

## **PROCUREMENT AND CONTRACTING FAQS**

### **Audio Visual – What do I need to know when ordering Audio Visual materials?**

The Technology Services Department will only service AV equipment from approved manufacturers. Once you decide what you want to order, enter a ticket in Happy Fox.

P-Card orders are limited to \$5,000 per purchase.

Ordering a printer requires the approval of Christa Ross, Director, Technology Services.

Some items, including those susceptible to theft or loss (cameras, projectors, laptops and other AV and IT products) as well as larger items that exceed \$500 must be tagged and inventoried regardless of the manner of purchase or delivery. Orders placed through PeopleSoft are set up, so they are automatically tagged upon receipt at the warehouse. For items direct-shipped to schools or approved for purchase through the P-Card, arrangement for appropriate tagging and tracking is essential. Contact the warehouse at 520-2905.

### **Computers**

Submit a Happy Fox ticket for your purchase of any Dell laptop/desktop, Chromebook, Monitors, Apple iPad, or MacBooks. Any other technology brand will not be supported by the IT Department and will require special approval before purchasing.

### **Copiers**

Production Printing oversees service calls for all of our copiers. The contract COTR is Mr. Patrick Stalnaker at 520.2125.

### **Professional Services/Professional Development/Coaching/Independent Consultants**

Up to \$500, Principals have delegated purchase authority; use the Simplified Consultant Agreement. Above \$500, work with the Procurement and Contracting Department. Ask the proposed service provider if they are receiving PERA retirement income. If they are, they must be referred to Human Resources who will attempt to retain their services as temporary employees. Please obtain a certificate of insurance, naming the district as an additional insured.

### **Instructional Material Purchases**

#### ***What do I need to know when ordering Instructional Materials (hard copy or online)?***

Only Board of Education approved materials, or “short cycle” approved materials can be used in the classroom. There is a process which includes an opportunity for public comment on the selections going for Board approval. Curriculum and Instruction (C&I) must approve all “short cycle” requests.

With the movement to a one-to-one device culture, there is a significantly increased interest in software licenses, subscriptions, “apps” which may or may not contain content that requires C&I vetting and or approval.

## **Instructional Technology and Library Services (ITLS) Reviews**

### ***Why do I need to submit an “app” for this review?***

ALL purchases for online use such as license(s), software, apps, and subscriptions require ITLS review and Curriculum and Instruction if they contain instructional content before coming to Procurement. These are mandatory reviews for compliance with the Districts’ IT operating system, state, and federal laws. The ITLS review entails the following:

- **Student data privacy compliance and review**

Determine that students do not have access to inappropriate content and that software/application will not request or share unauthorized student Personally Identifiable Information (PII). The Student Data Transparency and Security Act (SDTSA) increases transparency for stakeholders as well as security of student PII.

- **Technical Review**

Determine if student and staff devices along with operating systems are compatible with the application/software. Determine if interruption to access will be caused by regular updates to operating systems, devices, and software/application. NOTE: Support of the software ends and coincides with support from the vendor.

Review of software/application is not a guarantee of performance in D11 environment, it is a “best effort” decision based on information provided. A fully featured software trial should be conducted in order to guarantee compatibility.

- **Network Review**

Determine that software/application and any underlying connections do not inadvertently access embedded websites that could be harmful to the district network, staff, or students.

- **Roster and Integration Review**

Determine if the software/application can be connected directly or through supported third-party vendors to D11 Student Information System, PowerSchool. Determine the priority order and capacity of the Technology Division. Priority is developed in collaboration and cooperation with the Instruction and Curriculum department.

- **Curriculum Review**

The Instruction and Curriculum department looks at the following: direct connection to meeting Colorado Academic Standards, redundancy of like software/application functionality and data reporting, ability to work within authorized Learning Management Systems.

### ***Last year it was approved, and I want to buy the same license, do I need to submit it for ITLS review again?***

Yes. This ensures that any significant updates or upgrades get reviewed.

## **P-Card Issues**

### ***UNAUTHORIZED PURCHASES:***

The following items are not authorized for P-Card use:

Computers/Laptops, tablets or IPADs.

Software or software renewals (without Procurement Office approval); auto renewal is not authorized on any District p-cards.

Televisions (without additional approval).

School curriculum materials (you will need additional approval from the Procurement office).

Purchases over 5K (without additional approval from the Procurement office).

If in doubt, please contact the Program Coordinator, Mark Capps (719) 520-2040 for P-cards prior to making any of the above purchases.

NOTE: Since August 2012, no gift card purchases are allowed FOR VOLUNTEERS OR EMPLOYEES. This is due to IRS rule changes. Contact the District Internal Auditor if you have any questions.

### **RECONCILIATION ISSUES:**

All cardholders are required to review weekly and allocate any charges that may have been posted for payment.

All locations should have accounts created prior to using account string for payment against District purchasing cards.

All cardholders should review p-card issues on the bank's website online, prior to requesting changes to their card i.e., Declines, insufficient funds on card or needing to be open for select vendors.

All receipts must have a description of what was purchased and the date of purchase.

## **Furniture Purchases**

### ***Why can't I purchase from Amazon Business Prime, American Furniture Warehouse, or IKEA?***

The district competed and awarded a contract to establish a standard for District classrooms, libraries, cafeterias, and offices. Factors included quality, functionality, warranty, aesthetics, and durability. You must order these items through our District Furniture contract. There are a couple of exceptions such as individual workstation chair(s). Refer to the furniture guidelines for additional information and the "Look Book" for furniture choices. For questions contact Lisa Martinez, (719) 520-2020.

## **Building/School Site Purchases**

- 1. Can I get my parent/relative, who is a licensed carpenter, to fix/repair (blank) in my building/room/office?***

The district must ensure that he/she is a licensed contractor and has adequate insurance. If it is a larger job, we may need to outsource the project. The work may already be identified in the normal scheduled maintenance or the Capital Improvement Plan. Check with your Building Manager.

**2. *We have started a new instructional program and need some modifications to various parts of the three rooms. How do we get construction started?***

This is a capital improvement that is not part of building maintenance budgeting. Thus, you need to obtain the additional funding first. If you need estimated costs, have the Building Manager send in a Work Order to obtain “budget cost estimates.” If funding is available, submit a Work Order and fully explain the job requirements. A Facilities Department employee will visit the school and start the process to either perform the work in-house or begin the process of hiring an outside contractor.

**3. *Our school community wants to paint part of the building (interior or exterior). Can we, do it?***

Yes. “Self-Help” projects are encouraged, but BOE Policy FEK states that “...it is essential that the Facilities Department be aware of and involved in the planning of all potential projects.” Obtain written approval through the work order process before starting a self-help project.

**4. *Our PTO/A wants to buy a new marquee sign for our school. How much does the electric connection cost?***

Send in a Work Order and the Facilities Electrical Shop will calculate an estimate for electrical work. Also, be aware that there are many Cities of Colorado Springs Sign Regulations (including requirements for permits) that may not allow another sign on your property or may not allow certain types of signs. Without the permit a sign company cannot install an exterior sign.

**5. *Our school has a bunch of old computers, desks/chairs, and old wooden cabinets. Can we give them to local churches, charter schools, community entities, or other needy organizations?***

No. BOE policy states that the district owned surplus items must be first offered to other District 11 schools, then D11 charter schools, then other District schools/CSI charter schools. If they do not claim the items, the surplus is then auctioned, sold, or donated. Computers have a special disposition requirement. Contact the Warehouse and “cc” Christa Ross (Technology Services) for more procedural information.

**6. *We want to put some new benches outside and perhaps add some equipment to our playground. Can we just order from a catalogue or online website?***

Perhaps, depending on the dollar amount, installation could be a problem. Always submit a Work Order before ordering anything for a building or grounds. For example, there could be a sprinkler system line in the spot where you want the bench. Or there could be additional fall surface material needed for certain playground equipment that legally must be in place before the equipment can be used.

**7. *We have ants, wasps, bugs, etc. coming into our building. Can we call a local exterminator or even bring in our own insecticide spray?***

Please do not bring in your own sprays because other people in the building could be allergic. Submit a Work Order and Facilities will manage the situation either with in-house personnel or outsource to a company who has been successful in dealing with the particular type of “bug.” Whenever possible, keep windows and doors shut as this action will help defend against them entering the building.

**Facility Rentals (520-2333, or 520-2264 or visit us at [www.d11.org/rentals](http://www.d11.org/rentals))**

School District 11 encourages community use of its facilities when they are available. It also has a rental office that will manage all the contracts and scheduling with the appropriate staff in your building. The district policy KF/KFR, provides guidance on the use of facilities for rental agreements. Principals do not have authority to enter into agreements for use of facilities.

Working within the school district rental system is the only way to protect you and the school district because the rental lease absolves the district of liability through the rental contract process. It is also important to remember that there are liabilities and risks taken when employees use the facilities for personal use or accept cash payments. Please make sure your staff members use the rental process if they are using school district facilities for any purpose other than official school business.

If you get inquiries about use of a District 11 facility for anything that is not a district/school activity, please have them contact D11's Rentals office at 719-520-2333 or 520-2264.

### **Facility Rentals FAQs:**

***Can outside organizations or individual community members rent D11 facilities?*** Per BOE policy KF and regulation KF-R all District 11 facilities are available for community use on a first come, first served basis. Any School or District use will always take priority over a rental.

***How can a rental be scheduled in a District 11 school?*** The district has a rental office who will work directly with your staff in securing rental space at your District facility. Do not schedule individuals into your facilities or even pencil them in on your calendar. Please direct any inquiries to 520-2333 or 520-2264 for detailed information.

***What is required for a rental of a District 11 facility?*** All facility use that is not related to a school district function must have a signed Rental Agreement Contract in place and be paid in full before a facility may be used. Each organization or individual is also required to provide the Rental Office with proof of their insurance naming School District 11 as certificate holder, as well as additionally insured.

***Can District employees use the facility without a rental agreement contract or for no cost?***  
No. All uses not related to School District 11 must follow Board policy and have a signed Rental Agreement Contract in place. This is important for insurance and risk-related purposes. Only the superintendent and his designee have the authority to waive rental fees for use of a District facility.

***What type of facilities are available to rent and what does it cost to rent a District facility?***  
Rental fees vary depending on the room scheduled and the requirements of the event. Classrooms, swimming pools, auditoriums, gymnasiums, parking lots, athletic fields as well as specialized rooms are available. The rental coordinator will work closely with individuals to see what will best suit their request. The rental coordinator will calculate rental cost based on the needs of the event using the district 11 approved rental fee schedule.

***Who can provide site supervision and clean up for rental events?*** For liability issues, only school District staff hired by and paid for by the Rentals office may work in these positions.

[www.d11.org/rentals](http://www.d11.org/rentals) provides contact information, rental fee schedule, and a list of what is available to rent.