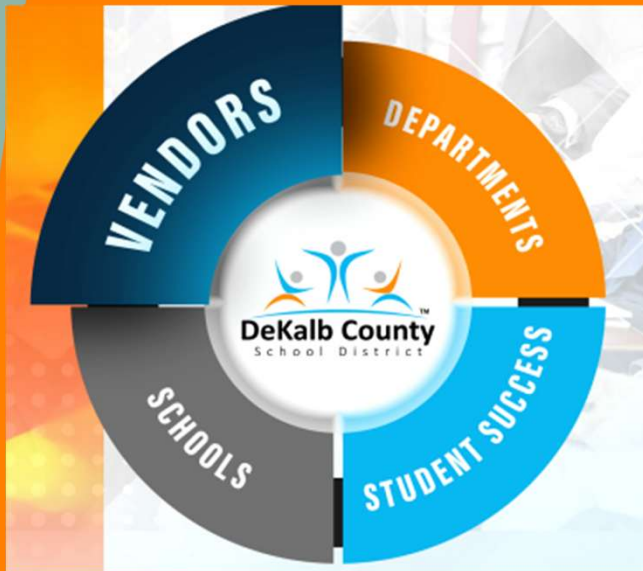


# WELCOME VENDORS

October 24, 2025



## Doing Business with DeKalb County School District

Presented by: DeKalb County Schools Vendor  
Services Department

## Agenda

- ▶ DCSD Background
- ▶ Purchasing Facts
- ▶ Purchasing Goods and Services
- ▶ Becoming a Vendor
  - ▶ Vendor Self Service Portal
- ▶ Contracts
- ▶ Accounts Payable
- ▶ Questions
- ▶ Contacts
- ▶ Department Introductions
- ▶ Breakout Sessions

## DCSD Background

Third largest  
Georgia  
school  
district

2025-26 DCSD  
Budget:  
\$2.15 Billion

Over 92,000  
students  
155 nations/  
165 languages

138 schools  
and centers

Over 14,000  
employees  
(6,600  
teachers)

# Purchasing Facts

## What DCSD Spent last fiscal year with Vendors

- ▶ Approximate Annual Purchase Orders
  - ▶ \$381,000,000
- ▶ Approximate Annual P-Card Spend
  - ▶ \$4,800,000
- ▶ Board Policies DJE:Purchasing and DJEG: Purchase Orders & Contracts Govern the District regarding Purchasing

# Purchasing Goods and Services

- ▶ Purchase Orders
  - ▶ Used most frequently
- ▶ Procurement Card -Goods (P-Card)
- ▶ Awarded contracts through the bid process

**Purchases cannot be authorized for goods or services before a vendor receives a purchase order**

## Our Buyers Purchasing Limits:

- ▶ \$5,000 or less - authorized by school or department
- ▶ \$5,000.01 to \$99,999.99 - must have 2 written quotes
- ▶ \$100,000 or more- competitive bid process (some exceptions per Board policy DJE)

# What You Need to Know About Purchase Orders

- Purchase orders are issued for both capital and non-capital projects by the Finance Division. Finance and Operations Divisions facilitate the District's procurement processes. (Board Policy DJE)
- Purchase orders constitute a contract with DeKalb County School District.
- Vendors are required to deliver goods or services in strict accordance with the purchase order
- The vendor must notify the Vendor Services Department immediately if unable to comply with the terms of the purchase order - 678-676-0102.
- **Purchases cannot be authorized for goods or services prior to the vendor's receipt of a purchase order**



# Vendor Registration

Karen Lewis  
Vendor Registration Specialist

# Becoming a Vendor -

[www.dekalbschoolsga.org/divisions/finance/vendor-services](http://www.dekalbschoolsga.org/divisions/finance/vendor-services)

## Vendor Services

Overview

**Required Documents | Immigration Reform Act**

How to Pu

Procurement Terms & Conditions Procurement Terms & Condition

Contact

### Required Documents | Immigration Reform Act

The Illegal Immigration Reform and Enforcement Act of 2011 (House Bill 87) requires DeKalb County sub-subcontractors who provide “physical performance of services” to complete the forms below.

- [\*New Vendor Registration Instructions\*](#)
- [\*Affidavit of Exception Requirements Packet \(for service providers without employees\)\*](#)
- [\*Contractor Affidavit and Agreement Requirements Packet \(for service providers with employees\)\*](#)
- [\*Form W-9 \(Rev. March, 2024\) Department of the Treasury Internal Revenue Service\*](#)
- [\*Vendor Verification Form\*](#)

## #2 - Download & Complete Required Documents

Carefully follow the instructions. Missing, incomplete, or incorrect documents will delay a vendor's availability in the purchasing system.

Required Documents:	Product Only Providers	Service Providers* with NO Employees	Service Providers* WITH Employees
IRS W9 form	Yes	Yes	Yes
Vendor Verification form	Yes	Yes	Yes
Immigration/Security Documents – 2-page immigration form and 2-page affidavit	No	Yes – download <u>Affidavit of Exception</u> file/ initial 2b, 3,4,5; sign, date & notarize immigration form & Affidavit <b>(return both the 2-page Immigration form and 2-page Affidavit)</b>	Yes- download <u>Contractor Affidavit</u> file/ initial 2a, 3, 4, 5; sign, date & notarize immigration form & Affidavit <b>(return both the 2-page Immigration form and 2-page Affidavit)</b>
Business License	If applicable	If applicable	If applicable
State issued picture ID (front side only)	No	Yes	No
State Issued Food Service Permit or Cottage License	No	Yes, for food providers	Yes, for food providers

\*Service providers include but are not limited to businesses which provide: repair services, customized apparel or products, in-person consulting or training, installations, event planning, etc.

# Required Documents

## ALL VENDORS

- IRS W9 form
- Vendor Verification form
- Business license (if applicable)

Complete and save ALL Required documents BEFORE registering online

## SERVICE PROVIDERS

### Service Providers (with Employees):

- Immigration form & Contractor Affidavit Agreement (4 pages)

### Service Providers (no Employees):

- Immigration form & Affidavit of Exception (4 pages)
- State issued picture Id

- Food providers (restaurants, caterers)- State/County issued Food Service Permit (not ServSafe certificate, not DPH rating)

# Vendor Self-Service Portal

Website:

Click on Vendor Registration

[Current Solicitations](#)

[Purchasing Board Policy DJE](#)

 [Vendor Registration](#)

[Purchasing Board Policy DJEG](#)

[Vendor Self-Service Guide](#)

# Vendor Self-Service Portal

## Welcome to Vendor Self Service


---

Log in or register as a user to begin using Vendor Self Service

[Log in / Register](#)

Welcome to DeKalb County School District Self Service Registration for Business Vendors. Please have the following information available before you begin the registration process. - FID or SSN - Completed W-9 Form - E-Verify Affidavit, if applicable

# Vendor Self-Service Portal







Sign in to community access services for Dekalb County School District.

Email address

Keep me signed in

Next

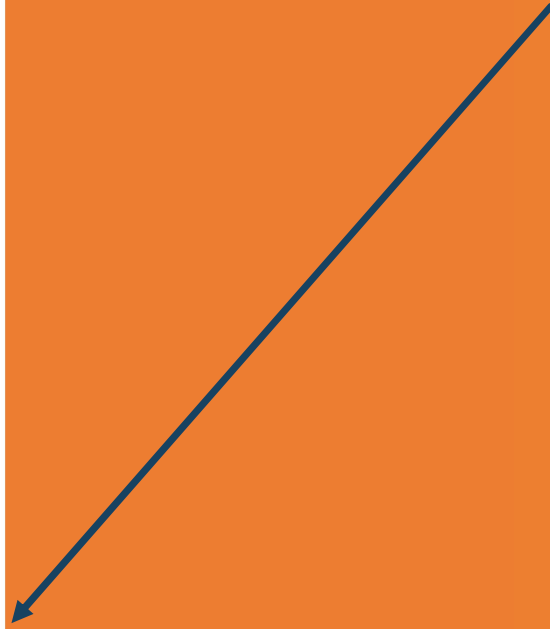
OR

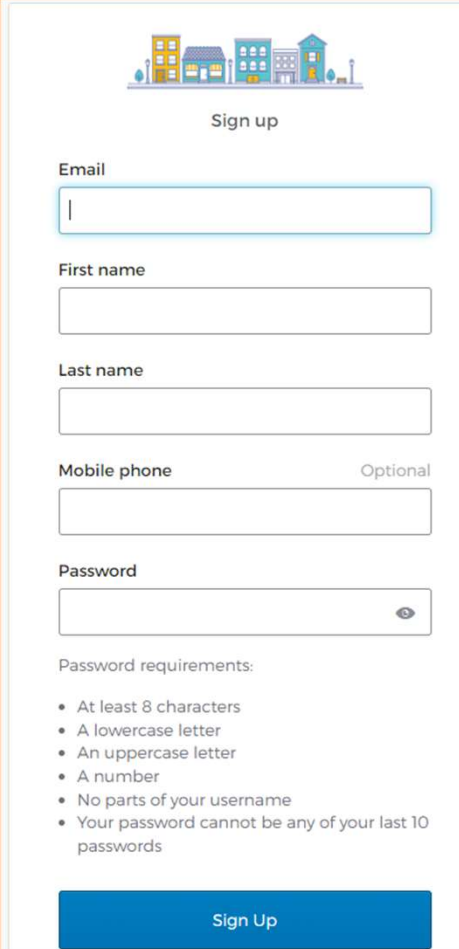
[Unlock account?](#) [Help](#)

Create an account

For new vendors click on  
“*Create an account*” at the  
bottom of the screen:



# Vendor Self-Service Portal



The sign-up form features a header with a colorful illustration of buildings and the text "Sign up". Below this are several input fields: "Email" with a cursor in the first position, "First name", "Last name", "Mobile phone" (with "Optional" text to its right), and "Password" (with an eye icon for visibility). A "Password requirements" section lists five bullet points. At the bottom is a blue "Sign Up" button.

Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:

- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Sign Up

Complete required information and make a password.

Keep your password where you can retrieve it easily.

You should be sent an email to enable you to login and register

## Vendor Self-Service (VSS) Portal

- Enter vendor information as shown on each screen
- Banking information does not need to be entered - DCSD uses a third-party vendor for electronic payments
- Continue to complete the screens with contact information, business type codes
- Upload the required documents

# Service Providers- Immigration Forms

## READ AND FOLLOW THE INSTRUCTIONS CAREFULLY

- Vendors with no employees return (submit in one pdf file):
  - 2-page immigration form
  - 2-page affidavit of exception
  - State issued picture ID
- Vendors with employees return (submit in one pdf file):
  - 2-page immigration form
  - 2-page contractor affidavit

- Immigration page  
1, initial:
- 2a OR 2b OR 2c  
- **NOT all three!**
  - #3

#### IMMIGRATION AND SECURITY FORM

1) Covered public entities shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the **Contractor MUST INITIAL** the statement applicable to Contractor below:

(a) \_\_\_\_\_ **(Initial here):** Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. [**Contractors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement**];

or

(b) \_\_\_\_\_ **(Initial here):** Contractor warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [**Contractors who initial (b) must attach and return a signed, notarized Affidavit of Exception and a true and correct copy of the Contractor's state issued driver's license or state issued identification card**];

or

(c) \_\_\_\_\_ **(Initial here)** Contractor is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

3) \_\_\_\_\_ **(Initial here)** Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

IMMIGRATION AND SECURITY FORM (PAGE 2)

4) \_\_\_\_\_ *(Initial here)* Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, ET. seq. that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

5) \_\_\_\_\_ *(Initial here)* Contractor agrees to provide all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et. seq. within five (5) business days of receipt.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Firm Name: \_\_\_\_\_

Street/Mailing Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

SUBSCRIBED AND SWORN  
BEFORE ME ON THIS THE

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Immigration page

### 2:

- initial 4-5
- Sign, date, name, address, etc.
- Notarize

## Contractor Affidavit:

- Vendor has employees
- Must be E-verify registered

### CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) the individual, firm, or corporation ("Contractor") has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Contractor's correct user identification number and date of authorization is set forth herein below.
- (3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services on behalf of the DeKalb County School District, unless at the time of the contract said subcontractor:
  - (a) is registered with and participates in the federal work authorization program;
  - (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
  - (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If Contractor hires a subcontractor to complete any of the services under Contractors contract with the DeKalb County School District, then Contractor agrees to obtain and maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

# Contractor Affidavit

pg 2:

- E-verify #, date
- Name, Sign
- Notarize

## CONTRACTOR AFFIDAVIT AND AGREEMENT (PAGE 2)

(4) Contractor further agrees to and shall provide copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

\_\_\_\_\_

\_\_\_\_\_

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

\_\_\_\_\_

\_\_\_\_\_

Company Name / Contractor Name

Date

\_\_\_\_\_

\_\_\_\_\_

BY: Signature of Authorized Officer or Agent

Date

\_\_\_\_\_

Title of Authorized Officer or Agent of Contractor

\_\_\_\_\_

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_

Notary Public

My Commission Expires: \_\_\_\_\_

## AFFIDAVIT OF EXCEPTION

The undersigned, in connection with a proposed contract or subcontract on behalf of the DeKalb County School District for the physical performance of services under O.C.G.A. 13-10-90, et seq. (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor or single member entity; and I do not employ any other persons.
- (b) I do not intend to hire any employees or to perform the Contract.
- (c) A true, correct and complete copy of my driver's license is attached hereto.

If at any time hereafter I determine that I will need to hire employees to satisfy or complete the services under the Contract then before hiring any employees, I will:

- (i) immediately notify the School District in writing at: DeKalb County Schools Purchasing Department, 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083
- (ii) register with, participate in and use, a federal work authorization program operated by the United States of Homeland Security or any equivalent federal work authorization program operated by the United States of Homeland Security to verify information of new hired employees, pursuant to the Immigration Reform Control Act of 1986 (IRCA), P.L. 99-603] in accordance with the applicability provisions and deadlines established in O.C.G.A § 13-10-9, as amended; and.
- (iii) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1- 01, seq.

I agree that I will not employ or contract with any subcontractor(s) to provide services on behalf of the DeKalb County School District, school, or DeKalb County Board of Education, unless at the time of the contract said subcontractor:

- (i) is registered with and participates in the federal work authorization program;
- (ii) provides me with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

Affidavit of  
Exception (No  
Employees) pg 1 -  
Nothing to  
complete but must  
be returned with  
signature page 2

**AFFIDAVIT OF EXCEPTION (PAGE 2)**

(iii) agrees to provide me with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If I do contract with such subcontractors, I agree to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification (i.e.: subsubcontractor affidavits and all other lower tiered affidavits) at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Attached hereto is a true and correct copy of my state issued driver's license or state issued identification card. I understand that a driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. I understand that the Georgia Attorney General/State Law Department's website posts an annually updated list of the states that verify immigration status prior to the issuance of a driver's license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

\_\_\_\_\_

BY: Printed Name

\_\_\_\_\_

Signature

SUBSCRIBED AND SWORN

\_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Notary Public

My Commission Expires: \_\_\_\_\_

## Affidavit of Exception pg 2:

- Sign, date
- Notarize
- Send picture ID

# DO IT RIGHT THE FIRST TIME = QUICK APPROVAL

1. READ and review all required documents for accuracy and completeness
2. Complete online registration and upload required documents
3. Return documents in the same file format received -pdf
4. Let school or department contact know that you have registered
5. Once reviewed for completeness, vendor is approved active in our purchasing system.

**Incomplete, incorrect documents delay approval and are not approved until corrected.**

## You Are an Active Vendor, What Does That Mean?

- Schools and departments may purchase your products or services
- As a vendor you must seek business opportunities by contacting departments, schools, or other administrators
- Purchasing Department does not promote or advertise your business
- Schools or departments **are not** obligated to use your products or services
- Schools or departments may not know you are available to use in our system unless you let them know

# Vendor Self-Service Portal

## Attachments



Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

Attachment Type	Description	Required	Attachments	
General	Documents are not assigned to a type		(0)	<a href="#">Attach</a>
default	Vendor Attachment		(0)	<a href="#">Attach</a>

# Vendor Self-Service Portal

Once *Register* is clicked - wait until the data has been saved:

## New Vendor Registration Registration Confirmation

 Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

**NOTE: You will NOT be Contacted, you must contact us**

## FAQs

- Once registered online am I an active vendor?
- Once I register online how long does it take for my business to be active in your purchasing system?
- Can documents be sent individually or all at once? (if unable to upload)
- Does DCSD advertise new vendors or distribute their information within the district?
- If I'm a service provider with fewer than 10 employees do I still need an e-verify number?
- If I don't get a purchase order first should I still fill an order or provide my services?



# CONTRACTS

Imani Redd, Esq.

# No Contract, No Business

- ▶ Every service transaction must be governed by a contract.
  - ▶ Must have:
    - ▶ Clear Term Date (no more than 1 year)
    - ▶ Clear Deliverables
    - ▶ Clear Payment Terms
    - ▶ Total Contracted Value
  - ▶ The turnaround for legal review is 3-5 business days
- ▶ If you do not have a contract in place, we can provide our standard Independent Contractor Agreement for services for your review and use.

# Independent Contractor Agreement

- ▶ 10 - Page
- ▶ Longer Turnaround
- ▶ Certificate of Insurance naming DCSD Required
- ▶ Current W-9 on file
- ▶ Current Immigration Forms on file
- ▶ At least one other competitive quote.
- ▶ Approval & Signature Requirements:
  - Over \$50,000 must be approved by Board at monthly meeting and prepared two months ahead.
  - Signed by Superintendent

**INDEPENDENT CONTRACTOR AGREEMENT**  
(Contract Amount over \$1,000)

THIS AGREEMENT (hereinafter "Agreement") is between the undersigned Independent Contractor (hereinafter "INDEPENDENT CONTRACTOR"), with a principal place of business at \_\_\_\_\_, and the DeKalb County School District (hereinafter "DCSD"), with its principal place of business at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The INDEPENDENT CONTRACTOR and DCSD are referred to herein jointly as the "Parties" and individually as a "Party." In consideration of the mutual agreements and covenants set forth and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Parties to this Agreement do hereby covenant and agree as follows:

**A. ENGAGEMENT:** Subject to the terms and conditions of this Agreement, DCSD hereby retains INDEPENDENT CONTRACTOR, as an independent contractor, to provide the "Services" described herein, and INDEPENDENT CONTRACTOR hereby accepts such engagement. INDEPENDENT CONTRACTOR shall furnish the Services to the DCSD from time to time on request throughout the term of this Agreement and INDEPENDENT CONTRACTOR shall use his/her/its best efforts to furnish the Services to the satisfaction of the DCSD and shall provide the Services at times and places as are necessary and appropriate.

**B. SERVICES:** INDEPENDENT CONTRACTOR agrees to render the following services (hereinafter "Services") (include name, scope of work and dates for contracted services):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**1. Performance of Services:** INDEPENDENT CONTRACTOR will supply all tools and instrumentalities required to perform the Services under this Agreement, and shall perform the Services in a workmanlike and professional manner and shall provide such warranties as are consistent with industry customs and standards. INDEPENDENT CONTRACTOR agrees to act with prudence and diligence and in a timely manner in the performance of his duties and responsibilities hereunder and in good faith and in the best interests of the DCSD. During the term of this Agreement, INDEPENDENT CONTRACTOR shall devote as much of his/her/its productive time, energy and abilities to the performance of his duties for DCSD as is necessary to perform the required duties in a timely and productive manner. Subject to any other written agreement between INDEPENDENT CONTRACTOR and DCSD, INDEPENDENT CONTRACTOR is free to engage in other independent contracting activities, provided that INDEPENDENT CONTRACTOR does not engage in any such activities which are inconsistent with or in conflict with INDEPENDENT CONTRACTOR's Services for DCSD, or that so occupy INDEPENDENT CONTRACTOR's attention as to interfere with the proper and efficient performance of INDEPENDENT CONTRACTOR's Services for the DCSD.

**2. Supervision of INDEPENDENT CONTRACTOR:** Independent Contractor warrants and represents that INDEPENDENT CONTRACTOR has the training, skill and acumen required to perform the Services. With respect to the duties and obligations of INDEPENDENT CONTRACTOR under this Agreement, INDEPENDENT CONTRACTOR hereby acknowledges and agrees that DCSD shall retain the right to require certain results in conformity with the Agreement. INDEPENDENT CONTRACTOR will determine the method, details, and means of performing the Services. INDEPENDENT CONTRACTOR agrees and acknowledges that DCSD has no right to and shall exercise no control over the time, manner, methods or means of INDEPENDENT CONTRACTOR's performance of the Services.

# Solicitation Service Agreements

- ▶ As part of the solicitation process for any engagement that includes a service component, a Service Agreement is required before work can begin. This is a contract that typically includes a one-year initial term, with the option for up to four one-year annual renewals.
- ▶ Please note that this type of agreement generally requires Board approval annually.

## Inter-governmental and educational cooperatives, alliances and consortiums

- ▶ If you choose to procure services with the District by piggybacking off an existing contract you have with another entity, *please note* that the existence of that contract alone is not sufficient. A separate agreement between you and the District is still required to formalize the piggyback arrangement.
- ▶ Please work with your District representative, who will coordinate with the Legal team to assist with the necessary agreement.

Questions?



# Accounts Payable

Eric Cannady

# Accounts Payable

- After goods are delivered or services rendered, vendors should email invoices to [apinvoices@dekalbschoolsga.org](mailto:apinvoices@dekalbschoolsga.org).
- Emailing invoices is the preferred method, but in the case where mailing is necessary, invoices can be mailed to 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083, attention: Accounts Payable.
- DeKalb County School District operates on a 30-day net payment policy. Invoices should be paid within 30 days of receipt of invoice.
- Accounts Payable processes invoices that are three-way match compliant. Items ordered through the purchase order must match the items that we receive on the invoice and these items must be electronically received in our ERP system.
- Vendors are not prepaid for goods or services.

# Accounts Payable

- Payments are made to the vendor of record, not to a factoring company or collection agency.
- The Accounts Payable department processes payments on a weekly basis.
- Payments are made via check or ACH. ACH payments are made through Paymode-X. Paymode-X is an electronic payment network utilized by the district.
- Vendors who would prefer to be paid via ACH must sign up for the program using the following link: <http://www.paymode.com/DeKalbCountyBoardofEducation>.
- Paymode-X will handle the entire onboarding process and inform the district once a vendor has completed set up.
- Payments made by check are mailed to the vendor.

# Vendor Services

DeKalb County School District website: [www.dekalbschoolsga.org](http://www.dekalbschoolsga.org)

Vendor Registration: <https://www.dekalbschoolsga.org/divisions/finance/vendor-services>

View Current and Awarded Solicitations: <https://dekalbschoolsga.ionwave.net>

Invoice Mailbox: [apinvoices@dekalbschoolsga.org](mailto:apinvoices@dekalbschoolsga.org)

General Vendor Services Questions: [678.676.0102](tel:678.676.0102)

## Contacts

Executive Director Vendor Services - Carla L. Smith

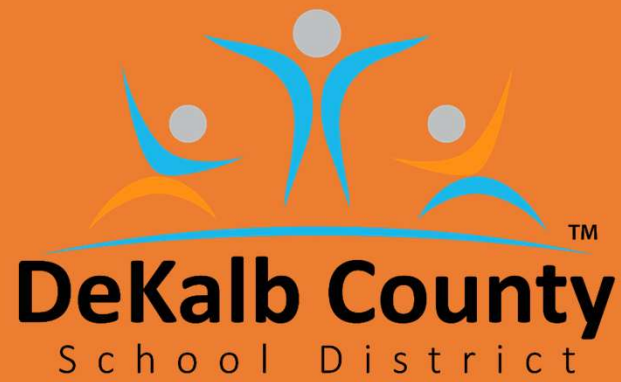
Non-Capital Procurement Manager - Fred Christopher

Capital Procurement Manager - Yolanda Love

Accounts Payable Manager - Eric Cannady

Vendor Registration Specialist - Karen Lewis

Questions?



# DEPARTMENT INTRODUCTIONS



# Breakout Sessions

- Capital Procurement (Construction) - Boardroom
- Non-Capital Procurement - Auditorium
- Vendor Registration - Computer Lab
- Meet the Departments - Atrium





# Bids & Solicitations

W. Fred Christopher

# Bids and Solicitations

## Competitive Selection for Non-Capital Projects:

- Purchases or contracts with a total estimated cost of \$100,000.00 or more shall be awarded through a written competitive sealed bid process to the lowest responsible, responsive bidder, or through a competitive request for proposal process where the offer deemed to be the most advantageous to the District may be selected.
- Source: Board Policy DJE:Purchasing III.C.3

## Bids and Solicitations - First Things First

- DCSD has a completely electronic/virtual solicitation process. Paper submissions are not accepted.
- Please make sure you are registered on the district's electronic solicitation platform at: <https://dekalbschoolsga.ionwave.net>
- Select all corresponding commodity codes that pertain to your business.
- You will receive notifications of opportunities based on your commodity codes.

# DCSD Solicitation Platform: Ionwave

The screenshot displays the DeKalb County School District Solicitation Platform interface. At the top left is the DeKalb County School District logo. The main navigation area includes a 'Login' form with fields for 'User Name' and 'Password', a 'Login' button, and a 'Trouble Logging In?' link. To the right is a 'Supplier Registration' button with a user icon. Below these are six dashboard tiles: 'Current Bids' (document icon), 'Closed Bids' (checkered flag icon), 'Awarded Bids' (trophy icon), 'Non Awarded Bids' (trophy with 'X' icon), 'Active Contracts' (document with signature icon), and 'DeKalb County School District' (www. icon with mouse cursor).

**DeKalb County School District**

**Login**

User Name

Password

Login

Trouble Logging In?

Supplier Registration

Current Bids

Closed Bids

Awarded Bids

Non Awarded Bids

Active Contracts

DeKalb County School District

## Bids and Solicitations - Reminders (General)

- Solicitations are posted on Thursdays.
- Solicitations normally lasts about 4-Weeks (Go-Live to Close).
- There will be a pre-proposal/pre-bid meeting. Most times attendance is optional however, attendance can be mandatory in some instances.
- Solicitations normally close on Tuesdays or Thursdays at 2:00 PM EST. The Ionwave system does not accept submittals after 2:00PM EST.

## Bids and Solicitations - Reminders (General)

- A valid business is a required document to upload. (Issued by a city or county)
- Vendors must be registered to do business in the state of Georgia. (Georgia Secretary of State)
- Some solicitations do require copies of professional licenses.
- No information will be posted on holidays or if the district is closed.
- DCSD solicitations are posted on the GA Procurement Registry

## Bids and Solicitations - Reminders (The Do's)

- Adhere to the dates listed in the solicitation.
- Submit questions during the Q&A period through Ionwave.
- Provide the information requested in the solicitation. (Pricing, Examples, References, Schedules, etc.)
- Complete ALL required documents. Sign and notarize if applicable.
- Start your submission process early.

## Bids and Solicitations - Reminders (The Do Not's)

- Do not communicate with anyone regarding an active solicitation that is not listed in the solicitation document. (Emails, phone calls, in-person, morse code, carrier pigeon, etc.)
- Do not alter any solicitation documents. (Including pricing sheet and any other DCSD attachment)
- Do not submit unsigned attachments.
- Do not submit a conditional bid or proposal.

# Bids and Solicitations - Examples

## Attachment C

### RFP 25-602 Warehouse Management System Conflict of Interest

**Upload this documentation under the Response Attachment tab via IonWave titled "Conflict of Interest".**

Offeror shall use its best efforts to disclose with their proposal the name of any officer, director, or agent who also is a DCSD employee, agent, representative, contractor, immediate family member (spouse, child, sibling, or parent or the spouse of a child, sibling or parent) or DeKalb County Board of Education member. Offerors shall also disclose the name of any DCSD employee, agent, representative, contractor, immediate family member or board member who owns, directly or indirectly, an interest in five percent or more in the Offeror's company or any of its branches. In the event the Offeror was aware of a conflict of interest prior to the award of the contract and did not disclose the conflict DCSD may, at its discretion, terminate the contract for default. The Offeror further agrees that, if after award, a conflict of interest is discovered, an immediate and full disclosure in writing must be made to the DCSD Purchasing Department which must include a description of the action which the Offeror has taken or proposes to take to avoid or mitigate such conflicts. If a conflict of interest is determined to exist, DCSD may, at its discretion, cancel the contract. Offerors shall certify that their response to this RFP is impartial, at arms-length, and free of any conflict of interest at this time, unfair advantage, or personal benefit to any DCSD official.

**Signature of Company Representative:**

\_\_\_\_\_  
**Company Name/Certifying Official Signature**

**Date:** \_\_\_\_\_

# Bids and Solicitations - Examples

**Attachment A**  
**RFP 25-602**  
**Warehouse Management System**  
**COST PROPOSAL FORM**

Offeror must provide costs to DCSD associated with providing the services requested in this RFP. Pricing must be submitted on this form in the format requested. **Alterations to the cost proposal form may result in the offeror being deemed non-responsive and proposal rejected.** DCSD reserves the right to request and negotiate a "best and final offer" response from Offerors.

Please provide pricing as requested for the services listed below. Pricing shall include all labor, materials, tools, specialized equipment, supplies, trained personnel, insurance, travel, per diem, direct and indirect administrative costs, overhead, tolls, parking, fuel, and all other costs and charges necessary to perform the services below in accordance with this RFP.

Warehouse Management System	TOTAL LUMP SUM COST
Lump sum cost to design and fully implement a <b>Warehouse Management System</b> in accordance with the scope of work as stated in Part III of this RFP.	\$ _____

**Yearly Maintenance/Renewal Cost:**

Renewal Year 1: \$ \_\_\_\_\_

Renewal Year 2: \$ \_\_\_\_\_

Renewal Year 3: \$ \_\_\_\_\_

Renewal Year 4: \$ \_\_\_\_\_

**Unit Prices:**

On-Site Troubleshooting: \$ \_\_\_\_\_ Per Hour

Additional On-Site Training: \$ \_\_\_\_\_ Per Hour

Additional Users: \$ \_\_\_\_\_ Per Additional User

**Complete the following:**

Company Name \_\_\_\_\_

Authorized Company Representative Name (please print) \_\_\_\_\_ Title \_\_\_\_\_

Authorized Company Representative Signature \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

# Questions