

Purchasing Manual

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FOREWORD

The purpose of this manual is to provide an overview of Dallas ISD's purchasing program both for vendors (contractors, sub-contractors, suppliers, bidders, proposers, providers, consultants, architects, engineers, etc.) as well as campuses and administrative departments. The Purchasing Manual is a collective living body of work inclusive of Procurement and SBE program requirements, in addition to relevant appendices along with federal, state, and local laws, policies, and regulations.

Within the Purchasing Manual, there are references to specific titles used throughout the District. All titles are generic and can be changed to reflect a designee of that specific position.

For vendors, this manual provides the "rules", procedures, processes, and practices for providing goods, services, consulting services, professional development services, professional services, construction, etc., to the District.

For campuses/departments, this manual serves as a handy reference to facilitate competitive purchasing of products, goods, and/or services in support of the District's educational mission.

The following is a summary overview of the District's competitive purchasing process:

a. All purchase commitments shall be made on a properly issued purchase order.
b. All District purchases shall be made with a District-awarded vendor when possible.
c. The District shall **not** be responsible for the payment of invoices that do not have a corresponding purchase order and/or that do not comply with the District's purchasing procedures.
d. Employees who make purchases without a proper purchase order (or who make "unauthorized purchases," as discussed in Section 3, Purchasing Authority) may be personally responsible for the payment of the invoice(s).
e. Invoices shall be submitted to Accounts Payable via one of the following methods:
    (1) Vendor uploads the invoice through the Oracle Vendor Management module *preferred* https://www.dallasisd.org/Page/57517;
    (2) Email invoices (PDF format) to: acctpayable@dallasisd.org;
    (3) Mail paper invoices to 9400 N. Central Expressway, Box 27, Dallas TX 75231. *only when above methods are unavailable*

INTRODUCTION

a. The Dallas ISD Procurement Services Department is responsible for the procurement of goods and services for Dallas ISD. While striving to give the best service possible to support the educational mission of Dallas ISD, the Procurement Services Department ensures purchases are in compliance with Dallas ISD Board Policy as well as federal, state, and local laws.
b. The purchasing process is a complex process that has the following distinct phases:
    1. Requirements Determination
    2. Solicitation (RFP, IFB, RFQ, CSP, etc.)
    3. Vendor Response Evaluation
    4. Award
    5. Receipt
    6. Vendor Evaluation
    7. Closeout
c. This purchasing manual applies to all purchasing activities in Dallas ISD; however, there may be additional or different rules that are applicable to unique purchases based on various factors including, but not limited to, governing statutes, funding sources, etc. For instance:
    1. Food and Child Nutrition Services is governed primarily by the Department of Agriculture (both U.S. and Texas); however, the Texas Education Code also applies.
    2. Grants and/or E-rate purchase compliance criteria differ from the typical compliance criteria including, but not limited to, deadlines for submission, deadlines for receipt of goods/services, etc.
    3. Construction and Bond Services is governed by various regulatory agencies, codes, ordinances, etc.
d. The Procurement Services Office is located at 9400 N. Central Expressway, Suite 1510, Dallas TX 75231. Normal business hours are between 8:00 a.m. to 5:00 p.m., CST, Monday through Friday (except when the Dallas ISD is operating on its summer schedule and offices may be closed on Friday).
e. By visiting our website www.dallasisd.org and selecting "Departments," then “Procurement Services” you can find general information about Procurement Services, Doing Business with DISD, Vendor Information, Current Opportunities, Restricted Contact Period, Background Information, End-User Forms, Staff Directory, and other useful information.
f. The information in the Purchasing Manual is shared with all Dallas ISD personnel and vendors to provide an overview of procurement procedures in the District.
g. The Purchasing Manual is posted on the District website: www.dallasisd.org - Departments/Procurement Services/Doing Business with DISD, select the Procurement Manual drop-down ribbon and select the Dallas ISD Procurement Manual file.
h. Please contact the Procurement Services Department with any procurement questions at 972-925-4100.

SECTION 1

DALLAS ISD PROCUREMENT SERVICES DEPARTMENT MISSION STATEMENT, GOALS, AND OBJECTIVES

Mission Statement

To support the Dallas Independent School District's vision, core beliefs, and principles of public service by acquiring the needed resources through prudent purchasing practices and excellent customer service.

Goals

- To provide quality products, services, and materials to the District at the best value and in accordance with applicable law and policy;
- To foster good vendor relations and a competitive and inclusive purchasing environment;
- To provide supervision and guidance during the procurement process; and
- To streamline the purchasing process to reduce the amount of time it takes to obtain important goods and services that are vital to providing students with the education they deserve.

Objectives

- To assist in the prudent use of District resources through efficient use of competitive procurement and the 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;
- To foster good vendor relations;
- To promote and develop a competitive and inclusive purchasing environment; and
- To support the initiatives and adhere to the SBE program.

SECTION 2

STATUTES, REGULATIONS, AND BOARD POLICY APPLICABLE TO PURCHASING

a. The Texas Education Code in general and specifically Chapter 44, Subchapter B, Purchases; Contracts.
b. The Texas Education Agency (TEA) Financial Accountability System Resource Guide: Purchasing Module.
c. The Dallas Independent School District's Board Policy.
d. Food and Child Nutrition Services purchases are also subject to US Department of Agriculture (USDA) and Texas Department of Agriculture (TDA) statutes, regulations, guidelines, policies, and procedures.
e. Code of Federal Regulations (CFR) 200.318 - general procurement standards and Education Department General Administrative Regulations (EDGAR).

The above list is not all-inclusive. There are other federal and state statutes and resources that control purchases. In the event of a conflict between this Purchasing Manual and any applicable law, regulation, or Board Policy, the law, regulation, or Board Policy shall take precedence over this Purchasing Manual.

Competitive purchasing must comply with all applicable statutes, regulations, policies, procedures, etc., which are based primarily on certain dollar thresholds. The following manual sections contain general guidelines based on dollar thresholds.

End users must never circumvent or bypass the cited dollar thresholds within this manual via sequential, component, and/or separate purchases. Attempting to bypass these dollar thresholds may constitute criminal conduct subject to the punishments set forth in Education Code Section 44.032. (See also Board Policy CH (Legal) Criminal Offenses).

SECTION 3

PURCHASING AUTHORITY

a. Pursuant to Texas Education Code §44.0312 (a), the Board of Trustees of the District may, as appropriate, delegate certain purchasing authority to a designated person, representative, or committee. Pursuant to Board Policy CH (LOCAL), the board has delegated to the Superintendent of Schools the authority to determine the method of purchasing that provides the best value for the District for all purchases of goods or services.

b. Interlocal agreements are contracts with other governmental entities including, but not limited to, other school districts, junior colleges, public universities, state agencies, and federal agencies. All interlocal agreements require board approval and must be approved by the Dallas ISD Board of Trustees, per CH (LOCAL).

c. Unless made via an approved cooperative vendor, all purchasing transactions, agreements, and/or contracts that have a value of $150,000 or greater, singularly or in the aggregate per fiscal year, must be approved by the board. All purchasing transactions, agreements, and/or contracts with an approved cooperative vendor that have a value of $250,000 or greater, singularly or in the aggregate per fiscal year, must be approved by the board. For any single purchase through a cooperative of $250,000 or greater, the District will solicit multiple proposals from at least three cooperatives, per CH (LOCAL).
   (1) Procurement Services is the only department authorized to make a binding commitment to purchase goods/services for the District.
   (2) Budget Managers or Principals have the authority to initiate and approve purchase requisitions within their authorized budget and in accordance with Board Policy CE (LOCAL).
   (3) Every employee involved in procuring goods or services for the District is responsible for ensuring that the District's procurement goals and objectives are met.

d. The Procurement Services Department shall supervise the purchase of all materials, supplies, equipment, and services for the District.

e. The Procurement Services Department shall develop appropriate procedures/practices to ensure:
   (1) Purchases are made in accordance with applicable statutes, regulations, and Board Policy.
   (2) The existence of a list of Awarded Vendors who have a record of quality products, services, and prices. "Awarded Vendors" are vendors that have current agreements/contracts with Dallas ISD or are an awarded cooperative vendor.
   (3) Required "Public Notice" advertising for the procurement of products and services and for the sale of used, obsolete, surplus, materials, supplies, and equipment.
   (4) Developing product and service specifications.

f. Board Policy CH (LOCAL) addresses the circumstances under which the board, on behalf of the District, assumes responsibility for debts. The board shall assume responsibility for debts incurred in the name of the District so long as those debts are for purchases made in accordance with adopted Board Policy and current administrative procedures. The board shall not be responsible for debts incurred by persons or organizations not directly under board control. **Persons making unauthorized purchases shall assume full, personal responsibility for all such debts.**

g. Purchasing transactions may be categorized as "authorized" or "unauthorized".
   (1) A transaction is authorized only if one of the following conditions is met:

- A valid purchase order is created in accordance with established administrative procedures
- A valid check request is created in accordance with established administrative procedures
- An electronic fund transfer is made in accordance with established administrative procedures

(2) A purchase of goods or services that is not authorized as described above will be considered an unauthorized transaction that is made without the consent of the board. The District will not honor unauthorized transactions and will not pay any obligation created thereunder.

(3) All unauthorized transactions shall be reported to the Chief Financial Officer. Anyone creating or authorizing such a commitment may be personally liable for payment of any obligation created by an unauthorized transaction. The board may, in its discretion, ratify an unauthorized transaction.

(4) All vendors and potential vendors, by participating in the District's purchasing activities, agree to accept and abide by these requirements. Vendors and potential vendors delivering or attempting to deliver goods and/or services outside of an authorized transaction are in violation of District policy and acknowledge that the District does not recognize any obligation created in connection with an unauthorized transaction.

(5) If Procurement Services determines that a vendor or potential vendor has engaged or attempted to engage in an unauthorized transaction, that vendor shall be placed on "hold" in the electronic commerce system currently in use and shall be ineligible for ongoing or future work.

(6) Vendors may be removed from the above-referenced hold by submitting a letter certifying that they will remain in compliance with District policy and regulations and agreeing to voluntary exclusion from District procurement and contracts if unauthorized purchases occur.

(7) There are various types of approved contracts/agreements used within Dallas ISD. Each of these contracts/agreements have differing requirements, differing approval levels, and differing supporting documentation. Signatory (approval) levels for these various contracts/agreements are designated by authority of the Superintendent of Schools. Users should contact Procurement Services prior to initiation of any of these formats:

i. Interlocal Agreement (ILA) is used for buying between/among state agencies, municipalities, and/or cooperative organizations.

ii. Service agreement shall be used to document acceptance of an offer for services via a formal procurement (Request for Bid, Request for Proposal, Request for Qualifications, etc.). In most cases, the execution of an award letter referencing contract documents such as the solicitation document, the vendor's response to the solicitation, and other applicable documents (Best and Final Offer (BAFO) requests and BAFO responses, etc.) are sufficient and a service agreement is not required.

h. All District agreements (contracts), including standard agreement forms of any nature and other procurement documents, must adhere to the following:

(1) Prohibit indemnification by the District of a vendor;

(2) Prohibit arbitration;

(3) Require a funding out (non-appropriations) clause at the end of each fiscal year; and

(4) Require a clause providing that the venue for settling contract disputes be in Dallas County, Texas, and establishing Texas state law as the governing body of law.

SECTION 4

PURCHASING ETHICS

a. Public purchasing and the expenditure of public funds require that ethical standards be incorporated into every aspect of the District's purchasing functions. District employees must develop professional vendor relations and encourage vendor competition while avoiding even the appearance of favoritism or other ethical misconduct. Although short timelines and urgent purchasing needs may create a temptation to circumvent policies, procedures, and laws, such activity is prohibited.

b. In addition to the information provided in this section, employees and vendors must review, acknowledge, and comply with the following board policies and administrative regulations:
   - Board Policy CAA (LOCAL) and (REGULATION), Financial Management Goals and Objectives, Financial Ethics.
   - Board Policy CHE (LEGAL), (LOCAL), and (REGULATION), Purchasing and Acquisition – Vendor Relations.
   - Board Policy DH (LEGAL), (LOCAL), and (REGULATION), Employee Standards of Conduct.

c. The Texas Education Agency (TEA) prescribes common standards of ethics governing the conduct of employees involved in the purchasing function in its *Financial Accountability System Resource Guide – General Ethical Standards and other documents,* which is incorporated in the procedures prescribed below.
   (1) Sequential Purchases – District employees shall **not** make purchases of items over a series of transactions that in normal purchasing practices would be made in one purchase.
   (2) 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.
   (3) Separate Purchases – District employees shall **not** make purchases separately that in normal purchasing practices would be made in one purchase in order to circumvent seeking board approval of the items.
   (4) 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. The Texas Ethics Commission website contains additional information and sample forms.
   (5) Gifts – A District employee who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions is prohibited from soliciting, accepting, or agreeing to accept any benefit from a person the employee knows is interested in or likely to become interested in any such transactions of the District. See Texas Penal Code Sections 1.07(41) (A), (E), and 36.08(d).
   (6) Financial Interest – District employees shall **not** participate directly or indirectly in a procurement when the employee or the employee's family member has a financial interest in the procurement. Examples include, but are not limited to, an employee or employee's family member owning in part or whole a company bidding on a District contract, an employee or employee's family member working for a company bidding on a District contract, and an employee or employee's family member serving on the board of a company bidding on a District contract.
   (7) Personal Use – District employees shall **not** make any commitment to acquire goods or services in the name of the District for personal use or ownership.

(8) Equal Consideration – As permitted by state and federal laws, as well as District policy and regulation, District employees shall grant all competitive vendors equal consideration. This is especially important when evaluating bids and proposals.

(9) 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.

d. State law imposes criminal penalties for violation of the law. Specifically, Texas Education Code, Section 44.032 provides the following:

(1) 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(a) or (b). An offense under this subsection is a Class B misdemeanor and is an offense involving moral turpitude.

(2) An officer, employee, or agent of a school district commits an offense if the person with criminal negligence violates Section 44.031(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.

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

(4) 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*, 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.

(5) 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's fees as approved by the court.

di. 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 ethical standards is critical to the protection of the reputation of the employee and the District. If you see or suspect unethical or illegal behavior, you should report your concerns anonymously directly to the District’s fraud, waste, and abuse hotline at 800-530-1608.

dii. Vendors are required to execute various documents, representations, certifications, etc., which reinforce the ethical and fiscal standard of conduct expected from one receiving public funds. The various documents include but are not limited to, felony conviction notice, conflict of interest questionnaire, disclosure statement, Small Business

Enterprise (SBE) disclosures, affirmative action plans, EDGAR Federal Funding Certification, etc. The various representations/certifications include, but are not limited to, indebtedness, legal status of company/firm, debarment/suspension, notification of criminal history, non-collusion statement, anti-lobbying certification, insurance/workers compensation coverage, criminal background checks/searches, no boycott of Israel and prohibition of contracts engaged in business with Iran; Sudan; or foreign terrorist organizations.

g. Procurement Services expects that vendors and District employees will provide accurate and factual information concerning purchasing activities and functions.

SECTION 5

CONTROL ENVIRONMENT

a. The Texas Education Agency's guidance states that "a district needs a strong control environment in which to perform the purchasing function." Three activities govern a strong and successful control environment:
   (1) Creation and enforcement of a comprehensive purchasing manual.
   (2) Monitoring of purchasing activities by all employees involved with the procurement of goods and services.
   (3) Training personnel on procurement procedures.

b. The Purchasing Manual is a tool for establishing a controlled environment and must be adhered to by employees of the District as well as the District's vendors. The Purchasing Manual provides written procedures designed to detect and prevent the circumvention of statutes, regulations, and Board Policy applicable to purchasing.

c. If a situation occurs, which is not addressed in the purchasing manual, it should be brought to the attention of the Executive Director of Procurement Services to determine the proper course of action. If it is likely that this situation will reoccur, the proper procedures will be included in a revision to the Purchasing Manual.

d. In addition to the Purchasing Manual, the following activities enhance the control environment and require monitoring by those involved in procuring goods and services:
   (1) *Approval of purchase requisitions at the campus, departmental, and procurement levels*. The Campus Principal or Department Head should review for need and approve purchase requisitions before they are submitted to the centralized Procurement Services Department for processing. If a purchase is grant-funded, approval by the appropriate compliance officer is required.
   (2) *Approval of purchase orders*. The Procurement Buyer and/or other designated personnel will review requisitions for compliance before approving purchase orders for issuance to vendors.
   (3) *Supervision of procurement process*. Vigilance in the supervision of the entire procurement function on a daily basis is essential.
   (4) *Segregation of duties among procurement and accounting personnel*. The Procurement and Accounting Directors, along with the Chief Finance Officer, and ultimately the Superintendent of Schools are responsible for ensuring that duties among procurement and accounting personnel are properly segregated (to the degree possible) to provide a checks-and-balances environment.
   (5) *Maintenance of procurement files and records*. The procurement staff should ensure procurement files and records are complete and maintained in an orderly fashion for the period required by law.
   (6) *Control over incoming merchandise*. Receiving personnel (either centralized or decentralized) should ensure that the proper procedures are followed with incoming merchandise (i.e., the counting and inspection of merchandise received, and the completion of receiving reports). This responsibility is managed and overseen by the ordering campus or department.
   (7) *Control over receipt of services*. Receiving personnel (either centralized or decentralized) should ensure that the proper procedures are followed with receiving of services (i.e., the verification of service(s) performed and received, and the completion of receiving reports). This responsibility is managed and overseen by the ordering campus or department.

(8) *Three-way match system.* Dallas ISD employs a three-way match system prior to paying invoices to ensure verification of invoices with purchase orders and online receiving information (packing slip/receiving document). Although receiving personnel are responsible for the initial verification, Accounts Payable personnel verify that the invoice, the purchase order, and the online receiving information (packing slip/receivingdocument) match before presenting the invoice for approval for payment.

(9) *Verification of delivery*. All campuses and/or departments are responsible for ensuring that the deliveries agree with the original purchase order.

(10) *Verification of service performance*. All campuses and/or departments are responsible for ensuring that the performance of service(s) agrees with the original purchase order. Issues with a vendor's performance should be documented and forwarded to Procurement Services. Issues include, but are notlimited to, wrong products, quantity discrepancies, invoice errors, customer service,delays in delivery, etc. These issues may be documented on the Vendor Performance Form, located on the District intranet, and forwarded to Procurement Services. Procurement Services will follow up on these issues and include the documentation in the contract file, if appropriate.

(11) *Internal review of the purchasing processes*. An internal review of the procurement activities should be performed periodically. This review is usually conducted by the District's Internal Audit Department to ensure that procurement policies and procedures are being followed by District personnel.

(12) *Training of District personnel*. 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 and emails/newsletters through District notices and/or news.

e. Risk Factors. There are numerous risk factors associated with the procurement of goods and services. Examples include, but are not limited to:
   (1) Violating statutes and regulations governing appropriate procurement methods.
   (2) Failing to comply with board policies.
   (3) Initiating purchases without board approval or approved purchase order.
   (4) Abusing purchasing authority, which may constitute fraud.
   (5) Failure to plan for the required time for the procurement process to work.

f. Responsibilities. To maintain a strong control environment for the procurement function, the following responsibilities and actions shall be taken to minimize risk.
   (1) Chief Financial Officer
      - Shall establish and maintain a reliable and financially accountable control environment for procuring goods and services.
   (2) Procurement Services Executive Director/Director/Manager/Supervisor
      - Shall assign responsibilities and establish procedures within the Procurement Services Department for monitoring procurements to comply with the statutory requirements and board policies.
      - Shall continually monitor the District's procurement activities, assess risks,and improve the procurement control activities.
   (3) Procurement Services Executive Director/Director/Manager/Supervisor/Buyers
      - Shall be the only authorized personnel to execute purchase commitments through the issuance of purchase orders. Because schools and departments must contact vendors to obtain information to prepare purchase requisitions, the school and/or department representative must communicate and explain to the vendor that the request for information does **not** represent a commitment by the District to purchase the vendor's goods/services. Purchasing will also review and approve appropriate check requests.

(4) Assigned Budget Owners/Managers
- Shall plan purchases for each budget year to maximize opportunities to use competitive procurement options.
- Shall coordinate purchases with the Procurement Services Department for competitive procurement if no awarded vendor exists for the purchase.
- Shall collaborate to process all requests for procurement that cost or aggregate to a maximum cost of $50,000 or more through the Procurement Services Department for a formal procurement (RFP, CSP, or appropriate procurement method).
- Shall only initiate and approve purchase requisitions that are within their approved budget and ensure proper account coding.
- Shall ensure special funds used for purchases are in accordance with applicable statutes, guidelines, etc. including, but not limited to, the grant document, reporting requirements, budget/finance/accounting guidelines, etc.

(5) All employees
- Shall strictly adhere to statutes and board policies regarding procurement, purchasing, and contracting, as well as this manual to control procurement activities.
- Provide accurate, factual, and timely purchasing information to Procurement Services.

(6) Chief of Internal Audit Officer
- Evaluate and make recommendations to improve the effectiveness of the control environment and to reduce risk.

SECTION 6

COMPETITIVE PROCUREMENT

Competitive Procurement Methods: General Overview

A formal procurement is initiated through the Procurement Services Department for purchases that will total $50,000 or more in the aggregate during a 12-month period. The procurement method used for purchases of goods and services is determined by Procurement Services pursuant to Board Policy CH (LOCAL). The board has delegated to the Superintendent of Schools the authority to determine the method of purchasing that provides the best value for the District for purchases of goods or services.

a. Texas Education Code, Section 44.031 (a) enumerates several options for competitive procurement that are available to school districts. These options include:
   (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 the Texas Government Code, Chapter 2269, for construction services
   (6) the reverse auction procedure as defined by the Texas Government Code, §2155.062(d)
   (7) the formation of a political subdivision corporation under the Texas Local Government Code, §304.001
b. Formal procurements are generally solicited either through a request for proposal (RFP), a competitive sealed bid (RFB), or a competitive sealed proposal (RFCSP).
c. If a purchase is made through a purchasing cooperative or another governmental entity, the "competitive" portion of the procurement process has been met. Depending on the size and type of the purchase, board approval may be required. See CH (LOCAL).
d. Procurements for goods and services (food, beverages, equipment, etc.) in support of child nutrition programs are governed by statutes, regulations, policies, procedures, and practices of the Texas Education Agency and Texas Department of Agriculture.
e. The procurement method used for construction contracts will be determined according to the procedures set forth in CV (LOCAL).
f. Additional approval requirements consist of the following: See CH (LOCAL)
   (1) The board requires that all transactions and/or contracts that have a value of $150,000 or greater, singly or in the aggregate per fiscal year, be approved by the board.
   (2) In the case of an approved cooperative vendor, the board requires that all transactions and/or contracts that have a value of $250,000 or greater, singly or in the aggregate per fiscal year, be approved by the board.

1. Competitive Bidding

a. Competitive bidding is a formal process consisting of procedures that may also be referred to as competitive sealed bidding, or more simply as bids.
b. 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, description

(specifications) 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 are to stimulate competition and obtain the best value for the items/goods(s) needed.

c. In the bidding process, specifications are very detailed, and vendors are **not** allowed to make changes to these specifications under peril of the bid being deemed non-responsive. The specifications, including delivery time, are so detailed that price is typically the primary award factor.
d. The competitive bidding process requires that bids be evaluated, and awards be made based solely upon bid specifications; terms and conditions contained in the request for bids document; the bid prices offered by responsive, responsible vendors; and pertinent factors that may affect contract performance. No substantive changes are permitted to the bid terms, conditions, and specifications.
e. Negotiations/discussions are **not** permitted in the competitive bid process.
f. A bid that has been opened may not be changed to correct an error in the bid price. A board shall have the right to reject any bid.
g. Although rare, the possibility exists that identical bids (i.e., a "tie") may occur.
   (1) If the District receives two or more bids from responsive bidding vendors that are identical in nature and amount, as the lowest and best bids, it shall select only one of the identical bids.
   (2) If only one of the bidding vendors submitting identical bids is a resident of the District, that vendor shall be selected. If two or more such bidding vendors 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.
   (3) The board shall prescribe the manner of the casting of lots and shall be present when the lots are cast. All qualified bidding vendors or their representatives may be present at the casting of lots.
h. In determining who is a responsible bidding vendor, a District may consider the safety record of the vendor, the firm, corporation, partnership, or institution represented by the vendor, or anyone acting for such firm, corporation, partnership, or institution, if the following criteria are met:
   - The District has adopted a written definition and criteria for accurately determining the safety record of the bidder.
   - The District has given notice in the bid specifications that the safety record of a bidding vendor may be considered in determining the vendor's responsibility.
   - The determinations are not arbitrary and capricious.

2. Competitive Sealed Proposals (RFCSP)

a. A request for competitive sealed proposals is normally used when competitive bidding is either not practicable or not advantageous to the District.
b. Competitive sealed proposals allow for negotiations/discussions in addition to the basic solicitation process.
c. The terms and conditions are substantially similar to those used for competitive bidding, except any reference to bids should be changed or interpreted as offers or proposals.
d. Anything addressing the finality of the offer needs to be disregarded because proposals are negotiable.

3. Request for Proposals (RFP)

a. Proposal procedures provide for full competition, discussions, and negotiations regarding the proposals. The procedures allow for negotiation with the vendor or vendors to obtain the goods and services at the best value (i.e., not just lowest price). During the evaluation process, prior to award of a contract, the negotiation process allows modification and alteration of both the content of the proposals and price.
b. Professional and nonprofessional service contracts involving federal funds are required to be competitively procured.
c. Texas Government Code, Chapter 2254 prohibits competitive bidding for certain types of professional services (see exceptions to contracts in sub section 10).
d. Competitive proposal procedures are recommended where other procurement procedures are not required according to state or federal rules, laws, or regulations to stimulate competitive prices for goods and services (see sub sections 4-9 below).

4. Federal Purchase Requirements

a. Procurement with federal funds is primarily governed by the Office of Management and Budget (OMB), codified as Title 2 of the Code of Federal Regulations (2 CFR) Part 200, often referred to as the Uniform Guidance. The provisions of the Uniform Guidance are determined by the agency awarding the funding. Some primary federal funding agencies are noted below:
    1. U.S. Department of Education (ED):
        - The Uniform Guidance determined by ED is often referred to as EDGAR (Education Department General Administrative Regulations). TEA provides EDGAR materials and resources.
        - All purchases with federal grant funds (2xx Fund Code) MUST have an EDGAR contract on file.
        - Federal funds may not be used for sole source without written approval from the Texas Education Agency (TEA).
        - For competitive procurements equal to or exceeding $250,000 using federal funds, EDGAR compliance requires either a cost analysis or price analysis. Prior to issuance of the solicitation document, the district must document the anticipated cost or price of the goods/services being purchased. After receipt of the solicitation responses, a cost analysis (if no competition was realized) or price analysis (if competition was realized) must be conducted and compared to the anticipated cost or price.
    2. U.S. Department of Agriculture (USDA)/ Texas Department of Agriculture (TDA):
        - USDA and TDA administer the food and child nutrition programs.
    3. Federal Emergency Management Agency (FEMA)
        - Administers federal funds used for goods and services before, during, and after a disaster.

5. Interlocal Agreement for Cooperative Purchases

a. Cooperative procurement allows for two or more governmental entities to combine their purchasing power to source goods and services through competitively solicited contracts. This is a centralized procurement function that can be performed on a regional level through an interlocal agreement among districts or the regional education service center

for cooperative purchasing. Interlocal agreements may also be entered into with other governmental entities, including state and federal agencies, counties, and public universities. Cost savings through a regional centralized procurement 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 procurements.

b. All interlocal agreements require board approval by resolution and signature by the board president prior to a purchase through a cooperative purchasing program.
c. The board requires that all transactions and/or contracts that have a value of $250,000 or greater, singly or in the aggregate per fiscal year for a cooperative vendor(s), be approved by the Board of Trustees.
d. With some cooperatives, vendors are not awarded all types of goods/services available from the cooperative. It is imperative that the vendor be an approved provider of the specific goods or services being purchased from the cooperative. Purchasing Operations in Procurement Services can assist in this determination.
e. Cooperatives are generally unit priced for purchases of "each," but this unit price can be reduced for quantity purchases (i.e., purchases above "each"). End users are encouraged to seek quotes from the cooperative vendors prior to submitting requisitions for the purchase.
f. Dallas ISD's Board of Trustees approves the use of cooperative providers. Before submitting a requisition citing a particular cooperative, end users should consult with Procurement Services. The most common interlocal agreements for cooperative purchasing utilized by Dallas ISD are included but not limited to:
    (1) Central Texas Purchasing Alliance (CTPA) (https://www.txctpa.org/)
    (2) E&I Cooperative Services (https://www.eandi.org/)
    (3) Education Service Center Region 11 (ESC Region 11) (https://www.esc11.net/domain/685)
    (4) Educational Purchasing Cooperative of North Texas (EPCNT) (https://epcnt.com/)
    (5) Educational Purchasing Interlocal Cooperative at Region 6, EPIC6 (Region 6 ESC) (https://www.esc6.net/epic6)
    (6) Equalis Group, LLC (https://equalisgroup.org/)
    (7) Harris County Department of Education Cooperative (HCDE) Choice Partners (https://www.choicepartners.org/)
    (8) Houston-Galveston Area Council (HGACBuy) (https://www.hgacbuy.org/Home)
    (9) Michigan Collegiate Telecommunications Association (MiCTA) (https://www.mictatech.org/)
    (10) National Cooperative Purchasing Alliance (Region 14 ESC) (https://www.ncpa.us/)
    (11) OMNIA Partners, Region 4 Education Service Center - The Cooperative Purchasing Network (TCPN) (https://www.omniapartners.com/publicsector)
    (12) Region 8 Education Service Center - The Interlocal Purchasing System (TIPS/TAPS) (https://www.tips-usa.com/)
    (13) Region 10 Education Service Center - Retirement Asset Management Services (RAMS) (https://www.region10.org/)
    (14) Regions 13 & 20 Education Service Center – Purchasing Association of Cooperative Entities (PACE) (https://pace.esc20.net/)
    (15) Region 16 Education Service Center - TexBuy Purchasing Cooperative (https://www.texbuy.net/)
    (16) Region 19 Education Service Center - Allied States Cooperative (https://www.esc19.net/Page/884)
    (17) Santa Fe ISD Food Purchasing Cooperative (School Purchasing Alliance) (https://www.sfisd.org/Page/3364)

(18) Sourcewell (https://www.sourcewell-mn.gov/)
(19) Southeast Texas Purchasing Cooperative (Region 5 ESC) (https://www.esc5.net/529541_3)
(20) State of Texas Co-Op Purchasing Program (TXMAS & TPASS) (https://www.txsmartbuy.com/)
(21) State of Texas Department of Information Resources Technology Cooperative (DIR) (https://dir.texas.gov/)
(22) Tarrant County Cooperative Purchasing Program (https://www.tarrantcounty.com/en/purchasing/cooperative-purchasing-information.html)
(23) Texas Association of School Boards (BuyBoard) (https://www.buyboard.com/texas.aspx)
(24) U.S. Communities Government Purchasing Alliance (https://public.omniapartners.com/us-communities-an-omnia-partner)
(25) Urban School Food Alliance Inc. (Food Service Funds) (https://urbanschoolfoodalliance.org/)

Note: The above list is not all-inclusive and may change; therefore, consult with Procurement Services before attempting to use any cooperative.

6. Purchasing Methods Regarding Reverse Auction

a. Texas Education Code, Section 44.031 allows for the reverse auction procedure as a viable procurement method. This method is a real-time bidding process usually lasting less than one hour and taking place at a previously scheduled time and internet location in which multiple vendors, anonymous to each other, submit bids to provide the designated goods or services. The law also allows the same method in which the bidding process could last less than two weeks and take place during a previously scheduled period and at a previously scheduled Internet location in which multiple vendors, anonymous to each other, submit bids to provide the designated goods or services.

7. Purchasing Methods Regarding Facilities Construction

a. Procurement requirements for renovations, alterations, new buildings, and other construction contracts are outlined in the CV policy series. The state statutes for contracting and delivery procedures for construction projects can be located in Texas Government Code, Chapter 2269.
b. Construction contracts valued at or above $50,000 (including job order contract [JOC] master agreements with a maximum aggregate contract price at or above $50,000) shall be submitted to the board for approval. The board must also approve each job, task, or purchase order issued under a JOC master agreement that exceeds $500,000. JOC orders shall be reported to the board on a quarterly basis. Construction contracts valued at less than $50,000 shall be treated consistent with existing board policy and applicable law.
c. Upon approval of the board, and in accordance with state law, bond funds may be used to pay for real property improvements constructed using District equipment and personnel. An internal service agreement is required prior to starting work.

8. Facilities Construction Bid or Proposal Guarantee

a. To have a proposal or bid considered for a facilities construction project, the bidding vendor or respondent must include a proposal guarantee in the form of a bid bond and in an amount of not less than 10% of the total aggregate amount of the bid or proposal.
b. Checks and money orders are not accepted. The bond is a guarantee to the District that the vendor can perform the work for the bid/proposal amount, and a performance bond will be provided to back the work. In the event a vendor withdraws or cannot post a performance bond, a claim can be made against the bid/proposal bond.

9. Facilities Construction Payment and Performance Bonds

a. Payment bonds and performance bonds generally apply to Bond/Construction "public works" projects or contracts. "Public works" projects and contracts generally include new construction, renovations, upgrades of fixtures/equipment, remodeling, major repairs, restoration, etc. Often, the scope of a construction project can be complex and, in many cases, includes multiple trade disciplines. Projects typically surpass the expertise of District staff. Public works projects and contracts may require the services of an architect or engineer and will trigger requirements for building permits or inspections, or for compliance with building codes.
b. Maintenance includes replacement parts, components, or equipment that is equal in grade, quality, and capacity of the original. This is typically referred to as one-for-one or "like for like" replacement. Maintenance does not generally include the addition of any new or upgraded components, accessories, features, or functions. Maintenance means scheduled, periodic work that is necessary to sustain safe, efficient, continuous operations or to prevent the decline, failure, lapse, or deterioration of the equipment or improvement. Maintenance does not include work to remodel, restore, modify, upgrade, or perform major repairs, even if the work is scheduled or periodic. The scale and complexity of maintenance projects, including the amount of time and material required to complete the job, should be relatively simple and routine. For maintenance (preventive, annual, routine, scheduled, periodic, etc.), payment bonds and performance bonds are not usually required. Projects that are strictly maintenance do not require payment or performance bonds.
c. Payment bonds shall be finished by the vendor as required by law on all public works over $25,000 for building construction, repair, and/or renovation of buildings.
d. Both payment and performance bonds shall be furnished by the vendor as required by law on all public works of $100,000 or greater for building construction, repair, and renovations of buildings. See Chapter 2253 Public Work Performance and Payment Bonds in the Texas Government Code for additional information.

10. Facilities Construction Professional Services Engineers & Architects

a. Competitive bids shall not be solicited for professional services of any licensed or registered certified public accountant, architect, landscape architect, land surveyor, physician, optometrist, professional engineer, state-certified or state-licensed real estate appraiser, or registered nurse. Contracts for these professional services shall be made based on demonstrated competence and qualifications to perform the services and for a fair and reasonable price. See Texas Government Code, Sections 2254.002 and 2254.003(a).

b. An interlocal agreement between the District and a purchasing cooperative may not be used to purchase engineering or architectural services. See Texas Government Code, Section 791.011(h).

c. Architects or engineers for construction projects may be selected through any method that complies with state law, including, but not limited, to the procedures outlined below:
   (1) A master file of architects, engineers, and land surveyors shall be maintained, and it shall include firms to be considered for District assignments and shall be updated on a periodic basis.
   (2) Firms may gain inclusion in the master file by responding to a Request for Qualifications (RFQ). Firms changing ownership or submitting as joint ventures or other business associations that materially change in makeup after submitting a statement of qualifications must withdraw and resubmit at the next RFQ.
   (3) Administrators shall select an appropriate architect, engineer, or land surveyor for submission to the Superintendent of Schools.
   (4) After a thorough review of the selection process and recommendation, the Superintendent of Schools shall make a final recommendation to the board.
   (5) Based on the Superintendent of Schools' recommendation and evaluation, the board shall make final approval, unless this authority has been delegated for a project.
   (6) General evaluation criteria shall be published in the RFQ for anticipated projects. Firms shall have past performance on District projects included as part of the evaluation.
   (7) Further qualification, including interviews, responses to questionnaires, and submittal of further data, may be requested from time to time from firms within the master file to assist in ranking or selection.
   (8) Construction projects may have separate RFQs issued for needs for special architectural or engineering requirements. The master file is not an exclusive list.
   (9) All firms shall indicate ability to obtain and maintain insurance as required by the risk management department before being recommended for a project.

d. Registered architects and/or licensed engineers who are full-time employees of the District, and who are preparing or supervising the preparation of construction documents and other professional services within the practice of architecture or engineering, shall provide professional seals and other documentation as required by state law, the Texas Administrative Code, and Board Policy, in the same fashion as required of independent architects and/or engineers on District projects. No construction documents for projects requiring a registered architect and/or licensed engineer may be issued for procurement without the required professional seals. See CV (LEGAL) and CV (EXHIBIT).

e. In accordance with Texas Government Code Sections 2252.063 and 2252.064, a school district shall ensure that a contract with a general contractor requires the contractor to provide the District annual payment statements derived from sales tax reports and to execute a bond issued by a surety company authorized to do business in the state of Texas in an amount determined by the school district, which may not exceed the contract

price. The bond must be payable to the school district and conditioned on the faithful performance of the terms of the contract.

11. Exceptions to Purchasing Contracts - Texas Education Code 44.031 (a) and (b)

a. Professional and Consulting Services
   (1) Professional services shall be procured pursuant to the Professional Services Procurement Act, located in Texas Government Code Chapter 2254, except for sole source purchases pursuant to Texas Education Code, Section 44.031(j).
   (2) For professional services, the competitive bid process will **not** be used. Instead, these services will be solicited by a request for qualifications (RFQ). Professional services include:
      - certified public accountant
      - architect
      - landscape architect
      - land surveyor
      - physician
      - optometrist
      - professional engineer
      - state-certified or state-licensed real estate appraiser
      - registered nurse
   (3) The RFQ requires a two-step process, so it is in the end user's best interest to get Procurement Services involved early in this process.
   (4) Contracts for these professional services shall be made based on demonstrated competence and qualifications to perform the services and for a fair and reasonable price.

b. Sole Source Purchases
   (1) Texas Education Code Section 44.031(j) allows for the purchase of items that is available from **only one source** (commonly called "sole source" or "single source"). Included in the definition of sole source items are the following:
      a. an item for which competition is precluded because of the existence of a patent, copyright, secret process, or monopoly;
      b. a film, manuscript, or book;
      c. a utility service, including electricity, gas, or water; and
      d. a captive replacement part or component for equipment.
   (2) Bona fide sole source purchases are rare. In most cases, there are products/services of similar form, fit, and function available from other sources.
   (3) Note: the sole source exception does **not** apply to mainframe data-processing equipment and peripheral attachments with a single item purchase price in excess of $15,000.
   (4) The District has a sole source affidavit to document purchases made under the sole source purchase exception. Sole source purchases require approval from Legal Services before making the purchase. Additionally, sole source purchases that exceed $150,000 require board approval prior to the transaction taking place.
   (5) Items considered to be available only from one source as defined by Texas Education Code Section 44.031 shall be required to have further supporting documentation, including advice from legal counsel, prior to issuing a commitment to purchase. The Superintendent of Schools may determine if competition is being restricted and may

direct necessary changes when complying with educational specifications and guides for example, but not limited to, where performance criteria is indicated for an item by listing a single brand or manufacturer.

c. E-Rate Procurement
   (1) The Federal Communications Commission created the E-Rate program to provide schools and libraries affordable access to advanced telecommunications services. The program provides discounts on telecommunication services, internet access, internal connections, and maintenance of internal connections.
   (2) E-Rate is a funding mechanism and is not a procurement method.
   (3) E-Rate is monitored and managed by the Technology Department.
   (4) The E-Rate procurement process will follow restricted procurement laws and regulations (federal, state, or local), applicable policies and procedures, and E-Rate requirements.
   (5) The E-Rate Program Guide and Policies can be located on the Dallas ISD web page at https://www.dallasisd.org

ci. Emergency Purchases
   (1) State statute allows for emergency purchases in the event 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. The board shall approve an emergency and conditions of purchases in such approval. See section 12 for further details.

cii. Bid Process

a. Current opportunities are announced in the local newspaper for a minimum of two consecutive weeks and can be accessed via the District's web page www.dallasisd.org and the following steps below:
   (1) Select “Departments”
   (2) Select “Procurement Services”
   (3) On the left of the page, select “Doing Business with DISD”
   (4) Select "Current Opportunities" to access the e-bidding portal or the PDF version of the proposal document.
b. Vendors should always prepare bids/proposals with utmost care, providing the vendor’s best offer.
c. Before preparing an offer, vendors are encouraged to pay particularly close attention to the District’s requirements. Specific attention should be given to the instructions to vendors and to the conditions of purchase, delivery due date, payment terms, and conditions. When determining the amount of the offer, vendors should be especially careful to include all costs of material, labor, overhead, packaging, and delivery.
d. Each vendor submitting a response to a formal procurement should complete, sign, and return the Small Business Enterprise (SBE) Compliance Guidelines and Forms. Vendors who fail to return the SBE Compliance Guidelines and Forms by the procurement deadline will be awarded 0 numerical SBE points. For information regarding the SBE program, refer to their website at www.dallasisd.org.
e. Vendors should have a clear understanding of the statement of work and/or products desired, closely check the offer price, and submit and execute all required documents in accordance with the listed proposal requirements.
f. If a vendor wants to change or withdraw a bid/proposal, they may send a letter to this effect to the procurement officer listed in the proposal document for review and acceptance. However, the request to change or withdraw a bid or proposal must be

received by the Procurement Services Office prior to the time set as a deadline for the receipt of offers.

g. If negotiations are necessary, the vendor's proposal will be used as a starting point, and the results are contingent upon obtaining a final executed contract. Negotiations are done by Procurement Services' personnel or under the supervision of Procurement Service's personnel.

13. Electronic Bidding

a. Bids or proposals may be submitted via the District's electronic procurement system during the open bid period.

b. Bids or proposals that the District has chosen to accept through electronic transmission shall be administered in accordance with Texas Government Code 252.0415. The District will establish rules to:
   (1) Safeguard the integrity of the competitive procurement process.
   (2) Ensure the identification, security, and confidentiality of electronic bids or proposals.
   (3) Ensure that the electronic bids or proposals remain effectively unopened until the proper time. An electronic bid or proposal is not required to be sealed.

c. Electronic bids or proposals sent via any other electronic means, other than the District's electronic procurement system, shall **not** be considered.

d. Vendors may choose to respond via postal service or hand delivery. In any case, proposals must be received on or before the due date and specified time. **Vendors are solely responsible for ensuring proposals are delivered at the appropriate time.** The District is not responsible for the vendors use and dependency of the electronic bidding system. Bid documents will also be available via the Procurement Services portion of the District's website.

e. Electronic Bidding Requirements:
   (1) Both District internal and external pre-approved users are required to access the system through a unique user account and password.
   (2) Individual user passwords shall be stored in a manner that cannot be accessed by any other user, and the District system administrator shall only have the ability to reset the password through a system-generated program based on a user request to reset a password.
   (3) All data transmitted between the District and vendors shall be encrypted using standard security technology.
   (4) The system shall limit inactivity by expiring a session based on a preset period.
   (5) All actions within the system are subject to audit by the District or any District-approved auditor for actions taken by any internal or external user with prior approval.
   (6) All formal solicitations shall be electronically sealed in an electronic lockbox and not accessible to any internal and external user other than the initiating vendor.
   (7) The solicitation response document includes, at a minimum, the date and time the bid was received by the system.
   (8) The system shall not allow for any late bids after the closing date and time.
   (9) The system shall only allow for bids to be electronically unsealed at the proper time for bid opening by authorized District staff.
   (10) The system shall retain electronic copies of the vendors' responses for the minimum period required by the state of Texas records retention schedule, or for an extended period if required by the District.

Note: Construction Bids will not be done electronically in accordance with the FASRG.

14. Late Bids/Proposals

a. **Late bids/proposals will NOT be accepted or opened. Late bids/proposals will be time stamped or the date/time annotated on the envelope or box containing the bid/proposal. The late bid/proposal will be documented in the bid receipt log, noting all required information and method of receipt (i.e., hand delivery, mail, FedEx, courier, etc.), method of return (i.e., mail or hand upon receipt), and signature of staff person receiving the bid/proposal.**
b. Electronic bids may not be submitted late. **Vendors are solely responsible for ensuring electronic bids are submitted prior to the published deadline.** Vendors are highly encouraged to submit proposals electronically. Proposals may be submitted electronically, through the postal service, or in person. Vendors who choose to submit proposals electronically should take measured steps to ensure their proposal is received by the District prior to the published deadline. Vendors are responsible for reading and understanding the electronic bidding instructions. Procurement Services will post instructions that are publicly available to all vendors on the District's website. Vendors may not protest the submission of the proposal by failing to submit their proposals electronically, through the postal service, or in person.
c. The method of "return via hand, upon receipt" requires the recipient to provide proof of identification and written acknowledgment of receipt of the bid/proposal. If receipt of the bid/proposal is by mail, the late bid/proposal will be marked "return to sender" and placed in the outgoing mail. If Procurement Services is unable to identify the vendor or address, the bid/proposal will be filed unopened in the bid/proposal file and marked as such.

15. Out-of-State Bidding Vendors

a. The board shall not award a contract for general construction, improvements, services, or public works projects or for the purchase of supplies, materials, or equipment to a bidding vendor whose principal place of business is not in Texas unless the nonresident underbids the lowest bid submitted by a responsible resident bidding vendor by an amount that is not less than the amount by which a resident bidding vendor would be required to underbid a nonresident bidding vendor to obtain a comparable contract in the state in which the nonresident's principal place of business is located. See Texas Government Code, Sections 2252.001 and 2252.002.
b. This requirement shall not apply to a contract involving federal funds. The District shall rely on information published by the State Comptroller in evaluating the bids of a nonresident bidding vendor. See Texas Government Code, Sections 2252.003 and 2252.004.

16. Restricted Contact Period

a. Board Policy CHE (LOCAL), which is incorporated below for reference, notes the Board of Trustees has adopted a stringent restricted contact period that is in effect during the procurement process.
b. The restricted contact period prohibits any communication regarding any RFP, bid, or other competitive solicitation (as defined in the procurement methods above) between (1) any person who seeks an award from the District or its affiliated entities including a potential vendor or vendor's representative and (2) any Board Member, Superintendent of Schools, Senior Staff Member, Principal, Department Head, Director, Manager, or other

District employee who has influence in the evaluation or selection process.

c. The restricted contact period does not apply to communications with the Procurement Services Department, Small Business Enterprise Department, and/or the Office of Legal Services. Communications with these departments shall be limited to obtaining clarification or information concerning the subject solicitation or conducting contract negotiations.
d. The restricted contact period does not prevent an incumbent vendor from communicating with staff in furtherance of an ongoing contract; however, the communication cannot reference the pending procurement.
e. The restricted contact period shall begin upon the issuance of an RFP, bid, or other competitive solicitation (as defined under procurement methods above) and will officially end upon execution of an award by the board and/or the execution of a negotiated contract, whichever represents the final act in the procurement process. A weekly e-mail notification shall be sent to the board, Superintendent, and cabinet-level staff members regarding open competitive solicitations, and the notification shall remain in effect until the execution of the awarded contract by all required parties. The Procurement Services Department shall also provide public notice on the District's website at the same time the email notification is sent.
f. Regardless of the restricted contact period, it is not acceptable for a potential vendor to participate in determining the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects.
g. The restricted contact period does not prohibit any potential vendor or vendor's representative from: (1) making public representations at scheduled pre-bid conferences or scheduled selection and negotiation committee meetings with Procurement Services; (2) engaging in contract negotiations with Procurement Services; (3) making a public presentation to the board during any duly noticed public meeting; or, (4) conducting business on contracts previously executed and currently in force. The potential vendor or vendor's representative shall send all written communication directly to Procurement Services staff.
h. The restricted contact period does not prohibit Procurement Services staff from initiating contact with a potential s vendor or vendor's representative and subsequent communications for the purpose of obtaining clarifying information regarding a response to an RFP, bid, or competitive solicitation. Final negotiations shall be documented.
i. Any violation of the District's restricted contact period shall be reported to the Office of Internal Audit, the Office of Legal Services, and/or the District's hotline and may result in an employee's discipline (including the possibility of termination) and/or a vendor being disqualified from a procurement or being barred from doing business with the District.
j. Vendors are restricted from communicating (physically or electronically) with most District personnel during the competitive procurement process to ensure fair and open competition. See provisions relating to the restricted contact period below. Any vendor questions during that time should be done in writing and directed to the Procurement Services' staff. All responses will be provided in writing and sent to all known competing vendors to ensure accuracy and consistency. If at any time a vendor wishes to meet with a Procurement Services staff person, an appointment is strongly encouraged. Violation of the restricted contact period may result in disqualification and/or other sanctions, as appropriate.

17. Advertisements

Texas Education Code, Section 44.031(g) requires certain notifications for procurement

opportunities. The notice of the time and place where the bids or proposals, or the responses to a request for qualifications, will be received and opened is required to 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 for advertisement may be necessary based on the complexity of the bid/proposal. In addition to the newspaper, Dallas ISD utilizes the District's website to advertise all bid/proposal opportunities and to increase its competitive environment. Vendor opportunities can be located on the District's web page at www.dallasisd.org and following the steps below:

(1) Select "Departments"
(2) Select "Procurement Services"
(3) On the left-hand side of the page, select "Doing Business with DISD"
(4) Select "Current Opportunities"

18. Negotiations/Discussions

a. Procurement Services is the department designated to conduct and/or monitor negotiations for goods and services for the District.
b. Negotiations are subject to the same guidelines as any purchasing action: impartiality and equal opportunity to compete.
c. As in any purchasing action, recordkeeping is vital, and accurate records of conversations must be kept in order to prove fairness throughout the negotiation process.
d. Special requirements apply in connection with negotiating a contract for construction services. In connection with any contract for construction services for which request for bids, proposals, or qualifications are published or distributed, vendors must be notified in writing when negotiations are terminated in order to initiate negotiations with the next best ranked vendor.

19. Evaluation/Contract Award

a. Per Texas Education Code, Section 44.031(b), except as otherwise provided, 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 has its principal place of business in Texas or employs at least 500 persons in Texas; and
   (9) Any other relevant factor specifically listed in the request for bids or proposals. Factors that the District may consider under these criteria would include, but are not limited to:
      - Vendor response time

- Compatibility of goods/products purchased with those already in use by the District
- SBE status

b. Evaluation of Proposals
   (1) An evaluation committee is formed collaboratively with Procurement Services and knowledgeable stakeholders. The committee is chaired and facilitated by a Procurement Services representative who shall be responsible for all communications to and from the bidding vendors during the evaluation period as well as all documentation regarding the proposal tabulation process. The committee representative, from the requesting department, serves as the primary point of contact for the committee.
   (2) During the evaluation process, evaluation panel members will provide scores based on comparing each vendor's response and how those responses best meet the requested needs of the District. The evaluation committee members' names and department are recorded; however, their individual scores will not identify them by name. Scores are disclosed as a whole for determination of award. Procurement Services should not disclose individual scores as individual scores alone do not determine the recommendation outcomes.
   (3) Price must be considered and is usually the most heavily weighted criterion in the evaluation, but other aspects of a vendor's effectiveness, such as quality of products and services, are also evaluated. A weighted system is used to gauge the respective value of the various criteria. The weights may differ by project, but price will usually carry the heaviest weight.
   (4) The evaluation committee will review each offer and identify shortfalls, missing information, exceptions to statement of work or terms and conditions, and any other factor that impacts the vendor's ability to meet the needs of the District.
      (a) Exceptions to statement of work and/or terms and conditions are critical and must be evaluated, especially indemnity, warranties, disclaimers of performance, dispute resolution, remedies, and venue.
      (b) Vendor's past performance with the District should be a topic of evaluation (past relationship with the District is one of the evaluation committee's primary evaluation criteria).
      (c) Products offered should be new and state-of-the-art technology, especially if noted in the solicitation document.
   (5) After identifying any shortfalls, the evaluation committee's primary point of contact and the Procurement Services representative will conduct discussions, negotiations, and issue resolution with the vendor (s).
   (6) The evaluation committee shall work independent of District management, senior administration, and the Board of Trustees in making their recommendation for award. Each individual evaluation committee member shall score each responsive vendor in the evaluation score sheet as provided by the Buyer. The Buyer will provide the final tabulation based on pricing, committee evaluation and SBE scores, for a recommendation of "best value".
   (7) The Bond Construction Procurement Services representative must ensure that all aspects of both Texas Education Code 44.031 (b) and Texas Government Code 2269.055-056 are considered by the committee, thereby ensuring compliance with State procurement laws. While all evaluation criteria detailed in Texas Education Code 44.031 (b) and Texas Government Code 2269.055-056 must be considered, assignments of specific "weights" to each criterion is not "required".
   (8) Documentation containing signatures of each evaluation committee member, dates of meetings and those in attendance, tabulation summaries of all offers (both awarded and non-awarded), and recommendation(s) shall be maintained by a Procurement

Services representative.

(9) The recommendations of the evaluation committee shall be reviewed and approved by the Procurement Services Executive Director or designee. Following that approval process, the recommendations will be prepared for the Dallas ISD Board of Trustees or other decision maker(s) and presented for award.

(10) The evaluation committee's primary point of contact is responsible for providing pertinent data/information to Board Services for board approval. The primary point of contact is also responsible for being the lead spokesperson to justify the need to the board including, but not limited to, history of the requirement, historical funds expenditure, rationale for vendor rankings, value to the District, and explanation of evaluation documentation. Board documents must be presented to the Procurement Services Executive Director no later than eight (8) business days prior to the deadline for board documents to be received by Board Services.

20. Right of Rejection and/or Cancellation

a. Per Board Policy CH (LOCAL), the District has the absolute right to reject any and all bids, proposals, competitive sealed proposals, statements of qualification, or other submittals when deemed in the best interest of the District, at any time up to the entering of an agreement or authorized transaction. Such rejection may involve returning the proposal or bid security and public notification of the rejection, which may be oral and may be contemporaneous with the delivery or reading of the submittals at a public opening.

b. The following is a non-exhaustive list of circumstances in which a cancellation or rejection may be considered:
   - The specifications or scope of work is written in such a way that precluded a reasonable pool of vendors from submitting a response.
   - It is determined that an essential requirement was omitted from the specifications.
   - After evaluation, the District is unable to determine whether the goods or services meets the needs of the District.
   - The pricing offered by bidding vendors exceeds the available funds or budget.
   - During the procurement process it is determined that fairness, impartiality, or competitiveness in the procurement process has been compromised.
   - A reasonable suspicion exists that collusion or other unethical behavior has occurred.

21. Rejected and/or Non-Responsive Bids/Proposals

a. Responses to a bid or proposal are considered "offers." A contract/agreement in response to a competitive solicitation (i.e., bid or proposal) is awarded to the responsive, responsible vendor(s) providing best value to the District based on price and other factors.
   (1) A responsive offer is one that is in conformance with the requirements of the solicitation document.
   (2) A responsible vendor is one that has the capability, in all respects (i.e., financially, and technically), to fully perform the contract/agreement.

b. If an offer is rejected or deemed non-responsive, that offer is no longer considered for award.

c. Flaws in the offer may result in the offer being deemed non-responsive, and may include the following:

(1) Qualifying the offer
(2) Failure to provide bond(s) or insurance, if required
(3) Attempt to limit vendor's liability
(4) Exceptions to terms and conditions
(5) Exceptions to statement of work
(6) Failure to complete required documentation
(7) Inaccurate information on required documentation
(8) Pricing defects, etc.

d. Procurement Services may deem minor informalities to be acceptable. If allowed and corrected, the offer is still eligible for award.

22. Right to Protest

a. Any vendor who believes they are aggrieved in connection with a procurement action, except the District's right to reject a bid/proposal, may protest to the Chief Financial Officer. The protest shall be submitted in writing within ten District business days after the facts or occurrence giving rise to the complaint.
b. In the event of a timely protest, the District shall **not** proceed further with the procurement unless the Chief Financial Officer determines that the award of the contract is necessary to protect the substantial interests of the District.
c. The Chief Financial Officer shall have the authority to take any action reasonably necessary to resolve a protest of an aggrieved vendor concerning a procurement.
d. The Chief Financial Officer shall promptly issue a determination regarding the protest. The determination shall:
   (1) State the reasons for the action taken, if any.
   (2) Inform the protesting party of the right to appeal the determination to the board within fifteen District business days of the receipt of the notice of determination and proceed to the Superintendent of Schools and/or the Board of Trustees.
   (3) Evaluator's scores are not able to be protested.
e. A copy of the determination shall be transmitted or mailed immediately to the protesting party and the other vendors involved in the procurement. A copy of the protest and determination may also be placed in the procurement file.

23. Award

a. Award of a contract/agreement may be made via an award letter, a service agreement, a term agreement, issuance of a PO, and/or another form of documentation indicating acceptance of an offer. Regardless of the acceptance documentation, the solicitation document and vendor's response to the solicitation document will be contract documents for the award and purchase. A vendor may **not** change statement of work nor the terms and conditions that were submitted by the vendor and awarded by the board or District in the development of the service or term agreement. Attempt(s) to do so may result in the vendor being declared in breach and/or other sanctions, as appropriate.
b. After award, specific purchases will be authorized via purchase order. Most awards will state that "no quantity is guaranteed, and purchases will be via purchase order." In most instances, a quote detailing the scope of services to be provided or description of products to be provided will be required. This quote will be attached or referenced in the purchase order. The District or procurement may require a "statement of work" or "service agreement" in the best interest of the District.
c. See Section 9 for further details on purchase orders and requisition.

SECTION 7

Procurement Services

1. Procurement Services Functions

Dallas ISD utilizes a centralized purchasing function in conjunction with decentralized decision-making. The purchasing process includes identifying commodities needed by the schools and administrative departments and executing formal procurements that will secure the necessary goods. The Procurement Services Department seeks to complete the competitive procurement process by having strategic contracts/agreements continuously in place. If an existing contract/agreement is not in place, Procurement Services will collaborate with the requesting department or campus, known as the end users, to assess the need and/or requirement. The schools and administrative departments will determine **what** they need and **when** they need it; however, the final commitment of allocated District funds can only be authorized by the Procurement Services Department.

a. Procurement services is responsible for the following functions:
   (1) Procurement Services is responsible for the day-to-day review and processing of requisitions and purchase orders using approved sources and current contracts/agreements.
   (2) Procurement Services assists end users with processing requisitions and purchase orders and ensuring purchases are made in accordance with applicable law and Board Policy.
   (3) Procurement Services is the "quality control" for requisition and purchase order processing with validations including, but not limited to, effective dates of board documents, funds availability, correct awarded vendor, appropriateness of cooperative purchase, including correct vendor, etc.
   (4) Procurement Services ensures quotes are received for all purchases.
   (5) Procurement Services is the initial focal point for the resolution of issues with vendors or their goods/services.
   (6) Procurement Services is responsible for assisting in the execution of contracts/ agreements for the District.
   (7) Procurement Services is the focal point for finalizing, issuing, evaluating, and awarding solicitation documents.
b. End users - The time during the school year for procuring commodities is shown in the procurement services solicitation timeline, which is available on the procurement services website. Qualified vendors from the formal procurement are recommended to the Board of Trustees for the award in accordance with this calendar.
c. End users should consider the following when procuring commodities:
   (1) End users are discouraged to allow vendors to provide "pilot programs" or "demonstrations" without prior coordination with Procurement Services. Pilot programs or demonstrations may adversely impact the statutory requirements for competitive procurements.
   (2) End users should not inform a vendor that Dallas ISD only desires business from a specific vendor for goods or services. This behavior may adversely impact the statutory requirements for competitive procurements and potentially violate local policy and procurement laws.
   (3) No campus or department may initiate any transaction for any goods, services, or

technology, including pilot programs, relating to the instructional process, including, but not limited to, supplemental programs, speakers, professional services, and resources.

(4) State-adopted materials may be procured directly through the state-authorized ordering system Emergency Management Association of Texas (EMAT) or through the issuance of an authorized purchase order. Board approvals for purchases are still required. The division of Teaching and Learning oversees all orders through EMAT and is responsible for board notification and compliance. Any transaction that does not meet this requirement may be considered an unauthorized purchase. If distributions are provided to the District and funds are utilized outside of EMAT, procurement compliance must be adhered to.

(5) There are various statutes that prohibit "a gift of public funds" or other purchases that may be or appear to be inappropriate to make with public funds.

- Beverages and/or snacks. If the beverages and/or snacks are for visitors, the use of public funds may be appropriate. If the beverages and/or snacks are primarily for office staff and other District employees, the use of public funds may not be appropriate.
- T-shirts or other apparel. Campuses have activity funds that can be used for these types of purchases; however, departments do not have activity funds, so more caution is required prior to purchase. Generally, if the T-shirts or other apparel are for "spirit" or an event, the use of public funds may not be appropriate. If the T-shirts or other apparel are designated as a uniform or are for identification of the District and employees at community events or conferences, the use of public funds may be appropriate.
- If an employee needs assistance resolving whether any purchase is appropriate, please contact Procurement Services.

2. Procurement Services Processes

a. The timeline for the procurement process is critical. The necessity to plan for equipment, supplies, and services cannot be emphasized enough. **It takes a minimum of four months to complete a formal procurement from start to finish.** Much of this time is dictated by state statute(s), which require certain amounts of time for certain actions in the procurement process.

b. The components of the formal procurement process are listed below:

(1) End users submit procurement requests to Procurement Services
(2) Timeline set and Board of Trustees approval date identified
(3) A signed end-user scope of work for requested goods/services
(4) The development of a cost/price analysis is required for purchases equal to or greater than $250,000 for Federal Purchases.
(5) Department review of documentation and a meeting with end-user to discuss development of RFP, if necessary.
(6) Procurement documentation, including, but not limited to, all Procurement Department forms, term or service agreements (if applicable), and finalized specifications/scope of work.
(7) Minimum of four consecutive weeks for notice of the procurement opportunity to be posted
(8) Pre-proposal conference
(9) Receipt of questions from potential bidding vendors
(10) Addendum(s) posted, where applicable

(11) Closing date of proposal/bid
(12) Evaluation and analysis of bid offers and negotiation, where applicable
(13) Preparation of the recommendation to the Board of Trustees for approval if the expenditure of funds has a value of $150,000 or greater (or $250,000 or greater in the case of a purchase through a cooperative), in the aggregate annually
(14) Issue award letters and agreements
(15) Process purchase orders

SECTION 8

VENDOR RELATIONS

The Procurement Services Department is primarily responsible for vendor relations, contact, and communication. However, school campuses, departments, and staff must also communicate with vendors to obtain information necessary to properly prepare requisitions. Therefore, every employee involved in procuring goods or services for the District is responsible for fostering good vendor relations. It must be understood that contact and communication with vendors by school campuses, departments, and staff do **not** represent a commitment to purchase. Only authorized personnel, as stated in Section 3, are authorized to make purchase commitments.

1. Vendor Registration – Oracle Vendor Management Module (iSupplier)

a. The Oracle Vendor Management module, or iSupplier, is a portal program designed to serve as Dallas ISD's collaboration network. The portal provides vendors with the ability to register to do business with the District and view history of purchase orders, invoices, and payments.
b. Vendors interested in doing business with the District may register in the Oracle Vendor Management module by going to the website: www.dallasisd.org, Departments/Procurement Services/Vendor Information tab. Review the Vendor information and choose the "Vendor Registration" link. Any questions or concerns can be emailed to: suppliers@dallasisd.org.
c. Note to campus/departments: Contact E-Commerce/Procurement Services for assistance for setup in the Oracle Vendor Management module. Once a profile has been created and all required documentation has been submitted, Procurement Services will verify and activate the potential vendor. This activation process will allow the potential vendors to receive bid/proposal notifications for participation in the competitive procurement process. This activation process does not mean the potential vendor is "awarded" or otherwise approved to do business with the District. That process is completed through the competitive bidding processes detailed in sections above (see sub section 2 below regarding awarded vendors).
d. All vendors registered and awarded, are responsible for updating and managing their vendor file with current company information. To assist vendors in maintaining up-to-date information, Procurement Services reconciles the information at the time of contract award and/or contract extension.

Note to campuses/departments: Please do **not** assist vendors with set up in the Oracle Vendor Management module. Instead, refer them to Procurement Services for assistance.

2. Awarded Vendors

a. An "awarded vendor" is a vendor that has registered and been verified in the Oracle Vendor Management module and has subsequently been awarded a bid/proposal through participation in the Dallas ISD competitive procurement process or through a cooperative purchasing program in conjunction with an interlocal agreement. Awarded vendors are preferred, because they have competed for the District's business through the competitive procurement process and have been determined to provide the best value to the District.

b. A list of awarded vendors by bid/proposal number, vendor name or commodity can be found on the Procurement Services website under Doing Business with DISD/Awarded Vendors & Bids. This list is for districtwide purchases only. Information is updated regularly, so printed documents become outdated frequently. Please contact the Procurement Services Department prior to contacting a vendor if it is unclear from whom to purchase goods or services.

3. Vendor Communications

a. Potential vendors often contact, or attempt to contact, schools and departments and offer goods and services. If a school or department is contacted by a vendor or potential vendor, it is prudent to ask the vendor for their Dallas ISD Bid Number, not to be confused with a vendor identification number. If they have a Dallas ISD Bid Number, the vendor will be on the awarded vendor list and will also be in the Oracle database. If the vendor does not have a Dallas ISD Bid Number and the school or department needs the goods or services, an awarded vendor should be sought first.
b. Vendors are **not** allowed to introduce themselves as new vendors just because they are registered in the Oracle Vendor Management module.
c. Persons, vendors, potential vendors, or vendor's representatives conducting commercial business with the District shall refrain from contacting individual members of the board regarding any aspect of the business during the restricted contact period as described in Board Policy CHE (LOCAL) (see section 6, subsection 15). Communication with the board regarding any aspect of the business shall be in writing and addressed to all board members.
d. Persons, vendors, potential vendors, or vendor's representative conducting commercial business with the District shall refrain from contacting the Superintendent of Schools, Senior Staff Members, Principals, Department Heads, Directors, Managers of other District employees who have influence in the evaluation or selection process regarding any aspect of a procurement during the restricted contact period.
e. If the restricted contact period is not applicable, salespersons of educational products are permitted to interview teachers during their planning periods or before or after school. An appointment shall be necessary, and the visitation must be approved by the teacher(s) and the Principal. [See also GKB (LOCAL)]
f. Under no circumstances shall such persons be permitted to interrupt classes or conduct personal business with employees.
g. Administrators and/or Local Managers located in other District facilities shall be responsible for compliance with this procedure within the confines of those facilities.
h. For any procurement, regardless of the above time period, it is not acceptable for a potential vendor to be compensated to participate in determining the scope of work, strategic direction, technical specifications, or evaluation criteria of such projects.
i. If at any time, a vendor wishes to meet with a Procurement Services staff person, an appointment is strongly encouraged.

4. Vendor Performance/Evaluation

a. Evaluation of vendor performance is an important aspect of procurement services. Problems encountered by a school or department can be avoided by other campuses/departments when these occurrences are communicated to the Procurement Services Department. Factors to consider when evaluating vendor s' performance include:
(1) Timeliness of deliveries of goods and/or services. Do delivery dates/times correspond

to the dates/times on Agreement and/or purchase/delivery order?

(2) Completeness and accuracy of deliveries. Are deliveries complete and accurate (i.e., correct products and correct quantities)?

(3) Quality of products or services received. Are the products provided the same as shown on the agreement and/or purchase/delivery order (i.e., unauthorized substitutions)? Are the products of substantial quality to perform the intended functions/use? Are the goods received in a serviceable form? Were any of the goods delivered damaged? If so, how quickly were damaged goods replaced?

(4) Service performance. Were services provided in accordance with description in the agreement and/or purchase/delivery order? Were service providers professional, competent, and courteous?

b. End users are encouraged to discuss delivery/performance issues with the vendor to obtain resolution. End users should **not** change the terms and conditions of the agreement and/or delivery/purchase order—i.e., do not tell a vendor that it is okay to be late on a delivery. If the issue is not resolved, please call Procurement Services. Regardless of the outcome, it is important to document the issue.

c. 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 purchase/delivery order number, the date, an accurate description of the problem/issue, and whether the issue was resolved. A problem should be documented on the Vendor Performance Form found on the Procurement Services webpage under DISD Staff Forms (EAD login required) – Procurement Services Resources. The campus/department can complete the form and submit the form to Procurement Services via email.

d. In addition to contacting the Procurement Services Department, the campus/department should contact the vendor. A record of all communication should be retained, including the dates and what was discussed. A copy of the documentation should be sent to the Procurement Services Department, preferably by email.

e. If the problem is not resolved, coordinate with Procurement Services to prepare a formal written correspondence. The correspondence will state the problem, the corrective action required and the vendor's previous failure to correct the problem. The Procurement Services Department will send the formal correspondence to the vendor.

f. If the problem continues without resolution, the District, in its sole discretion, may debar a vendor, from bidding or entering into contracts with the District, including participating as a subcontractor on any contract or from providing services, materials goods or supplies. For additional information on debarment, see Board Policy CH (REGULATION).

g. The following constitute grounds for debarment:

(1) Unsatisfactory performance of a contract, or any history of failure to perform contracted services, whether with the District or elsewhere.

(2) Stating an unwillingness to honor a binding bid.

(3) Knowingly and intentionally supplying false information to appear responsive to a solicitation, to obtain a contract, or to qualify for a bid performance.

(4) Knowingly and intentionally conferring or offering to confer any gift, gratuity, favor, or advantage, present or future, upon any employee of the District or other governmental agency who exercises any official responsibility for an acquisition.

(5) Conviction, plea of guilty or nolo contendere of any felony charge of fraud, bribery, collusion, conspiracy, payment of kickbacks, federal or state antitrust laws, or other criminal offense in connection with the bidding upon, award of, or performance of any contract for goods and services with any state agency.

(6) Any public admission to a bidding crime by a vendor, whether made individually or through one or more of its officers or partners.

(7) Conviction of any offense that indicates a lack of moral or ethical integrity and that reasonably relates to or reflects upon the business practices of the vendor.
(8) Violation of state ethics laws.
(9) Failure to comply with terms and conditions of existing contracts.
(10) Disqualification of the vendor by any federal, state, or local governmental agency in Texas or other states for substantially any of these reasons. In such case, the period of debarment must be that established by such governmental agency.

h. End users are encouraged to provide periodic information to Procurement Services concerning vendor performance. Use of the Vendor Performance Form and/or an email is encouraged. End users may meet with their vendors to discuss performance; however, care must be taken to ensure scopes of work and terms and conditions are not changed and to not threaten to terminate agreement/contract. Procurement Services is available to attend these meetings with end users.
i. Procurement Services strives to evaluate vendor on an annual basis, but at a minimum evaluates prior to extending existing agreements/contracts or recommending the vendor for a new agreement/contract. For agreements/contracts that may be deemed major or critical, Procurement Services may set periodic performance evaluations/reviews and should include the end user or a representative for the end user.

5. Background Checks and Badging Requirements

Vendor's employees, agents, consultants, and subcontractors, subject to the criminal history record review requirement shall be identified by a photographic identification badge, issued by the District. The District shall verify the criminal record history information and may be used to verify compliance with the federal Drug-Free Workplace Act of 1988 or its successor and the Federal Education Department General Administrative Regulations, current edition, in its testing and review process. The badging requirement may be waived in writing by the superintendent of schools or designee.

Dallas ISD Vendor Badging Qualification must adhere to CJA (LEGAL) requirements.

6. Background Checks and Fingerprinting Requirements

Texas Education Code (TEC) §22.0834 and §22.08341 state that a vendor or contractor that provides services to a school district or charter school must be fingerprinted before beginning work, if the vendor or contractor 1) will have continuing duties related to the vendor's or contractor's services , and 2) will have the opportunity for direct contact with students. Additionally, the law requires that a vendor or contractor certify to a school district or charter school that it has received all criminal history information for its employees who provide services for the school. Pursuant to §22.08341(c) the requirement does not apply to a contractor or vendor that performs construction, alteration, or repair of an instructional facility if the contract or vendor uses separate sanitary facilities, installs a barrier fence, and has a policy that employees may not interact with student or enter areas used by students.

https://tea.texas.gov/texas-educators/investigations/fingerprinting/annual-certification-and-statement-of-compliance

District instructions for fingerprinting: https://www.dallasisd.org/Page/81182

SECTION 9

REQUISITION AND PURCHASE ORDER PROCESSING

It is the goal of the Dallas ISD Procurement Services Department to give the best service possible to support the students of Dallas ISD while remaining in compliance with the statutes, regulations, policies, procedures, and practices governing procurement operations.

In addition to outstanding customer service, other objectives include better communication, being fair and consistent with our employees and vendors, providing direction when requested, and streamlining procurement procedures within the statutes, regulations, policies, procedures, and practices governing procurement operations.

We are committed to continued improvement of our procurement procedures in an effort to make them as user friendly as possible. We welcome your input and suggestions for improvement on how to better serve our end users and vendors.

Remember, Dallas ISD end users and vendors must follow procurement policies and procedures.

Purchase commitments shall be made by an approved, properly executed purchase order.

Persons making unauthorized purchases shall assume full responsibility for all such debts.

1. Overview

a. 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
b. The requisition and purchase order processes begin 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 10. Invoice and payment procedures are contained on the District's intranet under the Accounts Payable Department. Accounts Payable may be reached at (972) 925-3362 for assistance.

2. Requisition Process

a. A requisition is an internal document by which a campus or department of the District requests the Procurement Services Department to initiate a purchase order. It is a request generated electronically (using an automated system in Oracle) for the purchase of supplies, services, equipment, etc. A requisition is not a purchase commitment.
b. Requisitions are initiated by those having proper authority. After a requisition is entered in Oracle, 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 grant fund

must be approved by the program administrator. Requisitions for technology such as computers, laptops, i-Pads, etc., must be approved by Information Technology.

c. A requisition must receive the required approvals before a Buyer can create purchase orders from the requisition.
d. Buyer will only approve a requisition once the Buyer reviews and confirms that there is a valid quote attached, validate pricing meets contract pricing, and if applicable, SBE and Risk Management review has been attached.

3. Requisition Format

a. To avoid requisitions from being rejected by either someone in the approval chain or the Procurement Services Department, requisitions should include all information necessary to clearly define the needs of the user department or campus. The minimum information required on a requisition is as follows:
   - Dept./location code;
   - Category code;
   - Vendor name and address (should be from the District's awarded vendor list);
   - Ship to destination;
   - Name and phone number of the end user on the reference line;
   - Required delivery date (if any);
   - Quantity needed;
   - Unit price per line item;
   - Complete and accurate description per line item;
   - The correct account code per line item;
   - Discounts (if any);
   - Transportation costs (shipping/freight costs, if any);
   - Board Document number (if known) (i.e., board approved June 26, 2014);
   - Bid/proposal number (if known) (i.e., Bid/RFP KT999999);
   - Quote(s) and any other supporting documentation; and
   - Any special instructions
b. Details on entering requisitions are available on the District's Procurement Services webpage.
c. Please understand that requisitions may have several levels of approval prior to review by the Procurement Services Department. Once all initial levels of approval are met, a Buyer in the Procurement Services Department performs an additional review of the requisitions for the following:
   - Compliance with competitive procurement requirements
   - Board documents
   - Proper account coding
   - Service statement of work for services
   - Adequate descriptions per line item
   - Proper quote not expired
   - Current Certificate of Insurance for services
   - Completed SBE Compliance Forms
d. Budget/account codes are required for all purchases. It is the end user's responsibility to ensure that each line item of a requisition is properly coded with the correct budget/account code for the description of the purchase. A requisition that contains the incorrect budget/account code will be rejected by the Procurement Services Buyer and not processed until the end-user corrects the budget/account code. Procurement

Services is responsible for ensuring budget codes are accurate prior to approving the requisition for purchase order.

e. A comment will be entered on the requisition whenever an incorrect budget/account code is identified. The end-user may look under the rejection notes to read comments added by the Procurement Services Department. When correcting a budget/account code, be sure to correct the budget/account code on the second page of the purchase requisition entry as well as the budget/account code entry on each line item located on the second page of the purchase requisition. After the corrections are made, the purchase requisition must be re-submitted for approval.

f. For a complete list of budget/account codes, please refer to the Dallas ISD Chart of Accounts, which may be accessed by the budget office. The Dallas ISD Budgeting/Coding Guide quick reference sheet may also be obtained from the Budget Services Department. If you have questions regarding which budget/account code to use, contact the Budget Services Department at (972) 925-3787 for assistance.

g. In addition to proper budget/account coding, accurate shipping destination is important to ensure products are sent to the correct location.
   (1) When a requisition is created, the "ship to" and "attention" fields are required to identify the delivery address and receiver's name.
   (2) The District uses both centralized and decentralized receiving. Schools/departments requiring centralized delivery to the Dallas ISD Warehouse should contact the Central Warehouse Services Director, at (972) 925-4700 to make arrangements for receiving and distribution prior to creating a requisition.

4. Specific Types of Requisitions

Requisitions for items or services shall include specific information to clearly describe the required materials or services.

a. Standard Purchase Requisition – Goods
   (1) **General Supplies, Goods, Items** - A requisition order for goods/general supplies must specify the following in the text or body of the requisition:
      - Detailed description of the types of goods that will be purchased. Using generic terms, such as "supplies" or "materials", is **not** considered an adequate description.
      - Quantity of items
      - Price per item

b. Standard Purchase Requisition – Amount Based (open purchase order):
   (1) **Services -** An amount-based requisition for services must specify the following in the text or body of the requisition:
      - Detailed description of the **type of services to be performed**. Using a generic term, such as "consultant, professional development or educational services," is **not** considered an adequate description.
      - Location of where the services will take place (campus, facility, or other location)
      - Date/time frame and name of the services the purchase order will support; and
      - Total amount not to be exceeded.
      - The campus/department is responsible for ensuring the cost of services requested or rendered with the distributions being aligned with contract pricing verification.

5. Requisitions by Departments for School Campuses

Departments that process requisitions to be delivered to school campuses must communicate the requisition and purchase order information to the school prior to delivery of goods. The information below must be emailed or faxed to the appropriate school to ensure that the Office Manager and Principal will be aware that a requisition is being ordered for their campus. To do this, the department will have to use the campus' Dept./Location code when creating the requisition. Additionally, using the campus Dept./Location code will grant the campus the ability to create the receiving record after the item(s) are delivered. It is appropriate and encouraged for a campus to receive items that were ordered by a department. Remember to email or fax the following information to the appropriate school:

- The department that processed the requisition
- The school that will receive delivery
- The vendor name
- The purchase order number
- Estimated delivery date
- Instructions for receiving the goods in Oracle for payment purposes
- The end user or end using department will verify that the cost of services matches the vendors' contract pricing.

6. Technology Requisitions

a. A campus or department may **not** initiate any transaction for any goods, services, or equipment, including pilot programs, related to the technology program of the District, including, but not limited to, software, professional services, networks, hardware, programmers, and service personnel, unless approved by the Superintendent of Schools or designee for technology. The requested item will be reviewed for compatibility and compliance with the District's Technology Plan as stated in the current board-adopted District Improvement Plan or its successor document.

b. No request to purchase E-Rate eligible goods, services, equipment, or pilot programs, for which the District will seek E-Rate reimbursement, shall be submitted to the Board for final approval unless the E-Rate compliance officer has previously reviewed the request and issued a written approval. The E-Rate compliance officer's approval shall be sought only after the E-Rate purchase request has first been approved by the Superintendent of Schools or Designee.

7. Warehouse Requisitions

The District keeps inventories of supplies and materials in the Central Warehouse. Such inventories provide ready access to supplies that are commonly used. A catalog describing items in the warehouse is available on the District's intranet. A warehouse requisition may be used to obtain these supplies or materials. A warehouse requisition is completed at the department or campus level in the Oracle system and submitted electronically to the warehouse. It is imperative that the selection of "internal requisition" is selected in the drop-down menu on the requisition; otherwise, the requisition will be routed to the Procurement Services Department instead of the Central Warehouse. After processing the requisition, the supplies and materials are removed from the warehouse stock and delivered to the appropriate delivery destination. Contact Central Warehouse Services at 972-925-4700 with any questions.

8. Check Request Requisitions

a. A check request requisition is a purchase requisition that, once approved, will be immediately processed into a check. In order for the requisition to route for payment, the category code of 00001 “Check Request” must be selected on the requisition screen in Oracle.
b. Details on entering requisitions are available on the District’s Procurement Services webpage.
c. Check requests are restricted to nonrecurring requests and shall **not** be used to circumvent the “normal” purchase order system.
d. Check requests are to be used for:
    - bus tickets and miscellaneous activity tickets or fees for student activities that cannot be obtained via purchase orders
    - tuition payments, registration fees, entry fees
    - refunds of fees or other over-collections
    - remittance of payroll taxes and other withholdings
    - legal services
    - athletic, academic contests, and extracurricular officials and security officers who are not District employees
    - scholarships, etc. to schools, teachers, and/or students
    - state and local government entities
    - postage (mailroom only)
    - royalties
    - independent evaluators
    - Board services
e. Each check request must include the appropriate budget code and supporting documentation. Each check request must be signed by the requesting employee and the Principal or Manager with approval authority.

9. iProcurement (Online Ordering System)

a. Dallas ISD implemented an online ordering system to increase ordering efficiency for catalog purchases. Procurement Services will continue to implement the “Punch-Out” capability for those awarded vendors that are able to host Dallas ISD catalogs. This will enable end-users at Dallas ISD to purchase goods directly from an awarded vendor’s website, thereby facilitating the shopping cart experience. Awarded vendors are encouraged to have a website with online shopping capability along with the capability to host Dallas ISD-specific catalogs. These specifications will be provided within a request for proposal for goods that meet the District’s needs for iProcurement. The electronic orders are sent to the awarded vendors instantly, thus significantly reducing the order processing lead-time.
b. Details for entering requisitions through iProcurement are available on the District’s website.

10. Purchase Orders

a. After a purchase requisition is reviewed and approved by the Procurement Services Department, it is converted to a purchase order. Purchase orders are among the most utilized methods for procuring goods and services and 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.
b. Purchases shall be made by means of purchase orders that are properly drawn, duly authorized, and adequately funded. Only the Procurement Services 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 Procurement Services Department.
c. A purchase order is an important accounting document as it contains information on the expenditure to be made and the budget/account code to be charged. Once issued, the purchase order encumbers (reserves) funds and serves as an expenditure control mechanism. The purchase order is also used in the accounts payable process to verify that an order has been issued, received, and accepted by the user allowing payment to be made to the vendor.
d. Purchase orders are typically for specific, one-time purchases and are valid only for that specific purchase.
e. Some purchase orders may be for long-time, recurring purchases or for emergency or time sensitive purchases to a specific vendor. These type of purchase orders are referred to as “open purchase orders” or “blanket purchase orders”. Open purchase orders are exceptions to the typical purchase order and are approved by Procurement Services on a case-by-case basis. These are typically used in high volume or frequent situations where anticipated volumes are unknown and invoice amounts will frequently vary. An example would be utility services. Campuses and departments are responsible for verification of all invoices for “Open” or “Blanket POs”. Campuses and departments should enter new purchase orders prior to the use of all funds on an existing purchase order for new needs and purchases. Open purchase orders have an amount of funds committed, but the exact goods/services to be purchased as well as the time for delivery are determined at the time of use of the purchase order. For fiscal prudence, limits are placed on the dollar amount to be encumbered for open/blanket purchase orders. The dollar limits are determined by Procurement Services based on subjective and objective criteria including, but not limited to, availability of funds, need, potential for misuse, etc. Requests for open purchase orders from campuses require the signature of the Principal and the Principal’s Executive Director. For administrative departments, the signature of an Executive Director or equivalent with corresponding signature authority is required.
f. Purchase orders are **not** to be modified by the vendor or by schools or departments after they have been processed by the Procurement Services Department. If it becomes necessary to change the purchase order, the school or department must first advise the Procurement Services Department. A new purchase order for an increase of quantity or services will typically be required.
g. Once a purchase order is issued, the same purchase order number cannot be used for reorders or modifications to orders. When merchandise has been returned or a reorder or replacement is desired, a new purchase requisition must be submitted.

11. Purchase Order Status

The following descriptions are used to track and document the purchase order status in Oracle:

- In Process – requisition is being approved by the end user's approval chain and is en route to Procurement Services for the approval process.
- Incomplete – requisition is lacking required supporting documentation (insurance verification, quote(s), etc.) and is held in Procurement Services awaiting documentation. There are various definitions depending on what level the requisition is on. If it is incomplete on the end-user level, this means that they have not completed or submitted it for approval. If it is incomplete on the purchasing level, this means that the Buyer has started the approval process but has not finished. Also, requisitions are processed through punch out and are awaiting the Buyer to approve the purchase order.
- Approved – Purchase order completely processed.
- Closed – A purchase order is automatically closed once it is received and is billed for all ordered goods or services. Two primary methods are used to close purchase orders:
  - by the end-user after the goods/services have been received. If a purchase order is closed, any remaining funds are returned to the end user's budget accounts.
  - By the Finance and Accounting Services Department (FASD) at the end of a fiscal year.
- Final Close – Prevents actions or modifications to purchase orders such as an online receipt, transfer, delivery, correct receipt quantities, invoice, return to vendor, or return to receiving.
- Cancelled – Procurement Services releases any unfilled requisition lines.

12. Purchase Order Cancellation

In the event it is necessary to cancel a purchase order, the school or department must notify the Procurement Services Department. The Procurement Services Department will cancel the purchase order to release the funds encumbered. The Procurement Services Department will notify the vendor of the cancellation of the purchase order. Campuses and departments must allow for billing of any goods and services that have been received prior to canceling a purchase order.

13. Purchase Order Final Close

a. The Procurement Services Department will final close a purchase order and liquidate the funds encumbered if the purchase order has been fulfilled, received, paid, and there are funds remaining.
b. The Procurement Services Department requires notification in writing via email and the reason for requesting a final close of the purchase order.
c. At the end of the fiscal year, the following processes regarding requisitions and purchase orders will be completed:
   (1) Requisitions that have not been completely approved and converted to purchase orders will be canceled.
   (2) Purchase orders that have had no recent activity will be closed.
   (3) Purchase orders that have some products pending receipt may be rolled over to the new fiscal year.
   (4) Instructions for year-end cancellations/closings will be sent from Finance and Accounting Services prior to the end of the fiscal year.

14. Small Purchase Reimbursements

a. Employees may submit allowable and supported expenditures for reimbursement through Oracle Self Service iExpense. Accounts Payable may be reached at (972) 925-3362 for assistance.

   Per Board Policy DEE (LOCAL), with prior approval of the employee's immediate supervisor, an employee shall be reimbursed for reasonable, allowable expenses incurred in the conduct of District business. Such a purchase made by a District employee using his or her personal funds, properly receipted and authorized, shall be reimbursed by the Accounts Payable Department. Under no circumstances may these exceptional procedures be used to circumvent normal purchasing procedures and practice or the use of awarded vendors.

15. End-User's Responsibilities

a. Campuses and departments shall ensure that the requisition and purchase order process always **precede** the receipt of goods/services and the payment process.
b. Campuses and departments shall only initiate and approve requisitions within approved budget authority and ensure proper budget/account coding per line item.
c. Campuses and departments shall use awarded vendors (as defined in section 8) to procure goods and services. For many products (office supplies, repair parts, etc.), the District has awarded to multiple vendors with a span of pricing; therefore, it is fiscally prudent to obtain three quotes to ensure best price. For use of Federal/Special Revenue funds (between $10,000 and $50,000), three written quotes must be received and provided to Procurement Services with the requisition in accordance with federal program guidelines.
d. If a vendor must be contacted to obtain information to prepare a requisition, the end-user shall explain to the vendor that the request for information does **not** represent a commitment to purchase.
e. Campuses and departments shall monitor the requisition status.
f. Campuses and departments shall **not** release the requisition number or use a draft copy of the requisition to make purchases from a vendor.
g. Campuses and departments 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 action necessary to protect the District's interest, up to and including sending a written Stop Payment Order to the Accounts Payables Department. Problems with vendor's unsatisfactory performance shall be directed to the Procurement Services Department for appropriate action, which may include cancelling and/or final closing the purchase order.
h. Campuses and departments shall **not** make any commitments to acquire goods or services in the name of the District for personal use or ownership.
i. Campuses and departments 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.
j. Campuses and departments shall coordinate purchases valued at $50,000 or more with the Procurement Services Department in order to select the method of procurement that will provide the best value to the District.
k. Campuses and departments shall process all requests for procurement that cost $150,000 or more through the Procurement Services Department for review and board approval as

well as the cooperative purchase of $250,000 requiring board approval and three (3) quotes.

l. Campuses and departments shall follow the policies and procedures contained in Board Policy CH (LEGAL) and CH (LOCAL).
m. Campuses and departments shall be responsible for complying with statutory requirements, board policies, and the Purchasing Manual procedures when purchasing goods or services for the District.
n. Campuses and departments shall **not** make changes to purchase orders after it has been sent to the vendor without prior approval from the Procurement Services Department.
o. Campuses and departments shall ensure that items ordered match the purchase order.
p. Campuses and departments shall record the receipt of goods or services in Oracle after receipt of such in a timely manner.
q. Specific insurance requirements are detailed in Board Policy CHE (REGULATION) and are to be followed. End users should consult with the Risk Management department for specific details. See further information on insurance requirements in subsection 19 below.
r. Campuses and departments must follow all purchasing practices and guidelines for all board approved items.

16. Procurement Services Department Responsibilities

a. Procurement Services shall **not** initiate requisitions except for items or services to be used by the Procurement Services Department.
b. Procurement Services shall **not** purchase 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.
c. Procurement Services shall supervise the purchase of all materials, supplies, equipment, and services for the District in accordance with the guidelines established in federal, state, and local statutes and board policies related to purchasing and acquisition.
d. Procurement Services shall **not** approve a requisition after the event has taken place.
e. Procurement Services shall review/process requisitions in a timely manner for completeness and ensure that purchases are compliant with requisition requirements.
f. Procurement Services shall verify compliance with statutes, regulations, and board policies applicable to purchasing.
g. Procurement Services shall verify correctness of budget/account coding account.
h. Procurement Services shall have discretion to direct purchases through cooperatives purchasing programs in order to save time and money.
i. Procurement Services shall work with the end-users to resolve delays in requisition processing in a timely manner.
j. Procurement Services shall be the only personnel authorized to make purchase commitments and issue purchase orders.

17. Payment Process

Payment processes for the District are managed by the Accounts Payable Office.

a. Dallas ISD, as an educational institution, is a political subdivision of the state of Texas. As such, the Dallas ISD is a tax-exempt entity.
b. Invoices shall be sent to the Dallas ISD Accounts Payable Department in one of three ways:
   (1) Mail to: Dallas Independent School District
   Attn: Accounts Payable Department

9400 N. Central Expressway
Dallas TX 75231;

(2) via electronic mail to: acctpayable@dallasisd.org; or

(3) the vendor can upload their invoice through the Oracle Vendor Management module.

c. Invoices should refer to the purchase order number. The items listed on the purchase order must match the items received, and the invoice must match the items on the purchase order and packing slip (receipt document).

d. The District's standard payment terms are net 30 days from the receipt of a correct, undisputed invoice in the Accounts Payable Department. If additional discounts are offered for early payment, those discounts should be included in the bid offering.

e. An invoice will only be paid after the goods or services are received.

f. All invoices must be presented within thirty (30) days of the goods or services rendered by the vendor.

18. Required Insurance

a. Insurance requirements for contracts/agreements are based on the following guidelines:
   - Contracts/agreements under $50,000 do not require proof of insurance, unless the services are within the categories listed below.
   - Proof of insurance is required for the following contracts/agreements regardless of the contract amount:
     - Vendor is providing legal services, medical services, including, but not limited to, psychological services, counseling services, and occupational therapy, and/or is providing a service that requires a professional license. If the contract amount is under $150,000, only professional liability insurance is required.
   - All contracts/agreements over $150,000 require proof of insurance.
   - All construction and maintenance contracts/agreements require proof of insurance.
     - This applies to all aspects of building work including, but not limited to, ducts, electrical, HVAC, plumbing, roofing, asbestos abatement, elevator maintenance, architectural, engineering, and the like.
   - All contracts/agreements for student internships and transportation services require proof of insurance.
   - Contracts/agreements for bounce house rentals or dunking booths are not permitted.

b. Procurement Services will provide documentation received during the bid process or throughout the year to Risk Management.

c. Vendors will not be allowed to begin work until the certificates of insurance submitted to Risk Management have been approved. If a department would like to request that the insurance requirements be waived for a vendor, a properly executed request to waive insurance requirements form signed by a Director or above may be submitted to Risk Management for review and recommendation. Risk Management is responsible for exceptions to District policy and procedures.

d. For questions, please reach out to Risk Management.

SECTION 10

DELIVERY AND RECEIPT

Timely delivery and receipt of goods/services is the goal of the requisition and purchase order process discussed in Section 9. 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. Dallas ISD utilizes both centralized and decentralized receiving to ensure end-users receive goods/services.

1. Centralized Receiving and Decentralized Receiving

a. Purchases may be received by centralized receiving departments (Dallas ISD Service Centers) or by individual campuses or departments. Having one centralized receiving point provides stronger controls surrounding the receipt of goods. However, it is generally timelier to have the vendor deliver goods directly to the end-user.
b. If decentralized receiving is used, the school or department should implement procedures regarding the receipt of goods and assign receiving responsibility to an individual trained in the procedures. This includes specific procedures for receiving goods during summer and winter breaks.
c. It is both appropriate and encouraged for a campus to receive items that were orderedby a department. The department may order for a single campus or multiple campuses at the same time, and the final receiving can be done by the campus that ordered the merchandise.
d. Monitoring the delivery and receipt of purchase orders is ultimately the end user's responsibility.

2. Online Receiving Records

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

3. Physical Receiving Procedures

a. Locate the "packing slip." The packing slip contains the information of the items shipped from the vendor. The packing slip should list the following information:
   - Date of shipment from the vendor
   - Dallas ISD purchase order number
   - Quantities and descriptions of items shipped

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

b. Compare the packing slip with the requisition/purchase order and verify that the shipment is intended for the school/department. If it is, continue the receiving procedures. If the shipment is not intended for the school/department, refuse the shipment and/or aid in

determining the proper destination.

c. 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 any incorrect items.
d. Compare the number of containers delivered to the number on the carrier's packing slip. Record any discrepancy on the carrier's shipping documents.
e. Examine the outside of the containers for damage:
   (1) 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 damages to containers provides added documentation in the event that there is concealed damage.
   (2) Severe Visible Damage - the process for severely damaged containers differs depending on whether the order was shipped F.O.B. Origin or F.O.B. Destination. F.O.B. stands for "Free on Board" and is a transportation term that indicates that the price for goods includes delivery at the vendor's expense to a specified point (normally your destination, i.e., school, department, or the Dallas ISD Warehouse). The F.O.B. term is used with an identified physical location to determine:
      i. responsibility and basis for payment of freight charges, and
      ii. the point at which title (or ownership) for the goods transfers from vendor to the District.
f. Inspect the shipment for concealed damage. Concealed damage is damage that was not evident at the time of delivery. If damages are discovered after unpacking the shipment, notify both the carrier and the vendor in writing by email or facsimile.
g. After the shipment is unpacked, check the following against the purchase order:
   (1) Compare the quantity received with the quantity ordered.
      i. Over-shipments: An over-shipment is a shipment that contains more of an item than you ordered. Contact the vendor to resolve the issue with a request to return the overage.
      ii. Under-shipments: Vendors will only receive payment for the actual items received.
   (2) Compare the brand name and model number received with the brandname and model number on the purchase order.
   (3) Compare the shipment with the physical descriptions on the purchase order.
   (4) Compare the packaging, labeling, marking, etc. with those on the purchaseorder.
   (5) Retain copies of all shipping documentation until all discrepancies are resolved.
h. Accounts Payable may be reached at (972) 925-3362 for assistance.

SECTION 11

BOARD OF TRUSTEES APPROVAL

In accordance with Board Policy CH (LOCAL), any transactions or contracts that have a value of $150,000 or greater, either singly or in the aggregate, per fiscal year shall require board approval **before** a transaction may take place. In the case of a cooperative vendor(s), the board requires that all transactions and/or contracts that have a value of $250,000 or greater, singly or in the aggregate, per fiscal year be approved by the board.

1. Categories for Board Approval

- Competitive Procurements
- Sole Source Procurements
- Interlocal Agreements, including Cooperative Purchases
- Emergency Procurements
- Reverse Auction

2. Procurement Schedule and Timelines

The Procurement Services schedule and timelines are very important when submitting items to the board for approval. A calendar is located on the District's Procurement Services website.

a. Board meetings normally occur on the fourth Thursday of each month. However, items for board approval must be presented at the board briefing preceding the board meeting.
b. The board briefing typically occurs on the second Thursday of each month. This information can be obtained on the Procurement Services Website, under DISD Staff Forms (EAD Login Required), Dallas ISD Staff - Procurement Resources.
c. It is imperative that the requesting department/campus assist Procurement Services in completing evaluation of bids/proposals and preparing the required documentation for submission to the Board of Trustees.

3. Campus/Department Schedule and Timelines

a. The end-user must work with the assigned buyer to plan purchases in accordance with District purchasing policies and calendar to ensure timelines are met.
    - Identify the need, the specific product and/or service
    - Identify the source of procurement in conjunction with the buyer
    - Identify anticipated budget and long-term usage
b. It is imperative that the requesting campus/department assist Procurement Services in completing evaluation of bids/proposals and preparing the required documentation for submission to the Board of Trustees for approval.
c. The board briefing typically occurs on the second Thursday of each month. Agenda development schedules are available on the Procurement Services website under the Staff Forms link.
d. Preparation of the recommendation to the Board of Trustees for approval if the expenditure of funds has a value of $150,000 or greater (or $250,000 or greater in the case of a purchase through a cooperative) in the aggregate annually.

SECTION 12

EMERGENCY PURCHASES

1. Policy Statement

The District will make emergency purchases in a thoughtful and deliberate manner and through a process that is as competitive as the circumstances allow.

2. Board Declaration Required

No emergency purchases may be made until the board declares an emergency. The emergency resolution submitted to the board for approval shall contain, at minimum, the following provisions:

- Delegation to the Superintendent for emergency purchases;
- Suspension of normal purchasing policies for emergency purchases/procurements;
- Requirements that (1) all emergency purchases serve a public purpose; (2) the District establish sufficient controls over the expenditures; and (3) there is a return benefit to the District;
- Notice to the Board of Trustees of all emergency purchases at the next regular board meeting following such purchases; and
- Emergency purchasing authority granted for 90 business days.

3. Emergency Purchasing Committee

In the event of a board-declared emergency, the District shall promptly form an Emergency Purchasing Committee (the "Committee") to oversee all emergency purchases made under the board declaration. The Committee shall, at minimum, consist of representatives from Procurement Services, Legal Services, Racial Equity, and one or more subject matter experts from the impacted Department(s).

4. Competitive Process to Be Used Where Feasible

The Committee will determine whether a full competitive process is feasible for the purchase of goods or services covered by the board's emergency authorization. If a full competitive process is not feasible, the Committee will determine whether a truncated, simplified, or expedited competitive process is feasible. If such a process is not feasible, the Committee will design parameters to ensure that emergency purchases serve the best interests of the District.

5. Restricted Contact Period Applies to Certain Solicitations

During a board-approved emergency, **ALL OPEN COMPETITIVE SOLICITATIONS ARE SUBJECT TO THE RESTRICTED CONTACT PERIOD UNTIL THE EXECUTION OF THE AWARDED CONTRACT.**

6. Federal Guidelines During Procurement Process

Failure to comply with applicable statutes, regulations, rules and guidelines or to implement the grant program in accordance with the approved application could result in the District being identified as a high-risk grantee and having corrective actions or additional sanctions imposed by TEA or other awarding agency; the repayment of federal dollars as a result of monitoring or audit findings; or termination of the grant.

GLOSSARY OF TERMS

Addition: An addition to a building is an expansion, extension, or increase in the gross floor area of a building or facility.

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 a number of different items, services, etc., in which the bidding vendor 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 bidding vendor quoted an individual price for each of the items, a service, etc., as listed and is the low bidding vendor on each item.

Alteration: An alteration is a change to a building or facility that affects or could affect the usability of the building or facility or a part thereof. Alterations include, but are not limited to, remodeling, renovation, rehabilitation, reconstruction, historic restoration, change or rearrangement of the structural parts or elements, and changes in the plan configuration of walls and full-height partitions. Normal maintenance, reroofing, painting, or wallpapering, or changes to mechanical or electrical systems are not alterations unless they affect the usability of the building or facility.

Alternate Bid: A bid submitted with a known 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.

Assigned Budget Manager/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.

Awarded Vendor: An “awarded vendor” is a vendor that has been awarded a bid/proposal through the Dallas ISD competitive procurement process or through a Cooperative Purchasing Program with an interlocal agreement.

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

Best Interests of the District: The rationale granting the District discretion in taking action 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 bidding vendor in response to an Invitation for Bids. Many times, “bids” is used to describe a quote or proposal; however, this is incorrect. Bid, quote, and proposal are different especially in terms of contract law.

Bid Bond: An insurance agreement or cashier’s check in which a surety duly authorized to do

business in Texas and licensed by the state of Texas to issue surety bonds may provide a bidding vendor to guarantee their proposal and firm is financially secure to complete the project that firm is bidding.

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

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

Bidding Vendor: Any person or entity submitting a competitive bid in response to a solicitation.

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

Bona Fide: In good faith.

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

Business Day: Every day shown on the calendar, excluding Saturdays, Sundays, holidays, and other days the District is closed.

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 (aka prompt pay discount).

Catalog: A listing of item identifications arranged systematically.

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

Change Order: A written order changing the purchase or terms and conditions of the agreement.

Code of Ethics: 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 persons to accomplish a fraudulent, deceitful, or unlawful purpose.

Combination Specifications: Specifications that contain elements of both design and performance specifications. Some features of each are included to allow a vendor to use ingenuity to meet the performance needs of the government and also 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 vendors; and, following submission of proposals, changes in proposals and prices are allowed. 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.

Conflict of Interest: A situation where the personal interests of a vendor, 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 the purchasing 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.

Costs: Costs, relating to buildings within the District, shall include all required labor, material, supplies, wages, benefits, consultants, bonds, subcontractors, advertising, and other related expenses, including those performed by District employees, full-time or temporary, or drawn from District supplies. Any donated supplies, labor, or other items shall also be included in the costs but may be shown as a separate category. Lease and deferred cost items shall also be calculated in current dollars and indicated as to funding source. These costs will be accrued by maintenance services, facilities planning and design, custodial services, and other departments and applied to the cost of a project. Estimated costs shall be for all items described, including any applicable contingency for unforeseen or hidden conditions.

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 bidding vendor as part of the bid to describe the items offered. The term refers only to information required to evaluate a product and need not include other information that relates to the qualifications of a bidding vendor or operating or maintaining equipment.

Design-Build: The District and the design/build contractor enter into 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 results from an imminent 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. Such purchases must conform to the procedures outlined in board policy.

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 Procurement Services Department in the evaluation and award of goods and services.

Evaluation of Offer: The process of examining a response to a solicitation (bid/proposal) after opening to determine the vendor's responsibility, responsiveness to the requirements, and to ascertain other characteristics of the solicitation that relate to the determination of the successful vendor.

Fiscal Year: A period of twelve consecutive months selected as a basis for annual financial reporting, planning, or budgeting. The Dallas ISD fiscal year is July 1 – June 30.

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.

Force Majeure: A contingency or occurrence that cannot be avoided by human power; a cause of damage, which is the result of nature (e.g., hurricane, flood, lightning) and not attributable to negligence.

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

Ineligible Bidding Vendor: A vendor or prospective vendor who, by reason of financial instability, unsatisfactory reputation, poor history of performance, or other deficiency, does not meet the qualifications for placement on the vendor mailing list or for the award; also, non-responsible bidding vendor.

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 bidding vendors from the vendor mailing 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 lessee exercising the purchase option; a conditional sales contract.

Life-Cycle Costing: A procurement technique, which takes into account 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 Bidding Vendor: Originally, the bidder submitting 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 bidding vendor whose bid is most economical for the purpose intended, according to criteria set forth in the solicitation."

Major Maintenance: The major maintenance of buildings and facilities is defined as maintenance work that will require the use of a registered architect, engineer, or professional consultant, or when the contemplated cost is $50,000 or above.

Multiple Awards: The award of bids/proposals to two or more bidding vendors for the same or essentially similar items or services.

Normal Maintenance: The normal maintenance of buildings and facilities is the upkeep of structures and systems already in place, to preserve them and prevent their failure, or to restore them by replacing worn-out or broken parts. As such, normal maintenance does not require a registered engineer or professional consultant.

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.

Payment Bond: A contract of guaranty executed subsequent to award by a successful bidding vendor to protect the District from loss due to vendor's inability to pay for materials/supplies for the bid/proposal as agreed.

Performance Bond: A contract of guaranty executed subsequent to award by a successful bidding vendor to protect the District from loss due to the vendor's inability to perform the bid/proposal as agreed.

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 individuals with specialized licenses, the services are considered "professional," and the contract may be awarded to partnerships, firms, or corporations as well as individuals. Examples of professional services include medicine and the medical arts, architectural, and engineering services.

Project Stacking: Project stacking is dividing the scope of work into smaller sums for the sole purpose of bypassing proper approval. ***Project stacking is strictly prohibited***. Costs for alterations and addition projects will be considered cumulative within the budget year.

Proposal: The executed document submitted by a vendor 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, and manner of meeting performance requirements, price, and other important considerations used to evaluate which vendor 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.

Registered Vendor: Potential vendors who have provided required documentation in the Oracle Vendor Management module as a prelude to becoming an Awarded Vendor.

Request for Information (RFI): The document used in informal, non-competitive solicitations of information, data, comments, or reactions from possible vendors 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 award.

Request for Qualification: The document used in a formal solicitation for professional services where the evaluation and selection are made on the basis of demonstrated competence and qualifications to perform the services requested. Pricing is not to be solicited or a factor in selecting a vendor(s). Pricing is requested and negotiated for a fair and reasonable price after the selection is made.

Requisition: A requisition is an internal document by which a campus or department of the District requests the Procurement Services Department to initiate a purchase order. It is a request generated electronically (through the use of the automated system Oracle) 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 Bidding Vendor: A vendor who has the capability in all respects to perform in full the bid requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidding Vendor: (1) A vendor who has submitted a bid which conforms in all material respects 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 of items, over a period, 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 vendor, occasioned by the unique nature of the requirement, the vendor, 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 bidding vendor must be responsive to in order to be considered for 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 bidding vendors and abstract of their bids listing items offered, prices, deliveries, etc., in response to a specific solicitation, made for the purpose of comparison and recordkeeping; an abstract.

Temporary Structure: A temporary structure is a building or facility that is not a permanent construction but is extensively used for public use for a period of time. Examples of temporary structures include reviewing stands, temporary or portable classrooms, bleacher areas, temporary health screening services, and exhibit areas.

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: Set of suggested laws relating to commercial transactions adopted by states for consistency and fair dealing in business and commercial transactions.

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

Warranty: A representation of utility, condition, and durability made by a bidding vendor 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.

APPENDIX

Appendix A – Small Business Enterprise (https://www.dallasisd.org/mwbe)

- Dallas ISD SBE Manual
- Dallas ISD SBE Joint Venture Manual
- Dallas ISD Master Joint Venture Agreement
- SBE Compliance Guidelines & Forms – Goods & Services
- SBE Compliance Guidelines & Forms – CSP (Construction)
- SBE Compliance Guidelines & Forms – Construction Manager at Risk (CMAR)
- Dallas ISD Master Prime Subcontractor Teaming Agreement – Construction & Professional Services
- Dallas ISD Master Prime Subcontractor Teaming Agreement – CMAR

Appendix B – Board Policies (https://pol.tasb.org/boardpolicies)

- CAA (Local / Regulation)
- CE (Local)
- CH (Legal / Local / Regulation)
- CHE (Legal / Local / Regulation)
- CJA (Legal / Local)
- CV (Exhibit / Legal / Local)
- CVA (Legal / Local)
- CVB (Legal / Local)
- CVC (Legal)
- CVD (Legal)
- CVE (Legal)
- CVF (Legal)
- DEE (Local)
- DH (Legal / Local / Regulation)
- GKB (Local)

Appendix C – E-Rate Program Manual
(https://www.dallasisd.org/E-Rate)

Appendix D – Code of Federal Regulations (CFR) 200.318
(https://ecfr.federalregister.gov/current/generalprocurementstandardsection-200.318)

Appendix E – Texas Department of Agriculture, Administrator's Reference Manual (ARM) (https://squaremeals.org/Programs/NSLPPolicyamp;ARM.aspx)

Appendix F – Texas Education Agency, Financial Accountability System Resource Guide (FASRG) (https://tea.texas.gov/finance-and-grants/financial-accountability/fasrg)

Appendix G – Texas Education Code, Section 44
(https://statutes.capitol.texas.gov/Docs/ED/htm/ED.44.htm)