

In Pursuit of
Exceptional

HOW TO DO BUSINESS SEMINAR

Purchasing Overview

Henry County Schools (HCS) has the need for an extensive variety of commodity goods, finished products, and services to support the educational and operational processes of the district. Board Policy DJE governs all purchasing in HCS and the Purchasing Department is responsible for ensuring compliance with expectations outlined within this policy.

Purchasing below \$50,000 is decentralized and conducted by schools and/or departments in accordance with policy. Schools/departments will reach out to vendors to obtain quotes for the desired goods or service and identify (or award) a vendor. Purchases of \$50,000 or greater must be awarded through a formal solicitation process facilitated by the Purchasing Department.

Once a vendor has been awarded (either through informal or formal solicitation), HCS schools/departments (i.e., end users) are able to place orders per the terms and conditions of the quote/contract.

Purchasing Thresholds

Less than \$50,000 – Informal solicitation via quotes

- **Less than \$5,000:** At least 1 quote recommended
- **\$5,000 - \$24,999.99:** 2 or more quotes required
- **\$25,000 - \$49,999.99:** 3 or more quotes required

\$50,000 or greater – Formal solicitation; HCS practices include:

- **Invitation for Bid (IFB):** Lowest price responsive bid, from a Responsible Bidder, meeting specifications
- **Request for Proposals (RFP):** Solutions/ qualifications based with price being only one factor

All formal solicitations are posted on Henry County

Types of HCS Vendors

A Registered Vendor has completed actions in HCS's Vendor Registration Platform to receive solicitation notifications.

Awarded Vendors have been selected to provide goods and/or services to HCS under a contract and/or purchase order, and are assigned a vendor number post validation of required documentation.

Methods of Purchase

HCS agrees to do business through one of the following:

Purchase Order (most common for goods)

Submitted by schools/departments and approved by Purchasing, this document is released to the awarded vendor to communicate key information

Performance Contract (most common for services)

Agreement between HCS and awarded vendor post quote or solicitation, stipulating key terms (e.g., Services, Deliverables, Pricing, etc.). HCS seeks agreement of its standard terms and conditions

Purchasing Card (P-card)

Targeted for small dollar purchases

Requested Vendor Actions

All entities interested in doing business with Henry County Schools are encouraged to register in HCS' Vendor Registration and Solicitation platform.

Upon selection/award, all vendors must provide a W-9. HCS Purchasing will also confirm the entity is registered with the Secretary of State. If providing services, HCS will also request an e-Verify number.