Distribution', and 'Item Shipping'.

Item Num	Vendor Item Num	Quantity	Units	Description	Unit Price	Account Code
0001		150		SEE ATTACHED LIST	1.00	G2521

The quantity will become the TOTAL amount of funds to be encumbered and the Unit Price will be \$1.00. The attachment should be sent to Purchasing so it can be mailed to the vendor along with the Purchase Order. A second copy of the attachment should be sent to Accounts Payable in Business Services with the Purchase Order number written on it.

Account Code Split – Charging Multiple Accounts Codes

This section will explain the process of entering multiple account codes on a line item on a Purchase Request. The line items can be coded to multiple accounts by either entering specific dollar amounts or percentages of the total amount.

Getting Started

Place your cursor in the GL Key field and click on the ellipse button. A drop down menu will be displayed. Select Show Account Splits and click.

Splitting accounts by percentages

After indicating a line item is to be coded to multiple accounts, a new field appears next to the Object field. Notice that this field defaults to “Amount”. To change this, click the down arrow beside the “Amount” field and from the pop-up menu, click once on “Split by Percentages”.

Notice this changes the display from “Amount” to “Percent”

Description	Unit Price	GL	KEY	OBJ	Percent	Extended Amt	Product Code
ADDING MACHINE TAPE	0.00	GL			Percent	0.00	

1. Enter the GL Key into the Key field.
2. Enter the GL Object into the Obj field.
3. Enter the percentage of the total amount you want coded to the first account. It is not necessary to enter a percent sign.

Description	Unit Price	GL	KEY	OBJ	Percent	Extended Amt	Product Code
ADDING MACHINE TAPE	0.00	GL	G2521	6411	50	0.00	

4. To enter the next account number in the split, click on the down arrow next to the Percent field. From the pop-up menu, select “New Account Split” by clicking once on “New Account Split”. The system will clear the Key, Object and Percent field to allow the user to enter the next GL key, GL object and percentage.

Description	Unit Price	GL	KEY	OBJ	Percent	Extended Amt	Product Code
ADDING MACHINE TAPE	0.00	GL	G2521	6411	50	0.00	

5. For each additional account, repeat these steps. You may use as many account splits by percentage as necessary, but the total percentage must add up to 100%.
6. To display the accounts, press the down arrow beside the “Percent” field. A menu will pop up, displaying the accounts and total percentages. The total percentages are highlighted in yellow.

NOTE: The total percentage must equal 100%. If the percentage does not equal 100%, you will receive an error message when attempting to save the record.

Splitting Accounts by Amount

The instructions are basically the same for splitting by amounts as they are for splitting by percentages. Remember, the default for splits is AMOUNT.

1. First, click on the ellipse button and select Show Account Splits.
2. The account split defaults to "Amount".
3. Enter GL Key, GL Object, and the first dollar amount to be coded to account number.
4. Click on the down arrow next to the "Amount" field. From the pop-up menu, click "New Account Split". The system will clear the Key, Object and Amount field to allow the user to enter the next GL key, GL object and dollar amount.
5. To display the accounts, press the down arrow beside the "Amount" field. A menu will pop up, displaying the account codes, the amounts and total. The total is highlighted in yellow.

NOTE: The total amount must equal the extended amount. If this amount does not add up, you will receive an error message when attempting to save the record.

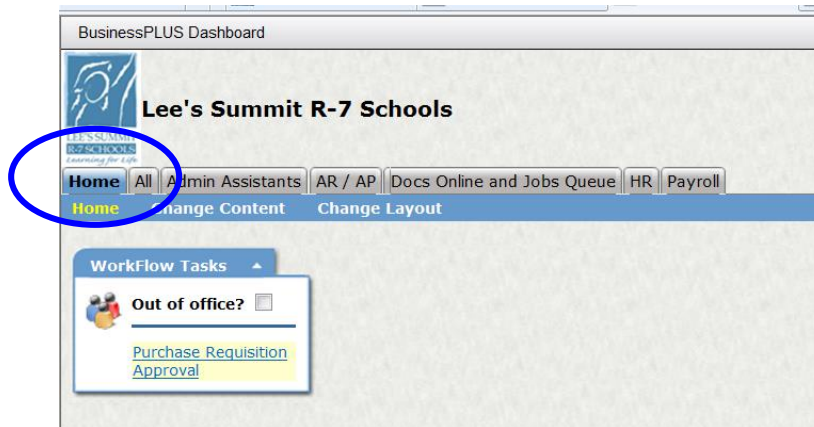
EXHIBIT H

PURCHASE REQUISITION APPROVAL PROCESS

A Purchase Requisition must move through an approval process to become a Purchase Order. This guide will explain how to approve the Purchase Request and how to view the Workflow of the request.

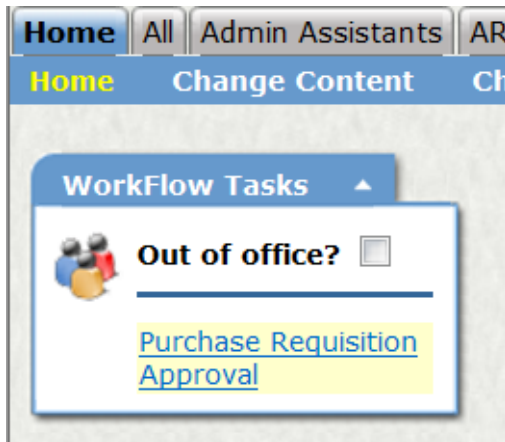
The first step in the approval process is for the originating person entering the Purchase Requisition to approve the request.

From your BusinessPlus dashboard, click on the “Home” tab.



Workflow Tasks will be identified when you have purchase requests (PR) that are waiting your approval.

When you have Purchase Requests that need to be approved, they will be shown on the dashboard, under “Workflow Tasks” tab.



NOTE: When you do not see a message under “Workflow Tasks”, press the F5 button. This will refresh the screen. Any requests needing approval will generate at that time.

Click on the Purchase Requisition Approval message. You will be directed to the screen, as shown below.

USER ID	WHEN IN	NAME	WHEN OUT	GROUP	SCREEN
SNAIL	01/25/2012 15:19:02	SANDY NAIL			
TBA		Future Task Item	To Be Assigned	wf ADMIN 340	
TBA		Future Task Item	To Be Assigned	wf Purchasing	

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Pct
0001	200.000				GL G2521	6411	50%
					GL G2521117	6411	50%

Item Description
ADDING MACHINE TAPE

To approve the PR, check the box to the left of the Purchase Request number.

PR	PO	Vend	Stat
<input checked="" type="checkbox"/> 0011287		002183	PR

To approve the PR request and send it to the next approver, click on the “green checkmark”.

To reject the PR request, click on the “red X”.

When you click on the “green checkmark” to approve the PR, the next screen will generate:

Task List Items Awaiting Processing - ID Assignments

Model/Version: Purchase Requisition Approval - 4

Comments

Limit comments to 255 characters

Summary

Purchase Request# = R0011287
 PR Totals =
 Requested By = SANDY NAIL
 Request Date = 1/25/2012
 Entry Date = 1/25/2012
 Vendor = 002183-OFFICE MAX

ACCOUNT INFORMATION

Item#	Quantity	Price	Item Total	Lg	Key	Object	Amt/Dct
0001	200.000				GL 02521	6411	50%
			GL 02521117		6411		50%

Item Description

ADDING MACHINE TAPE

It is not required to type comments in the comment box. It is however, required to select the “Submit” button to approve the PR.

Comments

Limit comments to 255 characters

This completes the approval process for the originator of the purchase request.

When you need to know the status of a Purchase Request, it is possible to follow the “Workflow”. To view the status, click on Enter PR, Change PR (until PO) or Lookup PR/PO from your dashboard.

This will bring up the POUPPR screen. Make sure to open the “chevron” button.

Note: You will know the chevron button is open when you can view the list of purchase orders on the left.

PR NUMBER	PO NUMBER	VENDOR
P0000077	002181	00362E
P0002881	P0002452	00362E
R0000003	P0000007	003294
R0000004	P0000109	002122
R0000005	P0000031	002142
R0000006	P0000008	002572
R0000007	P0000009	00287C
R0000008	P0000010	002837
R0000009	P0000011	002874
R0000010	P0000066	003182
R0000011	P0000110	00314E
R0000012	P0000006	00314E
R0000013	P0000039	00258E
R0000014	P0000012	001091
R0000015	P0000147	00260E
R0000016	P0000148	002837
R0000017	P0000013	002837
R0000018	P0000014	002467
R0000021	P0000015	002074
R0000022	P0000016	002837
R0000023	P0000017	001091
R0000024	P0000018	00295E
R0000025	P0000149	002467
R0000026	P0000150	00258E
R0000028	P0000019	00260E

Click on the binoculars to do a Find/Search.

In the PR box, type in your PR number: RXXXXXXX and hit Enter. This will bring up the purchase request you want to see the status of.

On the left-hand side of the screen click on the Workflow tab.

Purchase Document

USER

SNAIL ✓

JHEDRICK Pending

TBA

This allows you to view where in the approval process the purchase request is. The Purchasing Department will always be the final approver.

EXHIBIT I

BusinessPLUS 7.9 PO RECEIVING – POUPRC

Payments cannot be processed without PO's first being received. The person who entered the PO and Accounts Payable personnel has access to receive items on a PO.

HOWEVER, it is imperative that the person entering the purchase order be the one responsible for receiving. Accounts Payable personnel do not have the ability of knowing if the merchandise has arrived at the building location.

From your dashboard, Under PR PO Tasks, click on **Receive Items on a Purchase Order**. The following screen will come up:

The screenshot shows the 'POUPRC - Receiving Information' screen in SunGard iFast. The 'PO Number' field is circled in blue. A blue arrow points from this field to a box labeled 'Purchase Order Number'. The screen also displays fields for 'Date Received' (03/03/2011), 'Carrier', 'Freight', 'Packing', 'End Use', and 'Ship To'. There are 'Receive All' and 'Save' buttons. Below these fields is a table with columns: PO Item, Description, Notes, Units, Qty Accepted, Amt Accepted, and Qty Rejected. The table is currently empty. The bottom of the screen shows the Windows taskbar with the Start button and several open applications.

Type in the complete PO number in the box and hit the TAB button.

This will bring up the PO that needs to be received.

- If you know that ALL the merchandise has arrived, you can click on the **Receive All** button. You must click on the **Save** button for the receiving to be accepted.

Make sure to look at the top of your screen for Record Accepted.

- If you have only received a partial shipment, you will manually receive the merchandise.

Follow the steps above to bring up the POUPRC screen.

POUPRC - Receiving Information - SunGard - iFast - Windows Internet Explorer

Record 1 of 4

PO Number: P0007574 Date Received: 03/04/2011

Carrier:

Freight:

Packing:

Receive All

Save

PO Item	Description	Notes	Units	Qty Accepted	Qty Rejected	Qty Rejected
0001	MATBRD CRES		EA			
0002	MATBRD CRES		EA			
0003	RULER 18" ME		EA			
0004	PAINT TEMPER		PT			

PO Number

Quantity Received

Type in complete PO number and press TAB.

To manually receive you will need to enter the quantity received on each line of the PO into the Quantity Accepted Fields.

Click on the Save button. This will save the merchandise you entered for this PO.

Look at the top of your screen for Record Accepted.

Note:

- If a vendor sends more merchandise than you ordered, put the total received manually into the system. This will help us to know what needs to be paid when the invoice is received.
- For PO's that need a check to be cut (pre-paid) - please receive them right away. Checks cannot be cut without first receiving on a purchase order.
- Communication is important if merchandise is being returned to a vendor. If they vendor has not been paid yet, you can undo receiving. To undo receiving, follow the same step and manually input a negative number and click Save. Doing this will prevent us from paying the vendor.

Exhibit J

BusinessPlus 7.9 Vendor Look Up

New to 7.9 is access to view information on PEID (Vendor) files. No access is given to change existing information or to add new information.

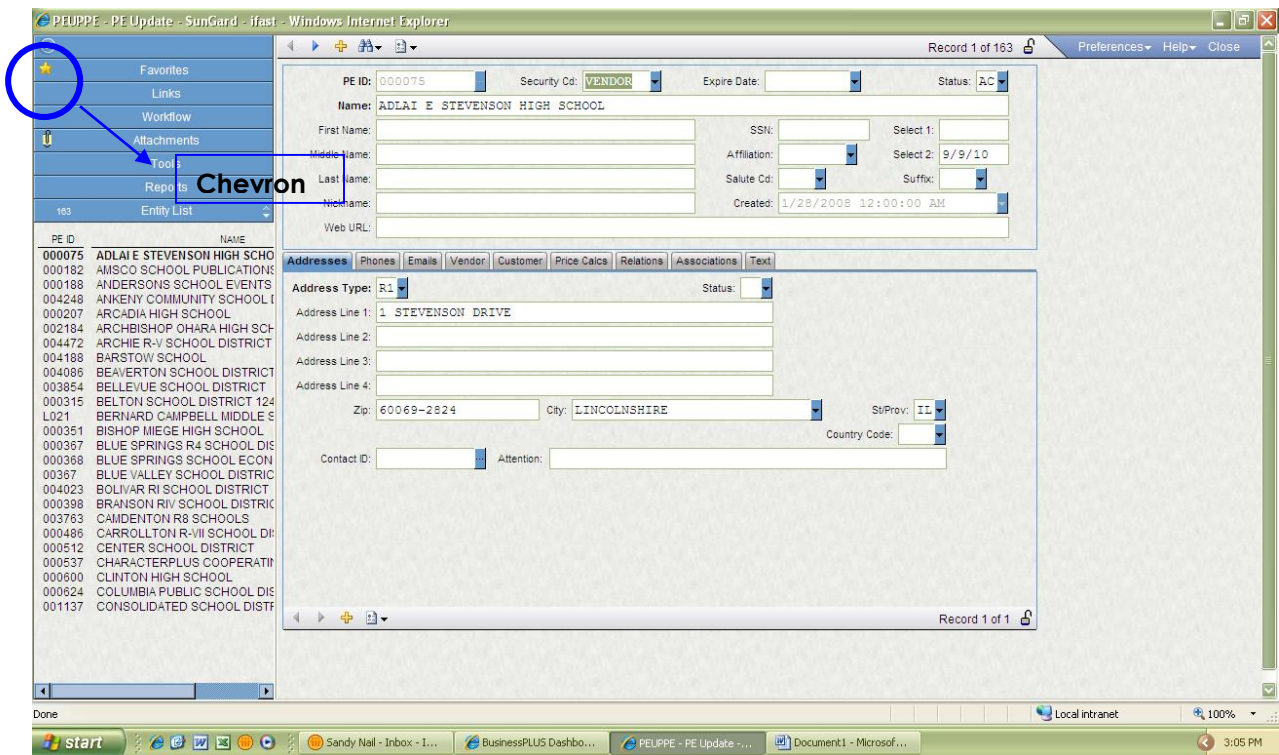
To look up a vendor, begin from your dashboard. Under the tab PE (Person Entity – Vendors), click on View Person Entity – Vendors, Etc.

The screenshot displays the 'Vendor Look Up' form within the BusinessPlus 7.9 application. The form is organized into several sections: a top section for basic identification (PE ID, Security Cd, Expire Date, Status), a middle section for personal details (Name, SSN, Affiliation, Salute Cd, Created, Select 1, Select 2, Suffix), and a bottom section for contact and address information (Address Type, Status, Address Line 1-4, Zip, City, State Prov, Country Code, Contact ID, Attention). The form is presented in a web browser window, with a sidebar on the left containing navigation links like Favorites, Links, Workflow, Attachments, Tools, Reports, and Entity List. The browser's address bar shows the URL 'Local intranet | Protected Mode: Off'.

When you click on the report, your screen should resemble the picture above. It's important to know how to navigate thru to find what you're looking for.

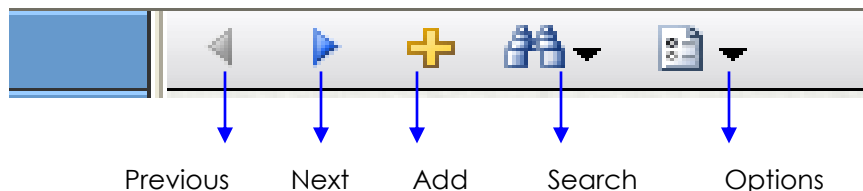
Chevron button

The chevron button is the symbol in the upper left hand corner. This will open and close the left side of your screen. Opening the left side of your screen is important when you have multiple vendors with the same information you are searching for, such as *School*. It will tell you how many vendors have the word school in it. See example below:



Navigation Buttons

The only navigation button for you to use are the left, right arrows and the binoculars. The left and right arrows allow you to maneuver thru the PEID's available and the binoculars allow you to search for a vendor.



You should notice two sets of navigation buttons, one at the top and one at the bottom of the screen. The set of navigation buttons at the top is for the entire record or Parent Record. The buttons on the bottom maneuver thru one specific vendor or Child Record.

Browse Mode

Each screen has 3 modes, Add, Browse and Find. To determine which mode you are in – look at the information in the top right-hand corner of the active window. You have not been granted access to Add Mode. **This screen will automatically come up in Find Mode.**

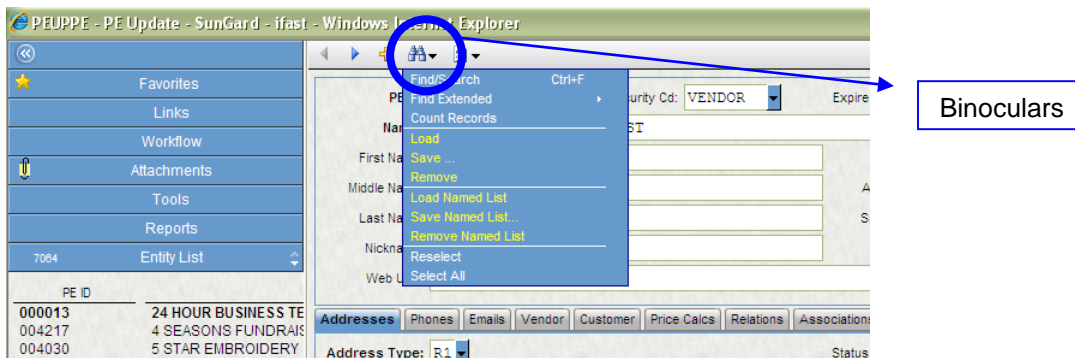
Browse Mode will read Record 1 of XX. This mode will allow you to use the Left or Right Arrows to toggle back and forth to view the information.

Find Mode

When a user is in Find Mode the user can search on any one or more fields in the active window. **Remember, your screen will automatically open in Find Mode.**



When you are not in Find Mode or need to perform a second search, click on the binoculars.



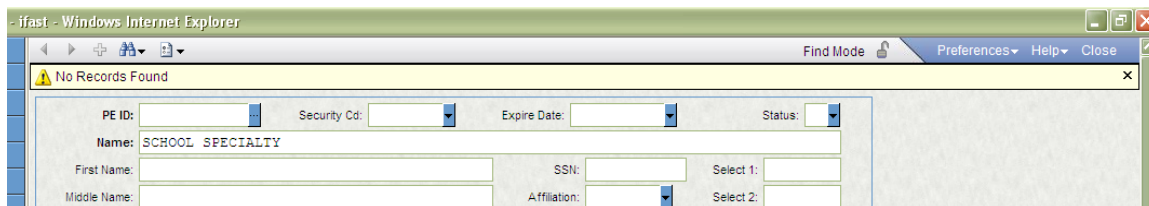
Select Find Search.

This will bring up a blank screen. You can search on most fields or more than 1 field at a time.

Note: Due to privacy issues, you do not have access to see any SSN's, Bank Account, and Bank Routing information. Therefore, searching on these fields will not bring up any information.

In most cases when you are looking for a vendor, you will be searching by name. Type in the vendor name you are searching for and press Enter.

If you typed in School Specialty, you would NOT find the vendor.



The official vendor name is School Specialty Inc. It is important to remember to use the * (wildcard) symbol. This will help you to find the vendor, especially since you may not know the full name of the vendor.

Note: The asterisk (*) or wildcard button is great for searching tool. If you use the * button in front of a word like school (*SCHOOL), it will bring up all vendors that end in school. Should you use the * button in back of school (SCHOOL*), it will bring up all vendors that begin with school. Likewise, if you surround your word with asterisks (*SCHOOL*), it will bring up all vendors with the word school in it.

Following the same steps, search again for a vendor using *STORAGE*. This should bring up a screen with 2 possible vendors.

The screenshot shows a web application window titled "PEUPPE - PE Update - SunGard - ifast - Windows Internet Explorer". The window displays a vendor record for "50 HIGHWAY SELF STORAGE". The record is identified by PE ID 000016 and Security Cd: VENDOR. The status is IN. The vendor's name is 50 HIGHWAY SELF STORAGE. The first name is blank, middle name is blank, last name is blank, and nickname is blank. The web URL is blank. The SSN is blank, and the affiliation is blank. The salute Cd is blank, and the suffix is blank. The created date is 1/28/2008 12:00:00 AM. The address type is R1, and the address line 1 is 953 SE OLDHAM PKWY. The status is blank. The window also shows a list of vendors on the left side, including 000016 50 HIGHWAY SELF STORAGE and 001948 MISSOURI PETROLEUM STORAGE.

If your chevron is closed, click on it to view the two possible vendors, 50 Highway Self Storage and Missouri Petroleum Storage.

Once again it is important to be familiar with the information contained on the screen.

PE ID: This number is automatically given by the system at the time of vendor set up. It is grayed out and cannot be changed. This vendor number is used for purchase orders and to issue payments.

Security Cd: This is the type of vendor. The types of vendors are: Customers, Employees, Location or Vendor.

Status: The code is either AC for Active or IN for Inactive. Active means the vendor information is correct and can be used for PO's, Invoice Payment Requests, etc. Inactive means that the vendor cannot be used at this time and is shut down. There are 3 other areas to look at to determine why this vendor is inactive – Vendor tab, Association tab, and Text tab. Information on these tabs will be explained further in the Child Record of the PEID screen.

Name: Vendor name is based off the W9 received. You may ask for a vendor to be set up, but the name may change due to the information on the W9 and/or the invoice received.

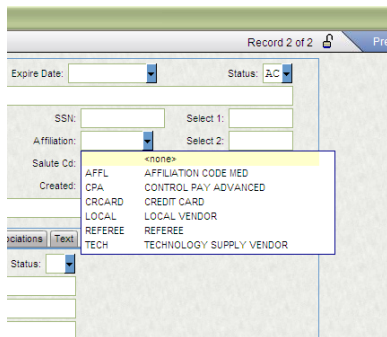
First, Middle, Last Name: Currently being update so that eventually you will be able to search on these fields.

SSN: Blanked out for privacy purposes.

Select 1: Date a W9 was mailed to the vendor to be filled out.

Select 2: Date W9 received in Business Services.

Affiliation: Tags a specific vendor. If this box is tagged CPA or CRCARD, this vendor is paid by Accounts Payable personnel with a special credit account.



The screenshot shows a web-based form for a vendor record. The 'Affiliation' dropdown menu is open, displaying a list of options: <none>, AFFILIATION CODE MED, CPA, CONTROL PAY ADVANCED, CRCARD, CREDIT CARD, LOCAL, LOCAL VENDOR, REFEREE, REFEREE, and TECH, TECHNOLOGY SUPPLY VENDOR. The form includes fields for 'Expire Date', 'Status' (set to 'AC'), 'SSN', 'Select 1', 'Select 2', 'Salute Cd', 'Created', and 'Status'. There are also buttons for 'Options' and 'Text'.

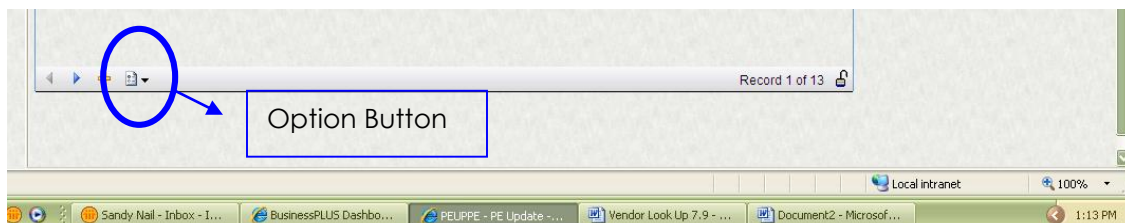
Nickname: This box is used for Everification (EV) purposes. In 2009, Missouri state law requires vendors performing a service verify by affidavit that the do not hire illegal aliens. This is how we designate which vendors have sent an Everification form back to us.

Created: This is the date and time stamp the system enters when the vendor set up is completed.

Web URL: Web address for this company.

Note: This completes the Parent Record. The information contained in the top portion of the screen applies to the entire record. Subsidiary company information are in the bottom portion of the screen which is called the Child Record.

Address Tab: There are many types of addresses: Purchasing, Billing, Delivery, Remittance, Home. The first letter determines which type of address it is. You can have up to 9 different addresses per type.



To navigate thru all the available addresses, use the navigation tools at the **bottom** of the screen. The number of addresses available are shown at the bottom right hand side, Record 1 of XX.

An easy way to see all the addresses available at once is to click on the Option button and select Show Grid.

Address Status	Address Line 1	Address Line 2
B1	3195 WILSON DRIVE NW	
P1	ORDER ENTRY	PO BOX 1579
P2	FRANK SCHAFER PUBLICATIONS	PO BOX 1579
P3	CHILDCRAFT EDUCATION	PO BOX 67-3106
P4	SPORTIME	PO BOX 1579
P5	SCHOOL SPECIALTY PUBLISHING	8720 ORION PLACE
P6	INTEGRATIONS	PO BOX 1579
P7	SAX ARTS & CRAFTS	PO BOX 510710
P8	ABC SCHOOL SUPPLY	1156 FOUR STAR DRIVE
P9	ABILITATIONS	PO BOX 1579
PM	CORPORATE OFFICE	W6316 DESIGN DR
R1	MB UNIT 67-3106	
R2	CLASSROOM DIRECT	MB UNIT 67-3106

To close the grid, Select Options and Hide Grid.

If you don't see an address that is needed for a vendor, e-mail Accounts Payable or Purchasing personnel and they will add the address for you.

Phone & Email Tabs: New in 7.9 is the phone and email tab, which can be specific to a particular address. This is helpful since subsidiaries can have different phone numbers and email addresses from the parent company.

Vendor Tab: This tab contains a variety of information concerning the vendor, such as 1099 information, banking information, vendor security, and type of vendor.

Contact ID: Contact Name:

1099

1099 Flag: TIN: 1099 Dft:

Sole Name:

2nd TIN Notice ☐ Direct Sales > \$5k ☐ 1099 Addr:

Miscellaneous

Due Days:

Discount Pct:

Vend. Account:

Payment Method

Payment Option: EFT Type: Addenda Type:

Acct Type: Bank Acct: Routing Number:

Vendor Security

No PRs: ☐ Reason:

No POs: ☐ Reason:

No Invoices: ☐ Reason:

No Checks: ☐ Reason:

Vendor Type

Minority-Owned: ☐ Woman-Owned: ☐

Small Business: ☐ HUB: ☐

Local Business: ☐ Disabled Veteran: ☐

Section 8A: ☐

1099 Information – Each vendor is tagged for 1099 purposes. We require a 1099 on all vendors, with a few exceptions: temporary/one time vendors (who purchase supplies only), employees, student/parent reimbursements. A W9 must be received **before** a payment can be made to a vendor.

Sole Name – Here is where you may find a persons name. We have many companies that are DBA (Doing Business As). For instance, you may need to hire Mike Shortino as a DJ for a dance. When you do a Find Search for Shortino*, his vendor will not be one to select. His business name is Entertainment to Go. You could do a Find Search in this field as *SHORTINO*, and his vendor information will be available to be viewed.

Payment Method – Due to privacy issues, you will only be able to see whether a vendor is issued a check or will receive payment via EFT/ACH. Employee reimbursements are made via EFT/ACH. You will not be able to view bank account or routing numbers. All payments made to employees are deposited into the bank account in which they receive their payroll deposits.

Vendor Security – This is the first area to check to view the reason for an inactive vendor. Under Vendor Security you will find boxes labeled NO PR, NO PO's, No Invoices, and No Checks. When these boxes are checked to the right will be the reason as to why this vendor has been shut down.

It is important to note the No Checks box. It is our policy to have a W9 on file **before** payment can be made.

Association Tab: Association codes are another way for us to tag or label a vendor. We may need to know how many vendors are local, how many we are waiting for W9 information on, etc. There are a variety of different association codes. A vendor can have multiple codes.

This is second area to check to view the reason for an inactive vendor. This area is not as detailed as the Vendor tab, but will contain some information. You can use the navigation button on the bottom of the screen, or the option button to Open Grid to view the Association Codes.

Text Tab: Contains written information about the vendor such as person requesting vendor set up, vendor provides a service or purchasing goods, or any information necessary to know about the vendor.

This is the third area to look to view the reason for an inactive vendor.

The screenshot displays a software interface for vendor management. On the left, a sidebar lists vendor details: '000016 50 HIGHWAY SELF STORAGE' and '001948 MISSOURI PETROLEUM STORE'. The main window features a tabbed interface with the following tabs: 'Addresses', 'Phones', 'Emails', 'Vendor', 'Customer', 'Price Calls', 'Relations', 'Associations', and 'Text'. The 'Text' tab is currently selected and active. The content area of the 'Text' tab displays the message 'NO ACTIVITY SINCE '08'.

Now that you have an understanding of the information found in the PEUPPE screens, you can do a FIND SEARCH in any field, with the exception of SSN, Bank Account and Routing Number fields.

Tips

- Use the asterisk (*) button. The name of a vendor may be different than what you believe it to be.
- When searching for a vendor using the Zip Code, place an asterisk (*) after your 5 digits. We enter the 4 digit tail to our vendors.
- You can search for a vendor using information in more than one field. Example: Part of a vendor name, and city name.
- Remember to open your Chevron button. This will show all possibilities of your search query.
- If you have information on a particular vendor that is not in the system, such as contact information, please contact us to put it into the system. This will be helpful to all users.

Exhibit K



LEE'S SUMMIT SCHOOL DISTRICT EMPLOYEE REIMBURSEMENT REQUEST

EMPLOYEE ID#

EMPLOYEE

NAME:

ACCOUNT

KEY:

ACCOUNT

OBJECT:

PAYMENT AMOUNT: \$ _____

REASON FOR EXPENSE:

(Please note all reimbursements must be in Business Services 1 week prior to the direct deposit date.)

EMPLOYEE

SIGNATURE:

DATE:

*****Note***** A copy will need to be retained as a reconciliation of direct deposit into your account since no other paperwork will be returned to you.

APPROVED BY:

DATE:

(Original signatures are required)

Appendix A

General Ledger Object Codes & Capital Outlay Object Codes

<u>Object Code</u>	<u>Description</u>
6312	Inservice
6319	Other Professional / Technology Services
6332	Repairs
6333	Rental – Buildings
6334	Rental – Equipment
6337	Security Services
6343	Travel
6344	In-District Mileage
6349	Other Transportation Services
6361	Communication Expense
6362	Advertising
6363	Printing & Binding
6364	Postage
6365	Freight & Shipping
6371	Dues & Memberships
6391	Other Purchased Services
6392	Scholarships
6393	Officiating Expense
6394	Field Trips & Admissions & Camps
6395	Entry Fees
6397	Donations
6411	General Supplies
6412	Software
6413	Technology Supplies
6414	Envelopes
6420	Free Textbooks
6430	Regular Textbooks
6441	Library Books
6442	Library Automation
6451	Resource Materials
6471	Nutrition Services Food Supply
6486	Fuel
6487	Chemicals
6491	Nutritional Services Supplies & Materials
6492	Other Supplies & Materials
6495	Other Small Equipment
6496	Technology Small Equipment
6497	Food & Snacks
6540*	Regular Technology Equipment
6541*	Regular Equipment
6542*	Instructional Equipment
6543*	Instructional Technology Equipment

* Capital Outlay Object Codes

Appendix B

Lee's Summit R-VII School District Standard Classroom Set-up for Kindergarten

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity tables, select 2 from the following 3 options:				
	kidney-shape 48"x72" activity table	1	\$200.00	\$200.00	
	round 48" activity table	1	\$120.00	\$120.00	
	clover 48" activity table	1	\$125.00	\$125.00	
3	Tables for student desks, select one of the following options:				
	6 rectangle tables 36"x60"	6	\$110.00	\$660.00	
	4 rectangle tables 36"x72"	4	\$115.00	\$460.00	
4	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
5	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
6	Cubby unit, 25-tray, assorted colors	1	\$400.00	\$400.00	
7	Student chairs 14"	35	\$30.00	\$1050.00	
8	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
9	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$4,140.00	\$4140.00
	* Less 1 option of activity table	1	\$120.00	\$120.00	
	**Less 1 option of tables for student desks	4	\$115.00	\$460.00	
					\$580.00
	Total Standard Classroom Set-up for Kindergarten				\$3,560.00

* Note: subtracted the least expensive of the activity table options to get an estimated total

** Note: subtracted the less expensive of the tables for student desk option to get an estimated total

***Note: prices are subject to change

Lee's Summit R-VII School District
Standard Classroom Set-up for First Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, select 1 from the following options				
	kidney-shape 48"x72" activity table	1	\$200.00	\$200.00	
	round 48" activity table	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1430.00	
5	Student chairs 14"	26	\$30.00	\$780.00	
6	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer, 36 compartment	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$	\$4,000.00
	* Less 1 option of activity table	1	\$120.00	\$120.00	
					\$120.00
	Total Standard Classroom Set-up for First Grade				\$3,880.00

* Note: subtracted the least expensive of the activity table options to get an estimated total

**Note: Prices are subject to change

Lee's Summit R-VII School District
Standard Classroom Set-up for Second Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, select 1 from the following options				
	kidney-shape 48"x72" activity table	1	\$200.00	\$200.00	
	round 48" activity table	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1,430.00	
5	Student chairs 16"	26	\$30.00	\$780.00	
6	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer, 36 compartments	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$4,000.00	\$4,000.00
	* Less 1 option of activity table	1	\$120.00	\$120.00	\$120.00
	Total Standard Classroom Set-up for Second Grade				\$3,880.00

* Note: subtracted the least expensive of the activity table options to get an estimated total

**Note: prices subject to change

Lee's Summit R-VII School District
Standard Classroom Set-up for Third Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, select 1 from the following options				
	kidney-shape 48"x72" activity table	1	\$200.00	\$200.00	
	round 48" activity table	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1,430.00	
5	Student chairs 16"	26	\$30.00	\$780.00	
6	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer, 36 compartment	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$	\$4,000.00
	* Less 1 option of activity table	1	\$120.00	\$120.00	\$120.00
	Total Standard Classroom Set-up for Third Grade				\$3,880.00

* Note: subtracted the least expensive of the activity table options to get an estimated total

**Note: prices are subject to change

Lee's Summit R-VII School District
Standard Classroom Set-up for Fourth Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, round 48"	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1,430.00	
5	Student chairs 16"	26	\$30.00	\$780.00	
6	File cabinet, 2-drawer, locking (1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer, 36 compartment	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$3,800.00	\$3,800.00
	Total Standard Classroom Set-up for Fourth Grade				\$3,800.00

*Note: prices are subject to change

Lee's Summit R-VII School District
Standard Classroom Set-up for Fifth Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, round 48" activity table	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1430.00	
5	Student chairs 18"	26	\$35.00	\$910.00	
6	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$3,930.00	\$3,930.00
	Total Standard Classroom Set-up for Fifth Grade				\$3,930.00

Lee's Summit R-VII School District
Standard Classroom Set-up for Sixth Grade

	ITEM	QUANT	UNIT PRICE	EXT PRICE	TOTAL EXPENDITURE
1	Bookcase, metal 3-Shelves	2	\$115.00	\$230.00	
2	Activity table, 36"x72"	1	\$115.00	\$115.00	
3	Activity table, round 48" activity table	1	\$120.00	\$120.00	
4	Student desk, front-load style, metal bookbox	26	\$55.00	\$1,430.00	
5	Student chairs 18"	26	\$35.00	\$910.00	
6	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00	
7	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00	
8	Literature organizer	1	\$230.00	\$230.00	
9	Teacher desk, double pedestal, center drawer	1	\$430.00	\$430.00	
10	Teacher chair with pads & casters	1	\$125.00	\$125.00	
				\$3,930.00	\$3,930.00
	Total Standard Classroom Set-up for Sixth Grade				\$3,930.00

*Note: prices are subject to change

Appendix C

Lee's Summit R-VII School District

Standard Classroom Set Up for Secondary School

	ITEM	QUANTITY	UNIT PRICE	EXTENDED PRICE
	Student's desk and chair combo	30	\$100.00	\$3,000.00
	Teacher's desk, double pedestal with center drawer	1	\$430.00	\$430.00
	Teacher's chair with pads & casters	1	\$125.00	\$125.00
	Teacher's classroom stool with back and pad	1	\$190.00	\$190.00
	File cabinet, 4-drawer, locking	1	\$195.00	\$195.00
	File cabinet, 2-drawer, locking	1	\$145.00	\$145.00
	Bookcase, Metal, 3-Shelf	2	\$115.00	\$230.00
	Activity table, 36"x72"	1	\$115.00	\$115.00
	Activity table, round 48"	1	\$120.00	\$120.00
	Smartboard System	1	\$3,800.00	\$3,800.00
	Subtotal			\$8,350.00
	Storage cabinet, locking and on casters (if no built-in casework in the classroom)	1	\$1,370.00	\$1,370.00
	Total Estimated Costs			\$9,720.00

*Note: prices subject to change