

# VENDOR GUIDE



**PROCUREMENT**  
RICHLAND SCHOOL DISTRICT TWO

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## Introduction

The purpose of this guide is to provide to the vendor community the basic information needed to access and participate in the procurement processes of Richland School District Two. Richland School District Two is a unique blend of urban, suburban, and rural schools spanning the northeast section of Richland County located in Columbia, SC. With approximately 28,000 students, 41 schools and specialized programs, and more than 4,000 employees, Richland School District Two is the fifth largest school system in South Carolina.

## Procurement Services

The objective of the Richland School District Two Procurement team is to ensure the purchasing of goods and services are: of the proper quality, at the right time, in the proper quantity at an economical price, and from the right source. Procurement Services is led by the Executive Director of Business Operations. The department is structured by a Coordinator and Procurement Specialists who serve the district as a whole as well as various functional areas.

Below are the functional areas and the corresponding email addresses for the Procurement Officials overseeing those areas. Procurement Services is open from 8:00 AM to 4:30 PM Monday through Friday, except on designated District holidays at the District Office located at 763 Fashion Drive, Columbia, SC 29229. You may contact each individual or email [procurement@richland2.org](mailto:procurement@richland2.org).

## Procurement Officials

Staff	Functional Area	Email Address
LaWana Robinson-Lee, CPPO, CPPB, NIGP-CPP	Formal Solicitations, Surplus, Contracts & Agreements, MBE Utilization, Planning, Overall procurement operations	lalee@richland2.org
Maia Williams	Request for POs, Sole Source and Emergency Justifications, Formal Solicitations, Contract and Agreements, MBE Reports, P-Cards	miwilliams@richland2.org
Teonica Cooper	Request for POs, Unauthorized Procurement (Ratifications), Administrative Support	tcooper@richland2.org
Shateka Holliday	P-Card Administrator, Surplus, Vendor Database	sholliday@richland2.org
Indera Webster	Vendor Database, Request for POs, Motor Coach	iwebster@richland2.org

## Purchasing Thresholds

Purchasing Method	Purchase Selection	Threshold	Procedure
Direct Purchase by Departments/Schools	Price Fair and Reasonable	\$0-\$5,000	Departments & Schools have the authority to purchase goods or services up to \$5,000 without further requirements.
Three (3) Quotes	Lowest cost to meet minimum specifications	\$5,000.01 - \$15,000	Documentation of at least three (3) written, bona fide, responsive, and responsible quotes must be attached to requisition.
Request for Quotes (formal)	Lowest cost to meet minimum specifications	\$15,000.01 - \$50,000	Written solicitation of quotes, bids, or proposals may be made for a small purchase, not in excess of \$50,000. Advertised in SCBO*
Formal Solicitations	Determined by Procurement	\$50,000+	Advertised in SCBO*

\*SCBO – South Carolina Business Opportunities

## How to Become an Approved Vendor

The District does not accept requests directly from vendors to be added to our ERP system. Vendor Applications or W-9 must be submitted internally through a Richland School District Two employee (i.e., Bookkeepers or Administrative Specialists) before being created. District employees will forward completed applications/W-9 to the appropriate procurement specialist in Procurement Services to be added to the district's ERP system.

District representatives are unable to provide guidance as it relates to completing the W-9 section of the Vendor Application. If you are unsure of how to complete this section, please visit the IRS website <https://www.irs.gov/forms-pubs/about-form-w-9> for any questions you may have.

## Bidders' List

The District does not maintain a bidders' list. All solicitations over \$15,000 are advertised at [South Carolina Business Opportunities \(SCBO\)](#).

## Bidding Process

Richland School District Two utilizes the e-procurement system, OpenGov, for managing our competitive solicitations. This platform allows for a more efficient and transparent process, and we encourage you to stay up to date with the latest open solicitations by visiting the procurement portal. To view open solicitations and participate in the bidding process, please subscribe to our page on OpenGov (<https://procurement.opengov.com/portal/richland2>) to be notified of projects as they are released.



Richland School District Two  
Columbia, SC  
All dates and times in Eastern Time

Subscribe

OpenGov allows vendors to:

- Register to receive notifications of future opportunities.
- Follow along to receive updates on existing opportunities by finding the opportunity and clicking the “Follow” button. This will allow all interested bidders to receive amendments and addenda automatically.
- Submit questions and receive answers online regarding open solicitation opportunities.
- Use a guided process of responding electronically to open solicitations to ensure your submissions have been accurately completed.
- Receive timely support for questions.
- Have one location for all solicitation opportunities issued by name.

### **Contracts**

A properly executed purchase order constitutes a contract which is binding on the District and the vendor. Vendors are cautioned not to accept verbal orders without receiving printed purchase order from the person placing the order. The District will not be responsible for orders received without a valid purchase order. Failure to follow these procedures will result in delayed payments or the return of material to the vendor.

### **Vendor Performance**

Vendors are expected to perform per the bidding document/contract with an honest, earnest effort. Delivery times when stated in bidding documents and responded to by the vendor become mandatory delivery times. Vendors not meeting performance standards may be found in default and deemed non-responsible, or otherwise penalized.

### **Delivery Conditions**

All shipments are to be made Freight On Board (FOB) Destination, freight prepaid, to receiving point at, Richland School District Two, 124 Risdon Way, Columbia, SC 29223, unless otherwise indicated on the purchase order/contract. If other than FOB Destination, as indicated on the purchase order/contract, all transportation, insurance, crating and/or packing charges are to be entered as separate items on seller's invoice. Delivery by the vendor to common carrier does not constitute delivery to the District. Any claim for loss or damage incurred during transport shall be between the vendor and the carriers.

### **Ethics**

Public employment is a public trust. Procurement decisions are made solely on the basis of the District's Procurement Code which prohibits accepting, directly or indirectly, any rebate, gift, money or anything of value, or any promise of future reward or compensation. The District has adopted the National Institute of Governmental Purchasing (NIGP) Code of Ethics.

### **Taxes**

The District is required to pay South Carolina sales taxes. However, sales taxes are not paid on labor services or books used for instructional purposes.

## **Invoicing**

The District operates on a Net 30 payment schedule. Invoices received without a purchase order number referenced will be returned to the vendor. All invoices must be detailed in the nature of the good(s) and/or service(s).

## **Small Business Enterprises**

Richland School District Two will utilize its best efforts to partner with certified small and minority businesses. The district wishes to ensure businesses owned and operated by minorities are offered the opportunity to fully participate in the overall procurement process.

To apply to become a certified small and minority business, please visit the *South Carolina Commission for Minority Affairs Small & Minority Business Division* at <https://cma.sc.gov/small-and-minority-business-division>.