SECTION 1
GOALS AND OBJECTIVES

Introduction

As a support operation for the educational goals of the Duncanville Independent School District, the purchasing department is charged with maintaining procedural processes for procurement of goods and services required by the district that are most cost effective and efficient.

The Purchasing Department staff will function in a manner consistent with applicable laws, board policies, the Uniform Commercial Code, and other sound business practices, while establishing a competitive environment for all qualified vendors.

Per Duncanville ISD Board Policy CH(LOCAL), all purchase commitments shall be made by the Superintendent or designee in accordance with administrative procedures, including the District's purchasing procedures.

The purpose of these purchasing procedures is to provide, inform, and educate to all schools and departments of the Duncanville Independent School District.

Goals

- To provide quality products, services, and material to the district, at the best value, in accordance with relevant statues and policies.
- To foster good vendor relations and a strong competitive environment.

Objectives

- To assist in the prudent use of District resources through efficient use of the District warehouse, competitive bidding and proposals, purchase cards, and purchase order process.
- To promote and apply ethical business practices.
- To educate and train District personnel.
- To improve processes and implement the best purchasing practices.

SECTION 2

STATUTES, REGULATIONS, AND BOARD POLICY APPLICABLE TO PURCHASING

1. The Texas Education Code, Purchasing Contracts (Primarily sections 44.031 through 44.047). An electronic version of the Texas State Education Code can be obtained at the following website address: http://www.statutes.legis.state.tx.us/Docs/ED/htm/ED.44.htm#44.031.

2. The Texas Education Agency (TEA) Financial Accountability System Resource Guide Purchasing Module 5. The TEA Resource Guide can be accessed at the following website address:https://tea.texas.gov/finance-and-grants/financial-accountability/financial-accountability-system-resource-guide.

3. Duncanville Independent School District's Board Policy (Sections CH…). The Duncanville ISD Board Policy can be accessed at the following website address: https://pol.tasb.org/PolicyOnline?key=363

4. The Texas Government Code 2269, Contracting and Delivery Procedures for Construction Projects.

5. The Texas Government Code 2254, Professional and Consulting Services

6. 2 Code of Federal Regulations (CFR), Procurement Standards (Primarily 317-327) also known as Education Department General Administrative Regulations (EDGAR)

7. Texas Department of Agriculture, Administrator's Reference Manual (ARM) 16, 17, and 18.

SECTION 3

PURCHASING AUTHORITY

Under the Texas Education Code § 44.0312 (a), the board of trustees of the District may, as appropriate, delegate its authority under this subchapter regarding an action authorized or required by this subchapter to be taken by a school District to a designated person, representative, or committee.

1. The following people are delegated with authority to act as agents for Duncanville ISD in carrying out the purchasing activities of the District:

    a. Chief Financial Officer

    b. Director of Purchasing

    c. Purchasing Coordinator

2. Budget owners have the authority to initiate and approve purchase requisitions within their authorized budget.

3. Purchasing Card (P-Card) holders have the authority to make purchases in accordance with statues, Board policy, and the Duncanville ISD Purchase Card manual.

4. Every employee involved in procuring goods or services for the District is responsible for earnestly working to attain the District's procurement goals and objectives (See Section 1).

5. Departmental leaders share purchasing authority with the purchasing department concerning purchases made internally districtwide.

Organizationally the purchasing function is assigned to the Chief Financial Officer (CFO).

The purchasing department shall supervise the purchase of all materials, supplies, equipment, and services for the District.

The purchasing department shall develop appropriate procedures to ensure the following:

- Purchases are made in accordance with appropriate statues, regulations, and Board policy
- The existence of a list of approved vendors who have a record of good products, services, and prices.

- Effective advertising for the procurement of products and services and for the sale of used, obsolete, and surplus materials, supplies, and equipment.

- The existence of current specification files and expertise in developing meaningful product and service specifications.

Under Board policy CH (Local) district employees shall not be permitted to make purchases for personal use through the District's purchasing office.

SECTION 4

PURCHASING ETHICS

Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the District's purchasing function. Purchasing personnel and school District employees face the difficult task of developing good vendor relations and encouraging vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. To best get the job done successfully and on time, one may be tempted to circumvent policies, procedures, and laws, or make their own liberal interpretations of what is right. Such activity, although well intentioned, will cause ethical problems.

In addition to the information provided in this section, please read the Duncanville ISD Board Policy CH(LOCAL) entitled Purchasing and Acquisition and DH(LOCAL) entitled Employee Standards of Conduct.

- These policies reside on the District's website under Board Policy Manual.

The Texas Education Agency (TEA), *Financial Accountability System Resource Guide* – Purchasing Ethics states that the competitive nature of the public purchasing arena and the expenditure of significant amounts of public funds require that ethical standards be incorporated into the foundation of all purchasing functions.

Below are a few topics often discussed when dealing with purchasing ethics:

Sequential Purchases – District employees shall not make purchases, over a period, of items that in normal purchasing practices would be made in one purchase.

Component Purchases – District employees shall not make purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

Separate Purchases – District employees shall not make purchases separately to circumvent board approval of items that in normal purchasing practices would be made in one purchase.

Conflict of Interest – Local Government Code Chapter 176 provides information regarding conflict-of-interest statements to be filed by vendors and certain school district employees. HB 1491 passed by the 80th Legislature made modifications to the requirements for conflict of interest statements. Refer to the Texas Ethics Commission website for additional information and sample forms.

Gifts - A district employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions shall not solicit, accept, or agree to accept any benefit from a person the public servant knows is interested in or likely to become interested in any such transactions of the District. *Penal Code 1.07(41)(A), (E), 36.08(d)*

Financial Interest - District employees shall not participate directly or indirectly in procurement when the employee or the employee's family member has a financial interest pertaining to the procurement.

Personal Use - District employees shall not make any commitment to acquiring goods or services in the name of the District for personal use or ownership.

Equal Consideration - District employees shall grant all competitive suppliers' equal consideration insofar as state or federal laws and District policy permit. This is especially important when evaluating bids and proposals.

Relatives - No District employee with purchasing authority may authorize the purchase of anything from any person or from any firm that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee.

Employees as District Vendors – Any current employee or family member of an employee that wants to be considered as a District Vendor must complete a Conflict-of-Interest Form and a Conflict Discloser Statement to be posted on our website, as well as, provide a business EIN number for the business, and be awarded to a current RFP/ Bid with the District.

Texas Education Code 44.032

(b) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence makes or authorizes separate, sequential, or component purchases to avoid the requirements of Section 44.031 (Purchasing Contracts)(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(c) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031 (Purchasing Contracts)(a) or (b) other than by conduct described by Subsection (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(d) An officer or employee of a school district commits an offense if the officer or employee knowingly violates Section 44.031 (Purchasing Contracts), other than by conduct described by Subsection (b) or (c). An offense under this subsection is a Class C misdemeanor.

(e) The final conviction of a person other than a trustee of a school district for an offense under

Subsection (b) or (c) results in the immediate removal from office or employment of that person. A trustee who is convicted of an offense under this section is considered to have committed official misconduct for purposes of Chapter 87 (Removal of County Officers from Office; Filling of Vacancies), Local Government Code, and is subject to removal as provided by that chapter and Section 24, Article V, Texas Constitution. For four years after the date of the final conviction, the removed person is ineligible to be a candidate for or to be appointed or elected to a public office in this state, is ineligible to be employed by or act as an agent for the state or a political subdivision of the state, and is ineligible to receive any compensation through a contract with the state or a political subdivision of the state. This subsection does not prohibit the payment of retirement benefits to the removed person or the payment of workers' compensation benefits to the removed person for an injury that occurred before the commission of the offense for which the person was removed. This subsection does not make a person ineligible for an office for which the federal or state constitution prescribes exclusive eligibility requirements.

(f) A court may enjoin the performance of a contract made in violation of this subchapter. A county attorney, a district attorney, a criminal district attorney, a citizen of the county in which the school district is located, or any interested party may bring an action for an injunction. A party who prevails in an action brought under this subsection is entitled to reasonable attorney fees as approved by the court.

Employees involved in the purchasing process are exposed to more than ordinary temptations because they are involved with the expenditure of large amounts of public money. Strict adherence to the above standards is critical to the protection of the employees and the District's reputation.

SECTION 5

CONTROL ENVIRONMENT

Texas Education Agency Financial Accountability System Resource Guide states that a school district should create a strong control environment to perform all purchasing functions. The purchasing manual is the primary tool for establishing a strong control environment, and it should be strictly adhered to by employees of the district. Three activities govern strong and successful environment control:

1. A comprehensive purchasing manual.

2. Monitoring purchasing activities by all employees involved with the procurement of goods and services.

3. Training personnel in purchasing procedures.

The purchasing manual provides written procedures designed to detect and prevent the circumvention of statutes, regulations, and board policy applicable to purchasing.

If a situation occurs which is not addressed in the purchasing manual, it should be brought to the attention of the purchasing department to determine the proper course of action. If it is likely that this situation will recur, the proper procedures will be included in a revision to the purchasing manual.

In addition to the purchasing manual, the following activities enhance the control environment and require monitoring by those involved in procuring goods and services:

- ***Approval of purchase requisitions at the campus and departmental levels.*** The campus principal or department head should review for need and approve purchase requisitions before they are submitted to the centralized purchasing department for processing. If a purchase is grant funded, approval by the appropriate compliance officer is required.

- ***Approval of purchase orders.*** The purchasing department will review requisitions for compliance before approving purchase orders for issuance to vendors.

- ***Supervision of purchasing process.*** Vigilance in the supervision of the entire purchasing function daily is essential.

  Segregation of duties among purchasing and accounting personnel. The Business office,

under the direction of the Chief Finance Officer, and ultimately the Superintendent are responsible for ensuring that duties among purchasing and accounting personnel are properly segregated (to the degree possible) to provide a checks-and- balances.

- ***Maintenance of purchasing files and records.*** The purchasing staff should be trained and supervised so that the purchasing files and records are complete and maintained in an orderly fashion for the period required by law.

- ***Control over incoming merchandise.*** Receiving personnel (either centralized or decentralized) should be trained and monitored to ensure that the proper procedures are being followed with incoming merchandise (i.e., the counting and inspection of merchandise received, and the completion of receiving records in Skyward).

- ***Verification of invoices with purchase orders and on-line receiving information.*** Although receiving personnel are responsible for the initial verification, accounts payable personnel verify that the invoice, the purchase order, and the on-line receiving information match before presenting the invoice for payment. This is called a three way match.

- ***Verification of delivery.*** All campuses and/or departments are responsible for ensuring that the deliveries are in agreement with their original purchase order.

- ***Internal review of the purchasing processes.*** An internal review of the purchasing activities should be performed periodically.

- ***Training of district personnel.*** Formal training is conducted at least annually normally at the beginning of the school year. However, training and communication should be ongoing throughout the school year through revisions to the purchasing manual, emails/newsletters, etc.

Risk Management

There are numerous risks factors associated with the procurement of goods and services. A few examples would include:

- Violating statues and regulations governing appropriate procurement methods.

- Failing to comply with Board policies.

- Initiating purchases without Board approval or an approved purchase order.

- Abusing purchasing authority and committing fraud.

Responsibilities

In order to maintain a strong control environment for the purchasing operations, the following responsibilities and actions shall be taken in order to minimize risk.

Chief Financial Officer

- Shall establish and maintain a dependable and financially accountable control environment for procuring goods and services.

Purchasing Director/Coordinator

- Shall assign responsibilities and establish procedures within the Purchasing function for monitoring purchases in order to comply with the statutory requirements and Board policies.
- Shall continually monitor the District's purchasing activities, assess risks, and improve the control activities.
- Shall be the only authorized personnel to make purchase commitments and issue purchase orders. Because schools and departments must contact vendors to obtain information to prepare purchase requisitions, it must be communicated and explained to the vendor that the request for information does not represent a commitment to purchase.

Budget Owners

- Shall plan purchases for each budget year in order to maximize opportunities to use competitive procurement options.
- Shall coordinate purchases with the Purchasing Department for competitive procurement if no approved vendor exists for the particular purchase.
- Shall ensure that any single budgeted purchase that costs $50,000 or more has been approved by the Board before initiating a requisition/purchase order or contract.
- Shall only initiate and approve purchase requisitions that are within their approved budget and ensure proper account coding.

Purchasing Card Administrator

- Ensure that the use of purchasing cards follows District policies and procedures.

Purchasing Card Holders

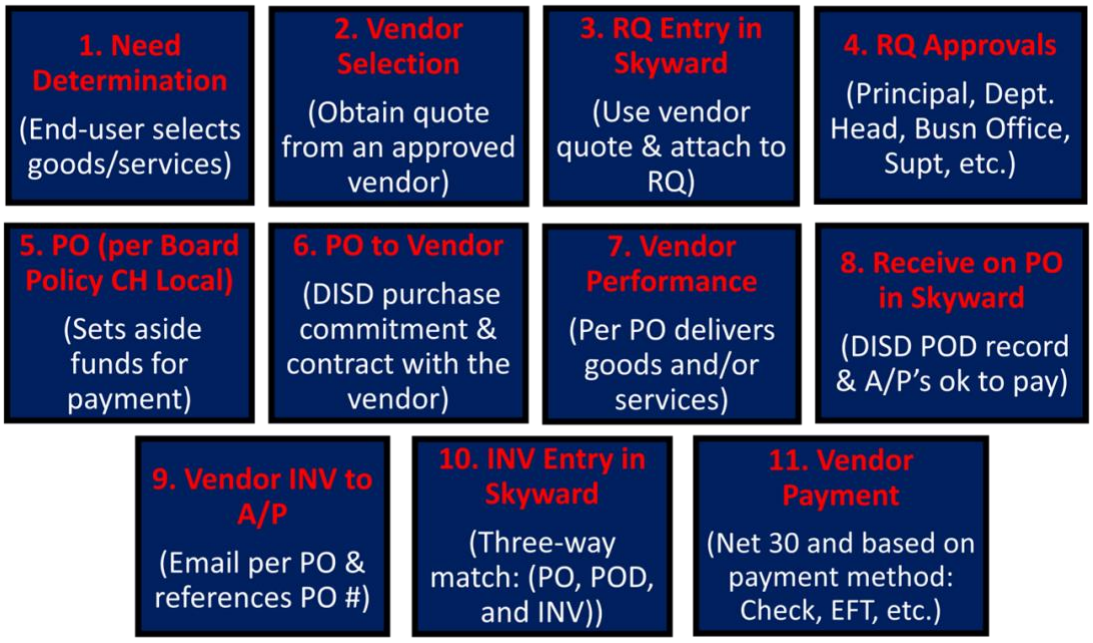
- Shall only make purchases within authorized expenditure limits and in accordance with the District's purchasing procurement card policies and procedures.

All employees

- Shall strictly adhere to the Board policy and this manual to control purchasing activities.

The Purchasing Control Environment Design

- **Requisition (RQ)**
- **Purchase Order (PO)**
- **Invoice (INV)**
- **Proof of Delivery (POD)**
- **Account Payables (A/P)**



SECTION 6

COMPETITIVE PROCUREMENT

Centralized Purchasing Function

From a supply and demand perspective, the purchasing department seeks to complete the competitive procurement process prior to the District's need. To this end, the purchasing department provides an approved vendor list that includes national, regional, and local vendors.

Duncanville ISD utilizes centralized purchasing. Centralized purchasing is the act of combining related items or commodities of various schools and departments to coordinate purchases and obtain better prices. Centralized purchasing enables a district to coordinate purchases when two or more campuses or departments have common requirements for supplies, equipment, and or services. The centralized purchasing function is used to coordinate purchases of two or more campuses or departments as follows:

- Combining on purchase order forms the individual purchase requirements of two or more teachers, departments, or campuses; and
- Arranging for favorable purchase terms, for example discount from retail or catalog prices, for items to be purchased "as needed" by individual employees.
- Providing the proper purchasing mechanism to ensure district compliance with state laws and local policies.

Decentralized Decision Making

Duncanville ISD also utilizes decentralized decision making to schools and departments. From a purchasing perspective this means the schools and departments (the end-users) determine ***what*** they need and ***when*** they need it. The subject matter experts determine how to best meet the needs of our students. However, the final commitment of District funds can only occur by the Purchasing Department. This creates a team approach to purchasing.

Forecasting Purchasing Needs

Below are a few ways for forecasting your purchasing needs. These are also helpful when preparing your budgets for an upcoming school year.

- Review past programs and expenditures to determine if these products or services will be needed again.
- Assess your current programs and needs to determine if you are short or have excesses that can help you predict future purchases.
- Project your upcoming needs for possible renewal or extensions of contracts.

Federal Procurement

Purchase Amount	Procurement Method	# of Quotes needed	Notes
>$0.01 - $249,999	TEC 44.031 & Small Purchase procedures	3 Quotes	• 3 quotes from approved vendors is recommended. • If we cannot obtain quotes from approved Vendors (use internet pricing), at a minimum the vendor we purchase from must be an approved vendor. • If low priced vendor is not chosen, justification must be provided. • Sole Source purchases must be approved by granting authority. These purchases are considered non-competitive.
> or = $250,000	Formal Procurement - Simplified Acquisition	Vendor formal bid responses provide pricing comparisons	• Follow the Model for Competitive Procurement. • Independent Cost Analysis/Price Estimate is required prior to advertising. • If only one vendor responds, additional documentation is required from the vendor to justify the cost and award.

Purchases over $50,000 (Board Approval Required)

Per Board Policy CH(LOCAL) any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place.

Purchases over $50,000

According to Texas Education Code 44.031(a) Except as provided by this subchapter, all school district contracts, except contracts for the purchase of produce or vehicle fuel, valued at $50,000 or more in the aggregate for each 12- month period shall be made by the method, of the following methods, that provides the best value for the district.

(1) competitive bidding for services other than construction services.

(2) competitive sealed proposals for services other than construction services.

(3) a request for proposals, for services other than construction services.

(4) an interlocal contract.

(5) a method provided by Chapter 2269, Government Code, for construction services.

(6) the reverse auction procedure as defined by Section 2155.062(d), Government Code; or

(7) the formation of a political subdivision corporation under Section 304.001, Local Government Code.

Exceptions to Competitive Bidding - Texas Education Code 44.031 (a) and (b)

1. Professional and Consulting Services

Under Texas Education Code 44.031 (f), this section **(Competitive Bidding) does not apply to a contract for professional services rendered, including services of an architect, attorney, or fiscal agent.** A school district may, at its option, contract for professional services rendered by a financial consultant or a technology consultant in the manner provided by Section 2254.003, Government Code, in lieu of the methods provided by this section. ***NOTE: federally funded professional service contracts must be left on a competitive basis.***

Competitive bids shall not be solicited for professional services of any licensed or registered:

- a certified public accountant;
- an architect;
- a landscape architect;
- a land surveyor;
- a physician, including a surgeon;
- an optometrist;
- a professional engineer;
- a state certified or state licensed real estate appraiser;
- a registered nurse; or
- a forensic analyst or forensic science expert; or
- provided by a person lawfully engaged in interior design, regardless of whether the person is registered as an interior designer under Chapter 1053, Occupations Code.

Contracts for these professional services shall be made on the basis of demonstrated competence and qualifications to perform the services and for a fair and reasonable price. *Government Code 2254.002, 2254.003(a)*.

2. Emergency Purchases

Under Texas Education Code 44.031 (h) If school equipment, a school facility, or a portion of a school facility is destroyed, severely damaged, or experiences a major unforeseen operational or structural failure, and the board of trustees determines that the delay posed by the contract methods required by this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment, school facility, or portion of the school facility may be made by a method other than the methods required by this section.

If school equipment or a part of a school facility or personal property is destroyed or severely damaged or, as a result of an unforeseen catastrophe or emergency, undergoes major operational or structural failure, and the board of trustees determines that the delay posed by the methods provided for in this section would prevent or substantially impair the conduct of classes or other essential school activities, then contracts for the replacement or repair of the equipment or the part of the school facility may be made by methods other than those required by this section.

According to Duncanville ISD Local Policy CH (Local), In the event of a catastrophe, emergency, or natural disaster affecting the District, the Board delegates to the Superintendent the authority to contract for the replacement, construction, or repair of school equipment or facilities in accordance with law, if emergency replacement,

construction, or repair is necessary for the health and safety of District students and staff. The Superintendent shall report to the Board at the next regular meeting any contract made under this authority. [See Disaster Exception, CH(LEGAL)]

The delegation regarding emergency contracts does not waive competitive purchasing requirements under Education Code Chapter 44. Only the Board is authorized to waive competitive purchasing requirements under limited circumstances in accordance with Education Code 44.031(h). [See Emergency Damage or Destruction, CH(LEGAL)]

3. Sole Source Purchases

Under Texas Education Code 44.031 (j), without complying with Subsection (a), a school district may purchase an item that is available from only one source, including:

(1) an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;

(2) a film, manuscript, or book;

(3) a utility service, including electricity, gas, or water; and

(4) a captive replacement part or component for equipment.

(k) The exceptions provided by Subsection (j) do not apply to mainframe data-processing equipment and peripheral attachments with a single-item purchase price in excess of $15,000.

According to the TEA FASRG, this exception does not include services and to be a bona fide sole source exemption from purchasing law requirements, there must be no other like items available for purchase that would serve the same purpose or function, and only one price for the product because of exclusive distribution or marketing rights. The fact that an item is covered by a patent or copyright is but only one factor in determining if the purchase falls under the sole source exemption to the purchase requirements. For example, copyrighted software not available off-the-shelf from retailers or only available from a single source, such as a sole distributor or the producer, is not subject to the TEC purchasing law.

If you have a purchase that is considered as a sole source purchase, please contact the Purchasing Department. The district has a sole source affidavit to document purchases made under the sole source purchase exception. The sole source affidavit may be found on the Districts Purchasing Portal.

Advertisement

Under Texas Education Code 44.033 (b), notice of the time by when and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened shall be published in the county in which the district's central administrative office is located, once a week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. The two-week

advertisement requirement is a minimum requirement, additional time may be necessary based on the complexity of the formal solicitation. In addition to the newspaper, Duncanville ISD utilizes the IONWAVE system to notify vendors of business opportunities and to increase its competitive environment.

Competitive Bidding

Competitive bidding is a formal procurement consisting of procedures that may also be referred to as competitive sealed bidding, invitation to bid, or simply as bids.

The request for bids contains the purchase description or specifications covering the item(s), the terms and conditions for the bid contract, the time and place for opening bids and other provisions, as necessary. The advertisement for bids; and description in the request for bids of item(s), and specific terms and conditions must be done in a manner that accomplishes the primary purposes of competitive bidding which is to- stimulate competition. Competitive bid awards are primarily based on price and are used when the district knows exactly what it needs. If this is not the case, another formal procurement method should be used.

Purpose and Intent for Competitive Bidding

The purpose and intent of competitive bidding is to help public schools secure the best materials at the best value by stimulating competition. If a district advertises purchasing needs relating to large expenditures, purchasing in large quantities will normally result in greater cost savings (in the aggregate) or lower costs per unit/item.

Tie Bids/ Identical Bids

If the District receives two or more bids from responsible bidders that are identical, in nature and amount, as the lowest and best bids, it shall select only one bidder for the identical item(s).

If only one of the bidders submitting identical bids is a resident of the District, that bidder shall be selected. If two or more such bidders are residents of the District, one shall be selected by the casting of lots. In all other cases, one of the identical bids shall be selected by the casting of lots.

The Board shall prescribe the manner of casting of lots and shall be present when the lots are cast. All qualified bidders or their representatives may be present at the casting of lots.

Competitive Sealed Proposals (CSP)

The use of Request for Competitive Sealed Proposals is normally used when competitive bidding is either not practicable or not advantageous to the district. Basically, competitive sealed proposals allow for negotiations in addition to the basic bidding process. Terms and conditions are identical to those for competitive bidding except any reference to bids should be changed or interpreted as offers or offerors. The use of best and final offers are often used to determine the final pricing from top offerors and to determine the best overall value to the district.

Request for Proposals (RFP)

Proposal procedures provide for full competition and are used when the district only provides a scope of work or a description of its needs. Prospers provide how they plan to meet the district's needs. The procedures allow for negotiation with proposers to obtain the best goods or services at the best value. During the evaluation process and prior to award of a contract, the negotiation process allows modification and alteration of both the content of the proposals and price.

Negotiation

Negotiation is the most difficult part of the Request for Proposal process, and the most difficult to control. From the beginning of the process through contract award, it must be made clear to vendors and using departments/campuses that designated person(s) may do the negotiation for the district.

Negotiation is subject to the same guidelines as any purchasing action: impartiality and equal opportunity to compete.

Evaluation/Contract Award Criteria

Under Texas Education Code 44.031 (b), except as provided by this subchapter, in determining to whom to award a contract, the district shall consider:

(1) the purchase price;

(2) the reputation of the vendor and of the vendor's goods or services;

(3) the quality of the vendor's goods or services;

(4) the extent to which the goods or services meet the district's needs;

(5) the vendor's past relationship with the district;

(6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses;

(7) the total long-term cost to the district to acquire the vendor's goods or services;

(8) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner:

(A) has its principal place of business in this state; or

(B) employs at least 500 persons in this state; and

(9) any other relevant factor specifically listed in the request for bids or proposals.

Purchasing Methods Regarding Facilities Construction

The Texas Government Code 2269 provides contracting and delivery procedures for construction projects. Duncanville ISD local Board policies provide additional details that must be followed when constructing school facilities,

- DISD Board Policy - CV - Facilities Construction
- DISD Board Policy – CVA - Facilities Construction: Competitive Bidding
- DISD Board Policy – CVB -Facilities Construction: Competitive Sealed Proposals
- DISD Board Policy – CVC - Facilities Construction: Construction Manager-Agent
- DISD Board Policy – CVD - Facilities Construction: Construction Manager-at-Risk
- DISD Board Policy – CVE - Facilities Construction: Design-Build
- DISD Board Policy – CVF - Facilities Construction: Job Order Contracts

Model for the Competitive Procurement Process

The competitive procurement process is lengthy, and adequate time must be allowed to complete the tasks identified below. For this reason, the purchasing department seeks to complete the competitive procurement process prior to a District need arises.

MODEL FOR COMPETITIVE PROCURMENT		
Task	**Description**	**Who is Responsible**
Forecasting and Evaluate Purchasing Needs & Confirmation Budgeted Funds.	Forecast or project future needs and plan for the formal procurement process. Define the needs of the district and establish the minimum acceptable requirements that the product/service must meet in order to satisfy the need(s). Ensure that funds are available to procure such products/services needed. The Notice of Grant Award (NOGA) or budget reports can be used to prove the availability of funds.	User department/campus
Prepare Bid/Proposal Specifications	**Note: vendors cannot prepare bid/proposal specifications. If they are provided; do not use them. If they are used, the vendor is not allowed to compete for award nor be evaluated and the vendor's bid/proposal response must be rejected. (2 CFR 200.319)** The purchasing department will provide samples for your use. Prepare detailed written specifications to define the product/service the district is seeking/soliciting. Specifications must contain adequate technical descriptions to clearly identify the type of material, equipment, or services required. Descriptions must include quantitative data such as size, weight, or volume and qualitative data such as commercial grade, texture, finish, strength, chemical analysis, or composition where required. The specifications must also include; • Detailed description of the item/service that specifies the minimum acceptable requirements the user department/campus will accept. Industry standards should be used whenever possible. • A "brand name or equivalent" description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated. ○ Do not simply state brand names but rather identify the qualitative qualities necessary • Quantity required. • Required delivery date and/or period of performance for the contract. • Any relevant prints, diagrams, and/or samples of the item requested. • Suggested source(s) of supply. Vendor name, address, phone number, email, etc. Specifications must be provided to the Purchasing Department electronically **(via email preferred)** in Microsoft Word format.	User department/ campus

Procurement meeting	Items to be discussed during the meeting include the following: • Review the item/service specifications to determine if competitive bids/proposals can be obtained and to ensure that Federal, State, and Local laws and policies are followed. • Independent Cost Analysis/Price Estimate (2 CFR 200.324) o Current or past contracts for the same or similar products/services o Historical price and cost data o Vendor survey/market survey • Formal procurement required for purchases that exceed the Simplified Acquisition Threshold (SAT) • Determination of the type of procurement o ITB – Firm Fixed Price/Low Bid (2 CFR 200.320) o RFCSP/RFP – Most advantageous/Best Value (Price/other factors) (2 CFR 200.320) • Evaluation/award criteria points/weights (TEC 44.031(b)) (1) the purchase price; (2) the reputation of the vendor and of the vendor's goods or services; (3) the quality of the vendor's goods or services; (4) the extent to which the goods or services meet the district's needs; (5) the vendor's past relationship with the district; (6) the impact on the ability of the district to comply with laws and rules relating to historically underutilized businesses; (2 CFR 200.321) (7) the total long-term cost to the district to acquire the vendor's goods or services; (8) any other relevant factor specifically listed in the request for bids or proposals. (9) for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state; and **Note: Price should be the primary factor of the total value depending on the total of points/weight allotted to all the criteria.** • Determine length of the contract/optional renewals, etc. o For example, 1 year, with 3 one-year renewals • Evaluation team composition • Advertising dates • Pre-Bid/Proposal Conference, vendor demonstrations, etc. • Format of vendor responses compared to the evaluation criteria **Note: the contract provisions from 2 CFR 200.327 have been included in all of our Bid/Proposal document boiler plates/templates.**	User department/ campus & Purchasing Department

Advertise	Ensure bid/proposals are published once per week for at least two weeks before the deadline for receiving bids, proposals, or responses to a request for qualifications. Additionally, bids/proposals are published on the DISD	Purchasing Department
	Purchasing Website. Vendor notifications are accomplished thru the use of an electronic notification system called Ionwave which is linked from the Purchasing Home Page. • It is customary to advertise for longer periods for more complex solicitations and to allow for more quality vendor responses	
Pre-Bid/Proposal Conference	Optional procedure as needed. This conference is used to allow vendors to meet with District personnel to clarify specification requirements or to conduct site visits. • Document all attendees • Collection of all questions and answers and post as an addendum to the solicitation.	User department/ campus and Purchasing Department
Open Bids/Proposals and Verification of Vendor Responsiveness	Bids/proposals will be opened at the date, time, and place specified in the request for bids or proposal. • Create a tab sheet of all vendors responding to the advertisement • Determine all responsive vendors for the evaluation process	Purchasing Department
Evaluate Bids/Proposals	Review bids/proposal responses and evaluate responses using established Vendor Award Criteria. The evaluation criteria cannot be changed. • No less than three evaluators that are familiar with the specifications. • All must complete a No Conflict of Interest and Non-Disclosure Statement. • If there is only one vendor response a cost analysis must be done to prove cost reasonableness • Use Evaluation/award criteria points/weights as stated in the solicitation o Price Analysis (when more than one vendor response) o Bid/Proposal Evaluation Results o Demonstration/ Interview Results (if used)	User department/ campus and Purchasing Department
Prepare Recommendation for Award	Prepare a written recommendation containing the following information and forward to the Purchasing Department. 1. Description of supply, product, or service 2. Evaluation results/Justification for recommendation: o Explain how recommendation was determined (price, quality, delivery, etc. based on the evaluation criteria in the bid/proposal. o Summarize the price analysis, bid/proposal results, demonstration results, and overall justification for vendor award recommendation. o If the low bid is not selected, explain why the lower bid(s) were not acceptable or proved not to be the best value. 3. Name of recommended vendor 4. Annual estimated cost/expenditures 5. Fund source/Account Code: General Fund, Special Revenue (for example, IDEA-B) 6. Signature of the evaluation committee chair/members.	User department/ campus

	If all bids/proposals are rejected (or a re-bid process will take place), the letter must contain:	
	1. Description of supply, product or service. 2. Justification for recommendation to reject all bids/proposals, listing reasons for rejection of every bid. 3. Request to re-bid/proposal. 4. Estimated cost/ expenditures. 5. Signature of the evaluation committee chair/members.	
Board Approval	Per Duncanville ISD Board Policy CH(LOCAL) any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. Board approval is required before the successful bidder/proposer is notified of the award.	Purchasing Department
Award Bid/Proposal	Notify successful bidder(s)/proposer(s) via award letters or properly executed purchase order or formal contract. A formal contract may be required by the awarded vendor.	Purchasing Department and/or user department/ campus
Monitor Performance	Monitor the vendor's performance and ensure they comply with all specifications regarding the product to be delivered or service to be performed, including the condition of product upon delivery, and whether the service was performed, or product was delivered within the stated delivery/performance period. Use the district's vendor performance report card or other documents to provide an accurate description of the goods/services. Provide these to the Purchasing Department. The vendor report can be obtained from the Purchasing Department website. https://www.duncanvilleisd.org/departments/purchasing/purchasing-forms-documents	User department/ campus
BID/Contract Management	Maintain a system in which Bids/Proposals do not expire without your knowledge. The use of Ionwave contract management is preferred. Additionally, this system has a notification feature that will email you of a pending action i.e. optional/extension year, rebid, etc. For large single awarded solicitations annual vendor reviews may be required to ensure goods and services are acceptable for continued use.	Purchasing Department

Rejected Bids/ Vendor Protest

The district may reject all bids/proposals in accordance with state or federal law, as applicable and any party who believes they are aggrieved in connection with a procurement action may protest to

the chief financial officer.

Cooperative/Interlocal Agreement Purchases

A centralized purchasing function can also be performed on a national, state, or regional level through a cooperative/interlocal agreement among districts or the regional education service center. Cost savings through a regional centralized purchasing function are achieved through both discounted prices and administrative cost savings to individual districts. If the district participates in a cooperative purchasing program, it satisfies any law requiring it to seek competitive bids. *Local Government code 791.001, 791.011, 791.025 (b(-(f); Atty Gen. Op. JC-37 (1999)*

DISD utilizes many cooperative/interlocal agreements for purchasing. Many of these cooperatives maintain websites to awarded contracts and vendors that we can purchase from.

Purchasing Cooperatives

- Memberships to Purchasing Cooperatives are allowable under state law and must be approved by the Board of Trustees.
- All items and services available through a cooperative have satisfied all procurement regulations for competitive procurement. These items or services do not require further bidding before making purchases.
- Duncanville ISD is a member of the following Purchasing Cooperatives:

- **1GPA** (Government Procurement Alliance) https://1gpa.org/
- **BUYBOARD** (Texas Local Government Statewide Purchasing Cooperative) https://www.buyboard.com/home.aspx
- **CTPA** (Central Texas Purchasing Alliance) https://www.txctpa.org/
- **CITIES**
    - **City of Dallas**
    - **City of Duncanville**
    - **City of Frisco**
- **CTPA** (Central Texas Purchasing Alliance) – TASBO Comm.
    - **Choice Partners Cooperative-** https://choicepartners.org
- **DIR** (Department of Information Resources) https://dir.texas.gov/
- **EDUCATION SERVICE CENTERS** (Region 3, 4, 6, 10, 13, 14, 15, 19, and 20 Co-Operatives)
    - **Allied States Cooperative** Region 19 https://www.esc19.net/domain/178
    - **ESC 10** (Multi Region Purchasing Co-op & RAMS) Region 10 https://www.region10.org/programs/retirement-asset-management-services-rams/overview/
    - **ESC 10** (Equalis & EdTech Exchange) Region 10 https://www.region10.org/programs/equalis-purchasing-cooperative/overview/
    - **OMNIA** (National Cooperative Purchasing Alliance) Region 14 https://www.omniapartners.com/
    - **NIPA** (National Intergovernmental Purchasing Alliance) Region 4-Omnia

https://www.omniapartners.com/

- **PACE** (Purchasing Association of Cooperative Entities) Region 13 & 20 https://pace.esc20.net/
- **PCA** (Purchasing Cooperative of America) Region 3
- **TCPN** (The Cooperative Purchasing Network) Region 4- Omnia https://www.omniapartners.com/
- **TIPS** (Texas Interlocal Purchasing System) Region 13 & 20 https://pace.esc20.net/
- **EPIC 6** (Educational Purchasing Interlocal Cooperative) Region 6
- **791 COOP** (791 Purchasing Cooperative) Region 15

- **E&I** (E & I Cooperative Services) https://www.eandi.org/contract-navigator
- **EPCNT** (Educational Purchasing Cooperative of North Texas) – TASBO Comm https://epcnt.esc11.net/
- **EPIC 6- ESC 6 Region 6** https://www.esc6.net/epic6

- **GSA** (General Services Administration - Federal Govt.)
- **HCDE** (Harris County Department of Education-Choice Partners) https://www.choicepartners.org/
- **HGAC** (Houston Galveston Area Council) https://www.hgacbuy.org/Home
- **KPN** (Keystone Purchasing Network)
- **NPI** (National Procurement Institute) Tarrant County-Sourcewell https://www.sourcewell-mn.gov/
- **NJPA** (National Joint Powers Alliance) – Sourcewell https://www.sourcewell-mn.gov/
- **PCA** (Purchasing Cooperative of America)
- **PCAT** (Property Casualty Alliance of Texas)
- **TASB** (Fuel Program)
- **TWCSP** (Texas Workers Compensation Solutions)
- **TxSmartBuy** (Texas Comptrollers Statewide Procurement) https://www.txsmartbuy.com/browsecontracts
- **TPASS** (Texas Procurement and Support Services)
- **TXMAS** (Texas Multiple Award Schedule)

- **US Communities** (Government Purchasing Alliance) – Omnia https://www.omniapartners.com/

SECTION 7

VENDOR RELATIONS

In centralized purchasing, the purchasing department is primarily responsible for vendor relations, contact, and communication. However, school campuses, departments, and other staff must also communicate with vendors in order to obtain information necessary to properly prepare requisitions. Therefore, every employee involved in procuring goods or services for the District are responsible for fostering and maintaining good vendor relations.

It must be understood that contact and communication with vendors by district employees do not represent a commitment to purchase. Purchase commitments are authorized through the use of purchase orders. Furthermore, all vendors must submit an invoice to the Account Payables Department in order to be paid for goods or services. The district does allow donations, gifts, and/or rebates, etc. that are in the best interest of the district and are in compliance with Board Policy CDC.

Approved Vendor List

An **"approved vendor"** is a vendor that has been awarded a Bid/Proposal through the Duncanville ISD competitive procurement process or through a purchasing cooperative. **Approved vendors are preferred because they have competed for business through the competitive procurement process and normally provide greater savings than a non-approved vendor.**

Lists of "approved vendors" by bid/proposal number and commodity can be obtained at the **Districts Purchasing Portal** https://duncanvilleisd.ionwave.net/Login.aspx **If it is unclear of whom to purchase a good or service, please contact the Purchasing Department prior to contacting a vendor.**

New Vendors

Vendors can register to receive bid/proposal information through the purchasing department's third-party software called Ionwave. Access to this system is available at all times (except for system maintenance) on the purchasing department website at https://duncanvilleisd.ionwave.net "ION WAVE" link.

Vendors are notified of business opportunities via email based on the commodities that their business serves. It must be understood that simply because a vendor has registered in Ionwave, this does not mean that the vendor is an approved vendor. The vendor must complete all the steps and requirements within the bid/proposal process. After the purchasing department has reviewed the vendors' submission and if approved, the vendor will be added to the approved vendor list. This is the recommended process to become an approved vendor. There are several business opportunities open to vendors responses each month. Additionally, by responding to one of these

open opportunities there is no need to provide additional information or documentation such as the New Vendor Request.

Vendors often contact schools and departments and offer goods and services. If a school or department is contacted by a vendor, it is prudent to ask the vendor for their Duncanville ISD Bid Number or if they have been awarded a purchasing contract. If they have a Duncanville ISD Bid number or on a DISD purchasing cooperative, the vendor should be on the approved vendor list. If the vendor does not have a Duncanville ISD Bid Number and does not have a cooperative contract award the school or department should direct them to the district's purchasing department website Ionwave system and seek an approved vendor to satisfy their need for goods or services.

If a new vendor is necessary, the school or department must complete a new vendor request. The new vendor request application is in the District's Purchasing Portal https://www.duncanvilleisd.org/departments/purchasing/purchasing-forms-documents Email it to the purchasing coordinator in the purchasing department.

The TEA FASRG lists certain types of vendors in which new vendor requests will normally be required and are generally considered non-competitive and will not be included in the Approved Vendor List.

• Assemblies, seminars, or workshops	• Conference attendance
• Governmental entities	• Newspaper advertisements
• Professional organizations	• Subscriptions
• Travel and Field trips	• Venues

Vendors are not allowed to submit themselves as new vendors. The competitive procurement process is the long-term method of doing business with the District because the vendor can obtain "approved vendor" status verses the new vendor request method which is a short-term method of doing business with the District.

Vendor Performance/Evaluation

Evaluation of vendor performance is an important aspect of centralized purchasing. Problems encountered by a particular school or department can be avoided by other District entities when these occurrences are communicated to the Purchasing Department. Factors to consider when dealing with vendors:

• Timeliness of deliveries	• Quality of products or services received
• Service performance	• Damaged goods
• Completeness and accuracy of the order	• Unserviceable merchandise

Whenever problems are encountered with a vendor, (i.e., a vendor fails to deliver certain items or delivery does not meet specifications) **it is important to document the problem**, noting the date and an accurate description of the problem. The simplest way to document a problem is through the Purchasing Webpage under the Vendor Performance Report Card. This feature is new for the district and allows the purchasing department the opportunity to assist you with vendor performance challenges. The purchasing department will also communicate with the vendor to ensure all vendors are providing goods and services to meet customer expectations.

Visits from Vendors

Solicitors, vendors, collectors, or salespersons are not permitted to confer with students or employees during school hours without prior approval.

Under no circumstances shall such people be permitted to interrupt classes or conduct personal business with employees.

Principals and administrators responsible for school facilities shall be responsible for compliance with this procedure within the confines of their facilities.

Vendors desiring to visit schools for educational purposes must:

1. File identification information with the Purchasing Department.

2. Provide the Purchasing Department with a complete IRS Form W-9. These forms can be obtained from the IRS website at www.irs.gov.

3. Obtain authorization from either Elementary or Secondary School Leadership.

SECTION 8

REQUISITION AND PURCHASE ORDER PROCESSING

Overview

The requisition and purchase order process can be viewed as having four distinct steps:

1. The requisition process
2. The purchase order process
3. Delivery and Receipt of goods or services
4. Invoice and Payment

The requisition and purchase order process begins when a need is determined by an end user and is not completed until payment is made for the goods and/or services. In this section the first two steps of the process will be discussed at length; delivery and receipt will be discussed in Section 9. Invoice and payment procedures are managed by the Business Services Department. Contact Business Services at (972) 708-2010 for a copy of this manual.

Requisition Process

A requisition is an internal document by which a campus or department of the district requests the purchasing department to initiate a purchase order. It is a request generated electronically (through the use of the automated system – Skyward) for the purchase of supplies, services, equipment, etc. **A requisition is an *un-approved* purchase order.** No purchasing commitment shall be made without an approved purchase order.

NOTE: All end users must keep in mind the following purchasing prime directives:

- **Purchase commitments shall be made by an approved purchase order.**
- **People making unauthorized purchases shall assume full responsibility for all such debts.**

Requisitions are initiated by those having proper authority, as defined in Section 3. After a requisition is input in Skyward it must then be approved by the appropriate budget owner, which

is normally a principal or a department head. Requisitions which require expenditures from a Special Revenue Fund must be approved by the program administrator/compliance officer (i.e. Federal Programs, etc.).

Requisition Format

In order to avoid delays in processing, requisitions should include all information necessary to clearly define the needs of the user, campus, or department. The information required includes the following:

- Vendor name and address (as listed in Skyward)
- **Complete and accurate description of items to be purchased who, what, where, when & why or item # and quantity**.
- Contract number (if any). This information will be located in a drop-down box if it is not there contact purchasing immediately.
- Account code to be charged.
- Price (per unit and in total).
- Payment terms, if any.
- Discounts, if any.
- Transportation arrangements (shipping/freight costs, if any).
- Requested by (warehouse, school campus, department, individual, etc.)
- Required delivery date, if any.
- Special instructions -
    - Fax purchase order to vendor
    - Do not fax purchase order
    - Return purchase order to campus

Alternatively, special instructions can be typed into the body of the requisition.

- All support documentation must be attached in Skyward, that is needed (vendor price quote, Edgar 3-quote form, board approval minutes for purchases over $50,000.)
- After a requisition is in Skyward it must then be approved by the Budget Manager. Requisitions which require expenditure from a Special Revenue Fund must be approved by the State and Federal Program Administrator or Special Ed. Director.

Review by Purchasing

Requisitions received by the Purchasing Department are reviewed for the following items prior to approval of a purchase order.

- Accuracy.
- Adequate description, **who, what, where, when & why or item # and quantity**.

- Contract information.
- Overall completeness.
- Compliance with competitive procurement as established in Education Code 44.031, compliance with Board policy, etc.
- **If a requisition requires corrections, it will be sent back to the campus or department.**
- The Purchasing Department uses notes to enter comments regarding incorrect or missing information that the end user needs to correct or provide in order for the requisition to be approved.

Modifications to a Purchase Order

- Purchase orders are not to be modified with the vendor or by schools or departments directly.
- If it becomes necessary to change the terms of a purchase order, the school or department must **first contact the Purchasing Department.**
- Once an agreement to any price increases or modification of terms is reached, purchasing will adjust the encumbrance on the purchase order and notify all involved parties of the changes.
- In the case of reorders, the same purchase order number cannot be used.

Checking Purchase Order Status

- You have the ability to check the status of the purchase order in Skyward.
- **It is the end user's responsibility to monitor purchase order status.**

Cancellation of a Purchase Order

- In the event it is necessary to cancel a Purchase Order, the campus or department must contact the Purchasing Department.
- The Purchasing Department will close the purchase order and liquidate the encumbered funds.
- The school or department placing the order must also notify the vendor of the cancellation of the purchase order.

Purchase Order Closure

In the event it is necessary to cancel a Purchase Order, the campus or department must advise the Accounts Payable Department. The Accounts Payable Department will close the purchase order and liquidate the funds encumbered. The school or department placing the order must also notify the vendor of the cancellation of the purchase order.

Unauthorized Purchases

All District employees shall strictly adhere to Board policy CH (LEGAL & LOCAL). Employees should note that purchase acquisitions of goods or services that do not follow the established procedures are considered to be unauthorized and the person completing such a transaction may be held personally liable for the debt as per Board policy CH (LOCAL). No "after the fact" PO's. Purchase of gift cards is NOT allowed.

District Property

- District funds will not be used to purchase items for personal use.
- All items purchased with District funds are the property of DISD.
- Property may be assigned to a staff member, but it is always the property of the district. It must be returned to the district if the employee leaves the employment of the district or is re-assigned.
- If the equipment is removed from the campus, it must be expressly authorized.
- Items purchased using federal funds may not be removed or transferred from the original location for which the purchase was intended without contacting the State & Federal Programs Administrator.

Memberships and Subscriptions

- Memberships must be institutional memberships when available.
- Individual memberships will be paid if the membership is necessary for the job position currently held.
- Personal liability insurance will not be paid by the district.
- Subscriptions must be in the name of Duncanville ISD – Campus/Department and must be related to the mission of the school or department for which the subscription is purchased. Magazines will not be delivered to home addresses.
- POs for memberships and subscriptions will be returned to the campus/department for processing. There are numerous steps involved with processing these and there will be less confusion if they are handled by the campus/department.

Purchase Orders

After the requisition is reviewed and approved by the Purchasing Department, the requisition is then converted to a purchase order in Skyward. Purchase orders are among the most commonly utilized methods for procuring goods and services. As its name indicates, this document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for the district to remit payment to the vendor after the item(s) and/or service(s) are received. Once items are shipped and/or services performed, the vendor must submit a properly executed invoice to the Accounts Payable Department to receive payment.

A purchase order is an important accounting document as it contains information on the expenditure to be made and the account code to be charged. Once issued, the purchase order encumbers funds from the appropriate budget and serves as an expenditure control mechanism. The purchase order is also used in the accounts payable process as it documents that an order has been issued, received, and accepted by the end user and payment may be made to the vendor.

Purchase Order Process

The purchase order is the written evidence of orders placed as a result of properly initiated and approved purchase requisitions. A purchase order is of a standard format to facilitate processing and contains the items indicated on the requisition.

As mentioned earlier, purchase orders start with a requisition which is prepared electronically. Requisitions originate with the end user and describe the item(s) to be purchased, the quantity, pricing, the account to be charged, the vendor, etc.

Purchase Order Procedures

Purchases shall be made by means of purchase orders that are properly completed, duly authorized, and adequately funded. Only the purchasing department shall release a purchase order to a vendor. **If vendors are contacted by the end user in the initial phase of a requisition, they should be advised by the end user that delivery of goods or services should not be initiated until the vendor has received an approved purchase order from the purchasing department.**

Purchase orders are issued on a daily basis by the purchasing department based on information submitted on requisitions. If a purchase order is needed immediately, please contact the purchasing department. The normal approval time is 24- 48 hours.

Purchase orders are not to be modified by the vendor or by campuses or departments after they have been processed by the purchasing department. If it becomes necessary to change the purchase order, the campus or department must first advise the purchasing department. Once an agreement to any price increases or modification of terms is reached, purchasing has the responsibility to adjust the encumbrance on the purchase order and notify all parties involved of the changes. Once a purchase order is issued, the same purchase order number cannot be used for reorders. When merchandise

has been returned or is damaged and a reorder of replacement merchandise is desired, a new purchase requisition must be submitted.

End User's Responsibilities

- Ensure that the purchasing process (through the use of an approved purchase order) always precedes the payment process (invoice).
- Shall only initiate and approve requisitions within approved budget authority and ensure proper account coding per requisition/ purchase order line items.
- Shall check with the Warehouse to find out if the item is in stock before making a purchase. If the item is not in stock, the end user shall select an approved vendor who will provide the goods and services.
- Shall use approved vendors to procure goods and services.
- If necessary, confirm with the purchasing department that an approved vendor is available for the goods or services needed.
- If a vendor must be contacted to obtain information to prepare a requisition (i.e. vendor price quote), shall explain to the vendor that the request for information does not represent a commitment to make actual purchase.
- Shall provide for initiating, authorizing, and adequately funding the procurement through a properly approved purchase order.
- Shall monitor the requisition status.
- Shall not release the requisition number or use a draft copy of the requisition to make purchases from a vendor.
- Shall monitor the vendor's performance to ensure proper delivery of the goods or services ordered. If the goods or services are not delivered as ordered, the end user shall take necessary action to protect the District's interest, up to and including sending a written Stop Payment Order to the Accounts Payables department. Problems with the vendor's unsatisfactory performance shall be directed to the purchasing department for appropriate action, which may include closing the purchase order (See Section 9, resolving discrepancies). Additionally, a Vendor Performance Report Card must be completed)
- Shall not make any commitments to acquire goods or services in the name of the District for personal use or ownership.

- Shall not make or authorize separate, sequential, or component purchases in order to avoid requirements under the Texas Education Code, Section 44.031, or Board approval.
- Shall coordinate purchases valued at $10,000 or more with the Purchasing Department in order to select the method of procurement that will provide the best value to the District.
- Shall process all requests for procurement that cost $50,000 or more for Board approval.
- Shall follow the policies and procedures for true emergency purchases.
- Shall be responsible for complying with statutory requirements, Board policies, and the Purchasing Manual procedures when purchasing goods or services for the District.
- Shall not make changes to purchase orders after they have been sent to the vendor without prior approval from the Purchasing Department.
- Shall ensure that items ordered match the purchase order.
- Shall record the receipt of goods or services within the Skyward system.

Purchasing Department Responsibilities

- Shall not initiate requisitions except for items or services for use by the purchasing department.
- Shall not approve a vendor or purchase anything from any vendor or from any company that is controlled, owned, or operated by that employee or from a relative within the second degree by blood or marriage of the employee. See Employee Vendors in Section 3.
- Shall oversee the purchase of all materials, supplies, equipment, and services for the District.
- Shall not approve a requisition after the event has taken place (i.e. **After-the-fact)** except in special circumstances/instances.
- Shall review/process requisitions in a timely manner for completeness and ensure that purchases are compliant.
- Shall verify compliance with statues, regulations, and Board policy applicable to purchasing.
- Shall verify correctness of budget object coding according to the Duncanville ISD Accounts Components Manual.

- Shall have discretion to direct purchases through interlocal agreements or cooperatives in order to save time and money.
- Shall work with the end users to resolve delays in requisition processing in a timely manner.
- Shall send the vendors approved purchase orders and verify its receipt.
- Shall be the only personnel authorized to contact vendors to make purchase commitments and issue purchase orders.

Purchase Card Program

Details about the district's Purchase Card Program may be found on the District's Purchasing Webpage. Specific questions about this program may be directed to the Purchase Card Administrator/ Business Services at 972- 708- 2010.

The objective of the Purchase Card Program is to provide an efficient, cost-effective method of purchasing and paying for low-dollar transactions by replacing the need for requisitions, purchase orders, invoices, and/or pre-payment orders. Procedures governing the use of purchase cards are contained in the Purchase Card Manual, but emphasis must be made that purchases using Purchase Cards must be made from **approved vendors only**. An approved vendor is a vendor that has been awarded a Bid or Proposal through the competitive procurement process by Duncanville ISD or by a member of an interlocal agreement.

Using the purchase card benefits the District, cardholders, and suppliers as follows:

- Ability to obtain goods and services faster and easier
- Reduced need to use personal funds and obtain reimbursements
- Immediate payment to suppliers/vendors
- Minimizes the processing costs of small dollar purchases
- Automatic recording of all purchases made by cardholders

SECTION 9

DELIVERY AND RECEIPT

Delivery and receipt of goods/services is the goal of the requisition and purchase order process discussed in Section 8. Carefully checking deliveries and ensuring that the end user(s) who ordered the goods/services obtained them is a critical part of the purchasing process. Duncanville ISD utilized both centralized and decentralized receiving to ensure end users receive goods/services.

Centralized Receiving and Decentralized Receiving

Purchases may be received by centralized receiving departments or by campuses or departments in decentralized receiving. Centralized receiving provides more control. Having only one centralized receiving point ensures that the merchandise received agrees with merchandise ordered. However, it is normally timelier and sometimes in the best interest of the end user or the district to have the vendor deliver goods directly to a campus or department; this requires decentralized receiving, also known as "drop shipping."

If decentralized receiving is used, the campus/department should assign the receiving responsibility to an individual trained in receiving procedures. Procedures regarding the receipt of goods should be in place at each campus/department; this includes specific procedures for receiving goods during summer and winter breaks.

Monitoring the delivery and receipt of purchase orders is the end-user's responsibility. This ensures that the district actually receives what it purchases and will pay for it.

Online Receiving Records

It is imperative that after physical delivery of goods and services, that an online receiving record be created in the Skyward system for the particular purchase order the delivery pertains to. This online receiving record communicates to Accounts Payables how much to pay and that those goods and services have been received in a satisfactory manner. Without timely online receiving, the payment process is curtailed and jeopardizes future business relations with our vendors.

Physical Receiving Procedures

1. Locate the **"packing slip."** The packing slip contains information of the items

shipped from the vendor. The packing slip should list the following information:

- Date of shipment from the vendor
- Duncanville ISD Purchase Order Number
- Quantities and descriptions of items shipped

If the individual performing the receiving cannot locate the packing slip, he/she must **immediately** contact the vendor and request a copy.

2. Compare the packing slip with the requisition/purchase order and verify that the shipment is intended for your campus/department. If it is, continue the receiving procedures. If you are certain that the shipment is not intended for your campus/department, refuse the shipment or aid in determining the proper destination. It is the vendor's responsibility to deliver goods to the destination on the purchase order.

3. Ensure that the items on the packing slip match the items on the requisition/purchase order; accept the items that were ordered and contact the vendor for instructions for handling the incorrect items. The vendor is responsible for all costs for items delivered incorrectly.

4. Compare the number of containers delivered to the number on the carrier's packing slip. Record any discrepancy on the carrier's shipping documents.

5. Examine the outside of the containers for damage:

   - **Minor Visible Damage -** Record any damage to the shipping containers on the carrier's shipping document and ensure that it is signed by the delivery person before the shipment is accepted. Recording minor damage to containers provides added documentation in the event that there is concealed damage.

   - **Severe Visible Damage** - It is obvious that the shipment is not in working condition, you should refuse the delivery.

Inspection Procedures

Inspect the shipment to identify concealed damage. Concealed damage is damage that was not evident at the estimated time of delivery. If damage is discovered after unpacking the shipment, notify both the carrier and the vendor in writing preferably by email.

After the shipment is unpacked, check the following against the Purchase Order:

- Compare the quantity received with the quantity ordered.
- Check for:
    - **Over-shipments:** An over-shipment is a shipment that contains more of an item than you ordered. Contact the vendor to resolve the issue. It is not our responsibility to pay for over shipments. If the vendor does not want the additional items, the items are considered free. **The district should agree to pay for the additional items**
    - **Under-shipments:** Only pay for the actual items received. Contact the vendor to resolve this issue.
- Compare the brand name and model number received with the brand name and model number on the Purchase Order.
- Compare the shipment with the physical descriptions in the Purchase Order.
- Compare the packaging, labeling, marking, etc. with those on the Purchase Order.
- Make certain that "used" items are reflected as such on the Purchase Order. The district does not purchase used items unless it is approved by the purchasing department.
- Retain copies of all shipping documentation until all discrepancies are resolved.

Resolving Discrepancies

If the campus or department determines that there is damaged merchandise or a discrepancy exists, they should notify the vendor immediately and attempt to resolve the discrepancy. All correspondence between the campus/department and vendor must be noted on the packing slip, if possible. If the discrepancy is discovered during or after inspection or unpacking, the vendor should be contacted in a timely manner. **It is the end user's responsibility to contact the vendor and attempt to resolve deficiencies.**

Notify the vendor of all discrepancies in writing and follow up all telephone notifications by email. Written notification must include instructions on what action the vendor should take and the deadline for that action. Give the vendor the opportunity to make the shipment good.

Be sure to keep detailed records (dates, times, names, and phone numbers) and **contact the Purchasing Department for assistance if satisfactory results are not obtained in a timely manner.** Send copies of all documentation to the Purchasing Department for record keeping, follow-up, and vendor performance evaluation.

After the physical receiving function has been performed (shipment and packing slip are correct), electronic receiving must be performed in the Skyward system as approval for payment.

Further details on receiving goods and services online, how to handle invoices, and payment procedures are contained in the Accounts Payable Processing Manual. Please contact Business Services at (972) 708-2010 for a copy of this manual.

SECTION 10

BOARD OF EDUCATION APPROVAL

In accordance with Board Policy CH (Local), The Board delegates to the Superintendent or designee the authority to make budgeted purchases for goods or services. However, any single, budgeted purchase of goods or services that costs $50,000 or more, regardless of whether the goods or services are competitively purchased, shall require Board approval before a transaction may take place. A continuing purchase under a Board-approved bid or contract does not require Board approval.

Procedures for Board Approval Requests

The following link contains the procedures for obtaining Board approval requests. Cut-off dates are very important when submitting items to the Board for approval. https://www.duncanvilleisd.org/board-of-trustees/operating-procedures

SECTION 11

GLOSSARY OF TERMS

Acknowledgement: A form used by a vendor to advise a purchaser that an order has been received and usually implying acceptance.

Act of God: A contingency or occurrence that cannot be avoided by human power; a cause of damage which is irresistible (e.g., hurricane, flood, lightening) and not attributable to negligence.

Advertising: A form of public notice of an intended purchase. See "Legal Notice."

Agency: (1) An administrative division of a government. (2) A relationship between two parties by which one, the agent, is authorized to perform or transact certain business for the other, the principal: also, the office of the agent.

All-or-None Bid: A bid submitted for several different items, services, etc., in which the bidder states he will not accept a partial award but will accept only an award for all the items, services, etc., included in the Invitation for Bids. Such bids are acceptable only if provided for in the Invitation, or if the bidder quotes an individual price for each of the items, services, etc., as listed and is the low bidder on each item.

Alternate Bid: A bid submitted in knowing variance from the specifications, terms, conditions, or provisions of the solicitation. Such a bid is acceptable only when the variance is deemed to be immaterial.

Approved Vendor: An "approved vendor" is a vendor that has been awarded a Bid/Proposal through the DISD competitive procurement process or through an Interlocal Agreement.

Assigned Budget Owners: Managers who are assigned ownership of a Board approved budget and who are authorized to procure goods or services in accordance with the approved budget. An ownership code is assigned as the last three digits of the account code.

Award: The acceptance of a bid or proposal.

Back Order: That portion of an order which a vendor does not deliver at the scheduled time and has re-entered for shipment later.

Best Interests of the District: The rationale granting the District discretion in acting most advantageous to the district when it is impossible to delineate adequately a specific response by law or regulation.

Bid: The executed document submitted by a Bidder in response to an Invitation for Bids, or a multi-step bidding procedure.

Bid Bond: An insurance agreement in which a third party agrees to be liable to pay a certain amount of money in the event that a specific bidder, if the bid is accepted, fails to accept the bid award as bid.

Bid Deposit: A sum of money or check deposited with and as instructed by the prospective purchaser to guarantee the bidder (depositor) will, if selected, accept the bid award in accordance with the bid. If the bidder does not accept the bid award, he forfeits the amount of the deposit.

Bid Opening: The formal process through which bids are opened and the contents revealed for the first time to the district, other bidders and usually, to the public.

Bid Sample: A sample required of a bidder for examination, comparison, testing, and evaluation by the prospective purchaser.

Bid Security: A guarantee, in the form of a bond or deposit, that the bidder, if awarded a bid, will accept the bid award as bid, otherwise the bidder (in the case of a deposit) or his/her guarantor (in the case of a bond) will be liable for the amount of the bond or deposit.

Bidder: Any person submitting a competitive bid in response to a solicitation.

Bidders List: A mailing list maintained by the purchasing department setting out the names and addresses of suppliers of various goods and services from whom bids, proposals, and quotations can be solicited (also called the vendor mailing list).

Bill: A list of charges or costs presented by a vendor to a purchaser, usually enumerating the items furnished, their unit and total costs, and a statement of the terms of sale: an invoice.

Blanket Purchase Order: A blanket purchase order is issued to an approved vendor authorizing purchases from that vendor over a period of time. An arrangement under which a purchaser contracts with an approved vendor to provide the purchaser's requirements for an item or a service, on an as-required and often over-the-counter basis. Properly prepared, such an arrangement sets a limit on the period of time it is valid and the maximum amount of money which may be spent at one time or within a specified period.

Bona Fide: In good faith.

Brand Name: A name which serves to identify a product of a particular manufacturer. A trade name.

Brand Name or Equal Specification: A specification that cites brand names, model numbers, or other identifications as representing quality and performance called for and inviting bids on comparable items or products of any manufacturer.

Bulk Purchasing: Purchasing in large quantities to seek a lower price per unit; volume purchasing.

Budgeted Purchases: Purchases that assigned budget owners are authorized to make within approved budget limits.

Calendar Day: Every day shown on the calendar, Saturdays, Sundays, and holidays included.

Cash Discount: A discount from the purchase price allowed by the seller to the purchaser when payment is made within a designated period.

Cash on Delivery (COD): Payment due and payable upon delivery of goods.

Catalog: A listing of item identifications arranged systematically.

Centralized Purchasing: A system of purchasing in which authority, responsibility, and control of activities are concentrated in one administrative unit.

Change Order: A written order directing the contractor to make changes in which the Changes clause of the contract authorizes the District to order without the consent of the contractor.

Code of Ethics: Written guidelines within which judgments and considerations of professional ethics and behavior should be made for all public officials and employees of a district.

Collusion: A secret agreement or cooperation between two or more people to accomplish a fraudulent, deceitful, or unlawful purpose.

Combination Specifications: Contain elements of both design and performance specifications. Some features of each are included in allowing a vendor to use ingenuity to meet the performance needs of the government and to require certain necessary design characteristics. This is probably the most common type of specification.

Commodity: An article of trade, a movable article of value, something that is bought or sold; any movable or tangible thing that is produced or used as the subject of barter or sale.

Competition: The process by which two or more vendors vie to secure the business of a purchaser by offering the most favorable terms as to price, quality, delivery and/or service.

Competitive Bidding: The submissions of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Competitive Negotiation: A method for contracting for goods and services, whereby proposals are solicited from qualified suppliers, following submission of which changes in proposals and prices are allowed, and the offer deemed by the awarding authority to be most advantageous in terms of criteria as designated in the Request for Proposals is accepted; a negotiated procurement.

Competitive Sealed Proposals: A term used for competitive negotiation as a source selection.

Component Purchases: Purchases of the component parts of an item that in normal purchasing practices would be made in one purchase.

Confirming Order: A de facto purchase order issued to a vendor listing goods or services procured verbally and/or outside established purchasing procedures. Since confirming order precludes competition it may be illegal under certain laws/ordinances.

Conflict of Interest: A situation where the personal interests of a contractor, public official or employee are, or appear to be, at odds with the best interests of the district.

Contingency: A possible future event or condition arising from presently known or unknown causes, the outcome of which is indeterminate at the present time.

Cooperative Purchasing: (1) The combining of requirements of two or more political entities to obtain the advantages of volume purchases, reduction in administrative expenses, or other public benefits. (2) Procurement conducted by, or on behalf of, more than one Public Procurement Unit, or by a Public Procurement Unit with an External Procurement Activity.

Delivery Schedule: The required or agreed time, or rate, of delivery of goods or services.

Delivery Terms: Conditions in a contract relating to freight charges, place of delivery, time of delivery, or method of transportation.

Descriptive Literature: Information, such as illustrations, charts, drawings, and technical data which show the characteristics or construction of a particular product or explains its operations, furnished by a bidder as part of the bid to describe the items he offers. The term refers only to information required to evaluate a product and need not include other information such as that relates to the qualifications of a bidder or operating or maintaining equipment.

Design-Build: The district and the design/build contractor enter a specific contract wherein the contractor undertakes the responsibility to provide for the design and construction of the project in conformance with basic requirements which have been set forth by the district.

The contract may be a lump sum, cost plus a fee or guaranteed maximum, lease or lease-purchase. The contract is generally entered into after project definition but before substantial design work has been done.

Design Specifications: A type or manner of writing a purchase description characterized by detail as to how the product is to be manufactured or work is to be performed; generic specification. Appropriate for a unique product or custom work.

Designee: A duly authorized representative of a person holding a superior position.

Discount: An allowance or deduction from a normal or list price extended by a seller to a buyer to make the net price more competitive.

Emergency Purchases: Two types of emergency purchases are made in districts. One type of result from an eminent threat to the health, safety, or welfare of students. Such purchases must comply with state law and may be made only after a formal board action declaring an emergency and authorizing the purchase. The second type of emergency purchase usually is defined by local policy to provide for the acquisition of goods or services to meet an immediate need such as purchases to repair damage to a facility which may imperil students or the security of the facility.

End User: Staff member from a school or department who initiates the request for purchase (requisition).

Equipment: Personal property of a durable nature which retains its identity throughout its useful life.

Evaluation Committee: A committee which advises and assists the purchasing office in evaluation and award, usually employed in high tech and purchase of services transactions.

Evaluation of Bid: The process of examining a bid after opening to determine the bidder's responsibility, responsiveness to requirements, and to ascertain other characteristics of the bid that relate to determination of the successful bidder.

Fiscal Year: A period of 12 consecutive months selected as a basis for annual financial reporting, planning, or budgeting.

F.O.B.: "Free on Board" specifies when the title for shipped merchandise transfers to the district. F.O.B. is often followed by the text that specifies which party is responsible for freight charges and damages or losses while in transit.

F.O.B. Destination: Under these terms, the risk of loss of goods does not pass to the district until the goods are delivered and the district has accepted the shipment. If the shipment is

refused or never reaches its destination, the vendor is responsible for re-shipping new goods at their expense. It is recommended that all orders be placed as F.O.B. Destination.

F.O.B. Origin: Under these terms, the risk of loss passes to the district when the carrier picks up the shipment from the vendor. The district is responsible for the merchandise at that point. If the merchandise is damaged or lost in shipment, the district owes the vendor full payment regardless. If there is damage or shortages, the district is responsible for filing any needed freight claims to attempt to recover the damages. If goods must be replaced, a new order must be placed with the vendor. The district **does not recommend** using F.O.B. Origin.

Identical Bid: A bid that is the same in all respects with another bid.

Ineligible Bidder: A supplier or prospective supplier who, because of financial instability, unsatisfactory reputation, poor history of performance, or other deficiency, does not meet the qualifications for placement on the vendor mailing list (bidder's list) or for award; also, non- responsible bidder.

Inspection: Critical examination and/or testing of items to determine whether they have been received in the proper quantity and condition and conform to the applicable specifications.

Invitation for Bids (IFB): (1) The solicitation document used for competitive sealed bidding, the customary method used by state and local governments for the purchase of equipment, materials, supplies, and construction. (2) All documents, whether attached or incorporated by reference, utilized for soliciting bids.

Late Bid Proposal: A bid or proposal received at the place specified in the solicitation after the time designated for all bids or proposals to be received.

Legal Notice: Notice of a proposed purchase as required by law. Depending upon the legal requirement, notice may be satisfied by posting an announcement of the purchase in a public place, notification of the appropriate bidders from the vendor mailing list (bidder's list), formal advertisement in a newspaper or newspapers, or a combination of these methods.

Lease-Purchase Agreement: A lease contract containing a purchase option in which the lessee's periodic payments or parts thereof may be applied to serve both as the rental obligation and as installments for acquiring ownership of the property upon the lessee exercising the purchase option; a conditional sales contract.

Life-Cycle Costing: A procurement technique which considers demonstrable and documented operating, maintenance, the cost of money, and other costs of ownership and usage, and resale or residual value in addition to acquisition price in making an award on low total cost.

Lowest (Responsive and) Responsible Bidder: Originally, the bidder submitted the lowest initial price and capable of performing the proposed services or providing the proposed goods. Under modern purchasing concepts, often construed as generally the same as the "lowest responsive and responsible bidder," or the bidder who submits the "lowest and best bid," or the "most advantageous bid, price, and other factors considered." For clarity and accuracy, the recommended provision for determining award is the "responsive and responsible bidder whose bid is most economical for the purpose intended, according to criteria set forth in the solicitation."

Multiple Awards: The award of bids/proposals to two or more bidders for the same or essentially similar items. Appropriate only in situations where a single award would be impossible or impractical and awards are limited to the least number of suppliers necessary for a workable contract.

Multi-Step Competitive Bidding: A competitive process calling for separate submissions of a technical proposal (which may be negotiated) as the first step or steps of the process followed by a call for non-negotiable competitive price bid as the final step.

Munis Vendor: A "Munis vendor" is a vendor that is established in the Munis Financial Management System.

Non-responsive Bid: A bid that does not conform to the essential requirements of the invitation for Bids; nonconforming bid; unresponsive bid.

Option to Renew: A bid/proposal clause that allows a party to elect to re-institute the bid/proposal for an additional term.

Performance Bond: A contract of guaranty executed after award by a successful bidder to protect the district from loss due to vendor's inability to complete the bid/proposal as agreed.

Performance Record: Record to indicate a supplier's ability to keep delivery promises and reliability, together with consistency of quality and performance of the products and services furnished.

Performance Specifications: Where the goods and/or services are described in terms of required performance. They may include such details as required power, strength of material, test methods and standards of acceptability and recommended practices.

Pre-Bid/Proposal Conference: A meeting scheduled in a solicitation for the purpose of providing clarification as needed. Substantive questions raised at a pre-bid conference are answered in writing and may modify the solicitation.

Procurement: The procedures for obtaining goods or services, including all activities from the planning steps and preparation and processing of a requisition, through receipt and acceptance of delivery and processing of a final invoice for payment. The acts of preparing specifications, evaluating bids or proposals, making awards, and administering contracts are involved; in some contexts, property management is implied.

Professional Services: Often technical, and/or unique functions performed by independent contractors whose occupation is the rendering of such services. While not limited to licentiates, the services are considered "professional," and the contract may run to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural and engineering services, management and systems consultation, research, and the performing arts.

Proposal: The document executed submitted by an offeror in response to a Request for Proposal (and the basis for subsequent negotiation).

Proposal Evaluation Criteria: Factors, usually weighted, relating to management capability, technical capability, manner of meeting performance requirements, price and other important considerations used to evaluate which proposer in a competitive negotiation has made the most advantageous offer.

Purchase Order: This document serves as a formal order for goods, materials and/or services from a vendor. A purchase order, once approved, is a binding commitment for a district to remit payment to the vendor after the item(s) and an invoice are received by the district. Acceptance of a purchase order by the vendor constitutes a contract.

Quotation: A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding; the stating of the current price of a commodity, or the price so stated.

Request for Information (RFI): The document used in informal, uncompetitive solicitation of information, data, comments, or reactions from possible suppliers preceding the issuance of a Request for Proposals or a multi-step bidding procedure.

Request for Proposal (RFP): (1) All documents, whether attached or incorporated by reference, utilized for soliciting (competitive) proposals. The RFP procedure permits negotiation of proposals and prices as distinguished from competitive bidding and an Invitation for Bids. (2) The solicitation document used in the competitive negotiation process. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to the award.

Requisition: A requisition is an internal document by which a campus or department of the district requests the purchasing department to initiate a purchase order. It is a request generated electronically (through use of the automated system Munis) for the purchase of supplies, services, equipment, etc. A requisition is an un-approved purchase order. No purchasing commitment shall be made without an approved purchase order.

Responsible Bidder: A person who has the capability in all respects to perform in full the bid requirements, and the integrity and reliability which will ensure good faith performance.

Responsive Bidder: (1) A person who has submitted a bid which conforms in all material respect to the Invitation for Bids. (2) One whose bid conforms in all material respects to the terms and conditions, the specifications and other requirements of the Invitation for Bids.

Sealed Bid: A bid which has been submitted in a sealed envelope to prevent its contents being revealed or known before the deadline for the submission of all bids: usually required by law or rule on major procurements, to enhance fair competition.

Separate Purchases: Purchases, made separately, of items that in normal purchasing practices would be made in one purchase.

Sequential Purchases: Purchases, over a period of items that in normal purchasing practices would be made in one purchase.

Sole Source Procurement: A purchase or award for a commodity or service to the only legally capable supplier, occasioned by the unique nature of the requirement, the supplier, or market conditions.

Special Revenue Fund: Proceeds of specific program grants that are legally restricted to expenditures for specified purposes.

Specification: A description of what the purchaser seeks to buy, and consequently, what the bidder must be responsive to so that they be considered for the award of a contract. A specification may be a description of the physical or functional characteristics, or the nature of a supply of service. It may include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery. A purchase description.

Standardization (of Specifications): The process of examining characteristics and need for items of similar end usage and developing a single specification that will satisfy the need for most or all purchases for that purpose.

Supplies: Customarily, items that are consumed or expended in the course of being used, as distinguished from equipment and materials; but in some purchasing terminology, all items except construction and services.

Tabulation of Bids: A recording of bidders and abstract of their bids listing items offered, prices, deliveries, etc., in response to a specific solicitation, made for purposes of comparison and recordkeeping; an abstract.

Terms and Conditions: A general reference applied to the provisions under which bids must be submitted and which are applicable to most purchase orders.

Testing: Determination of the physical, chemical, or performance characteristics of items. Testing may be conducted in connection with developing specifications and standards, making comparative evaluations of products offered on bids, and ascertaining compliance with specifications before or after a bid/proposal award.

Title: The means whereby a person's ownership of property is established.

Uniform Commercial Code: Uniform statute law adopted by states for consistency and modernity in law governing commercial transactions.

Warranty: A representation of utility, condition, and durability made by a bidder for a product offered.

Warehouse Requisition: A warehouse requisition may be used to obtain supplies or materials (a catalog describing items in the warehouse is available by contacting the Warehouse Department). A warehouse requisition is completed at the department or campus level and submitted to the warehouse. Warehouse personnel then review the requisition for accuracy, completeness and availability of funds. After processing the requisition, the supplies and materials are removed from the warehouse stock and delivered to the appropriate party.