

HARRISBURG SCHOOL DISTRICT

Vendor & Employment Guide

**Updated
February 2026**



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I. District Mission Statement

OUR MISSION:

The Harrisburg School District is committed to providing a rigorous and relevant education to ALL students in a learning environment that fosters high expectations and data driven and standards aligned instruction provided by committed, highly qualified teachers. We endeavor to provide a culturally responsive, safe, and positive school environment to enhance, empower, and promote the value of lifelong learning for our students. Families and the Harrisburg community are active partners in the educational process.

II. Meet The Team

Chief Recovery Officer: Dr. Lori Suski

PDE Consultant: Yvonne Hollins

Superintendent: Dr. Benjamin Henry

Assistant Superintendent: Dr. Marisol Craig

Chief Financial Officer: Dr. Marcia Stokes

Chief Operations Administrator: John Reedy

Chief Academic Officer: Kelly Fowlkes

Chief of Schools: Dr. Christy Thompson

Director of Human Resources: Marlena Lang

Director of Special Education: Krystal Palmer

Director of Technology: Adam Nornhold

Director of Student Services: Marianne Peters

Director of Facilities: Craig Glass

Athletic Director: Calvin Everett

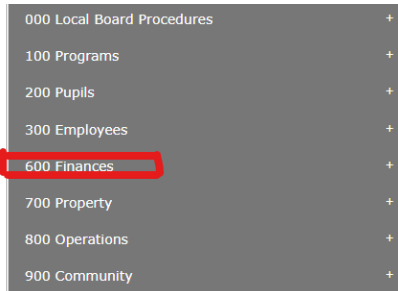
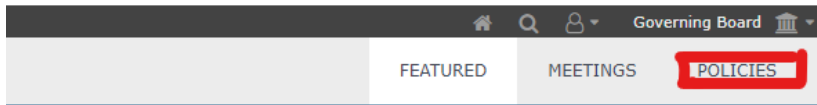
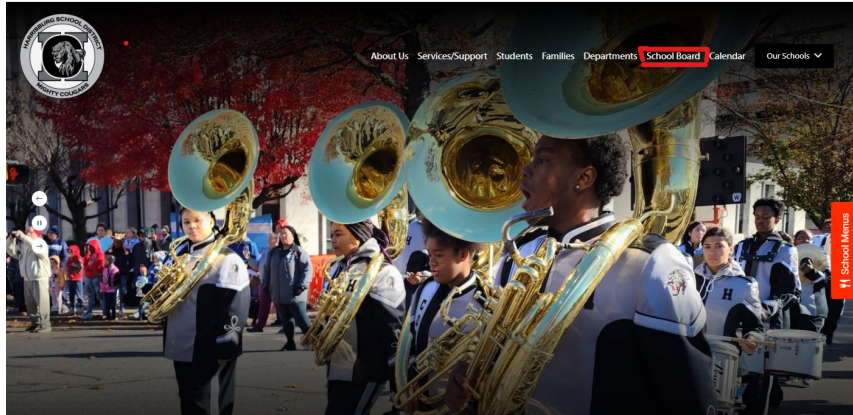
Food Services Coordinator: Beth King

Transportation Coordinator: Karyn Brown

Public Relations Coordinator: Kirsten Keys

III. Procurement Policies

The District's Procurement policies can be found on the District website, www.hbgisd.us. Click on School Board > Board Docs > Policies. Thresholds are subject to change annually. Under the Policies Tab, the following procurement related policies can be accessed:



Procurement Related Policies

- 610-Purchases Subject to Bid/Quotation
- 610-Purchases Subject to Bid/Quotation
- 611-Purchases Budgeted
- 612-Purchases Not Budgeted
- 613-Cooperative Purchasing
- 626-Federal Fiscal Compliance

Procurement Thresholds 2026

Procurement Method §200.320	Goods/Supplies	Services	Requirements
Micro-purchase (No quotes required)	Less than \$10,000. Note: Must use more restrictive \$0 Federal threshold instead of no state requirements under \$13,200	Less than \$10,000 Note: Must use more restrictive \$10,000 Federal threshold instead of state exemption for services	<ul style="list-style-type: none"> - Consider price to be reasonable - Distribute equitably among suppliers to the extent that is practical -
Simplified Acquisition Procedures (Small Purchases – relatively simple and informal)	\$10,000 – 24,500 Note: Must use more restrictive \$10,000 Federal Threshold instead of \$24,500 state threshold	\$10,000-\$249,999 Note: Must use more restrictive \$10,000 Federal Threshold instead of state exemption for services	Obtain/document price or rate quotations from a reasonable number of qualified sources (at least three per 24 PS 8.807.1)
Sealed Bids (Formal advertising)	\$24,500 or more Note: Must use more restrictive \$24,500 state threshold instead of \$250,000 Federal Threshold	N/A	<ul style="list-style-type: none"> - Bids are publicly solicited - Firm fixed price contract awarded to the bidder responsible for lowest in price - Cost or price analysis for purchases in excess of Simplified Acquisition Threshold (\$250,000)
Competitive Proposals (Formal RFPs)	N/A	\$250,000 or more Note: Must use more restrictive \$250,000 Federal threshold instead of state exemption for services	<ul style="list-style-type: none"> - Conducted with more than one source submitting an offer - Price is not used as a sole selection factor - Fixed price or cost-reimbursement type contract is awarded - Cost or price analysis for purchases in excess of the Simplified Acquisition Threshold (\$250,000)
Non-Competitive Proposals	Appropriate only when these circumstances apply: <ul style="list-style-type: none"> - Available only from a single source (sole source) - Public emergency - After soliciting from several sources, competition is deemed inadequate - Consult with your school solicitor 		<ul style="list-style-type: none"> - Solicitation from only one source - Used only when qualifying circumstances apply - - Fixed price or cost-reimbursement type contract is awarded

IV. Cooperative Purchasing Agreements

The Harrisburg School District regularly utilizes various cooperative purchasing agreements in our procurement process. The most regularly utilized cooperative purchasing contracts are BuyBoard, COSTARS, GoodBuy, KPN, PEPPM, and TIPS. Each cooperative has a process for vendors to join and participate in their bidding process. Harrisburg School District encourages vendors interested in doing business with the District to join these cooperatives and participate in the bidding processes. Joining these cooperatives can open opportunities for vendors to do business with schools and local governments locally and nationally. Harrisburg School District does not guarantee that any Cooperative purchasing agreement will be suitable for a vendor's needs and does not guarantee that participation will result in a contract with the Harrisburg School District. The Harrisburg School District evaluates the merits and suitability of each cooperative purchasing agreement proposal on a case-by-case basis.

The process to register and participate with our regularly utilized cooperatives are outlined below. These descriptions are pulled from the cooperatives' own websites, and the Harrisburg School District makes no representation as to their accuracy.

BuyBoard

<https://www.buyboard.com/vendor/how-to-register.aspx>

From the BuyBoard website:

Ready to become a vendor?

Read the [FAQ](#) before you get started.

If your company is awarded a contract, the door is open to the enormous local government marketplace!

Register to receive proposal notifications and create a unique login name and password for future use. You will receive a confirmation e-mail after the information has been added to the list.

Registration

Notice: Registering does not give your company automatic participation in the BuyBoard. Vendors must be awarded a BuyBoard proposal to participate.

What you need for BuyBoard vendor registration:

- Tax ID number
- Annual gross sales
- Years in business
- Special classifications such as minority-owned or woman-owned business

The six-step registration process includes:

1. Accepting the BuyBoard terms and conditions.
2. Providing your company information.
3. Providing primary address information.
4. Vendor classification.
5. Providing primary user information.
6. Reviewing & submitting the registration.

After you are registered

As a registered vendor, you will receive e-mail notifications of future proposal opportunities for the commodity categories selected in your registration.

The second step is to respond to one of the proposal opportunities and ultimately be awarded a contract by the Cooperative Board.

A list of contracts can be found on the [Contract Expiration Schedule](#) (pdf).

COSTARS-Commonwealth of Pennsylvania's Cooperative Purchasing Program

<https://www.dgs.pa.gov/COSTARS/Pages/default.aspx>

Please note that COSTARS **does not** meet the requirements under the Uniform Guidance for purchases from Federal Funds.

From the COSTARS website:

1. Register as a supplier with the Commonwealth.

If your company has never been a supplier with the Commonwealth, you must register your business at the [PA Supplier Portal](#). This allows you to search and respond to Commonwealth bidding opportunities and to manage your important account information.

If your company already has a six-digit vendor number issued by the Commonwealth, you may already be registered with us.

*IMPORTANT NOTE: Although it is a prerequisite, registering and receiving a vendor number from the Commonwealth DOES NOT YET MEAN a supplier has been awarded a contract and has permission to sell to COSTARS members. To become a COSTARS supplier, you must complete steps #3 and #4 by submitting a contract bid and submitting payment for the annual administrative fee once you have been awarded a contract.

If you need assistance with your Commonwealth supplier registration, the Supplier Help Desk may be reached at RA-PSCSRMPortal@pa.gov.

2. Complete the self-certification application as a Small, Small Diverse, or Small Veteran-owned Business (only if applicable to your business).

The Commonwealth maintains a strong commitment to providing opportunities for small and diverse businesses for prime contracting opportunities with the goal of promoting the economic growth and success of these types of businesses. [View eligibility requirements and apply for certification](#) with the Department of General Services.

3. Submit a bid.

To do this, [submit a completed bid package](#). DGS does not post on its website any one particular COSTARS member's request to contract for a specific purchase. Any contract that DGS bids as a COSTARS-exclusive contract is available for use to ALL COSTARS members.

Click on the Bid # of the contract you want to participate in, read the Contract Reference Documents within the Invitation for Bid, and select Bid Now to begin your bid submission.

Each contract and electronic bid forms are specific to the COSTARS contract number they are linked to. (The [Guide to COSTARS Contracts](#) is a handy resource to help you define the product categories that fall under each contract.)

A supplier may bid on multiple contracts if their product and services offerings fall within the scope of each. The annual administrative fee is applied per contract.

If you need assistance on how to complete an IFB or a Bid Item Workbook, you can refer to the [Bidding on a COSTARS-Exclusive Contract Through Electronic Bidding](#) online training.

4. Pay the annual administrative fee(s).

The last step to becoming a COSTARS supplier is to submit payment for the annual administrative fee per awarded contract. Once a bid package is received and approved, the COSTARS team will email an invoice for the administrative fee per contract. Upon COSTARS receipt of payment for the invoiced amount, a supplier's participation is considered active and the supplier then has the ability to download the COSTARS member list and begin transacting with the members.

Contractor Classification	Required Administrative Fee
DGS-Verified Small Diverse Business Bidder	\$166 Annually
DGS-Verified Veteran-owned Business Bidder	\$166 Annually
DGS Self-Certified Small Business Bidder	\$500 Annually
All Other Bidders	\$1,500 Annually

GoodBuy Purchasing Cooperative

<https://goodbuy.esc2.net/>

From the GoodBuy Website:

VENDOR REGISTRATION & FEE INFORMATION

Becoming a vendor is as easy:

Step 1: Register as a vendor by clicking the Supplier Registration link below.

Step 2: Submit a bid to one or more of our bid announcements. Once you have registered with Goodbuy you will get email notification once a bid commodity you have selected upon registration is open.

Step 3: Become an awarded vendor.

All Bids close at 10:00 a.m. CST/CDT on the bid opening date available on this website Home Page. Video viewing of unsealing of bids is available by selecting bid opening tab on the top of this website and following directions.

Vendor Administrative Fee Information:

There is no charge to register as a vendor with our cooperative. Vendors submitting bids are required to pay a non-refundable \$50 administrative fee for each bid category in which you submit a response. If you need assistance during the registration process please contact us at goodbuy@esc2.net or (361) 561-8481.

New vendors registration: <https://goodbuy.ionwave.net/VendorRegistration/PreliminaryInfo.aspx>

Keystone Purchasing Network (KPN)

<https://www.thekpn.org/vendors/>

From the KPN website:

Register online

The first step in that process is to register so your company can get notices of bidding opportunities.

Vendor interest in winning a contract is bolstered by the fact that KPN contracts are used by school districts, colleges, universities, and local government in communities throughout the U.S. Tens of millions of dollars in products, services, and infrastructure go through KPN because we do the transparent and effective groundwork needed to offer legal, ethical, and cost-saving contracts based on competitive bidding.

As a result, KPN nurtures an enviable stable of vendors offering everything from copying equipment to vehicles, from athletic turf to natural gas, from office supplies to electronic books. As an example, check out the nearly sixty contracts on our site that are now being used by schools and governments in thirty-eight states.

The number of product and services sought by KPN in our competitive bidding process grows constantly. That means new opportunities for determined, service-friendly vendors are always on the horizon.

If we have any existing bid opportunities, [we list them here](#), but you can register anytime so won't have to check back, and you'll never miss an opportunity.

Preparation

But in addition to registering, smart vendors prepare ahead of time. They hone their wholesale and manufacturer supply chain before bidding starts so they are prepared to offer pricing that beats their competition.

When the bid is out, they make no procedural mistakes in presenting their offer. KPN, having more than 30-years of experience in bidding, stands amazed each year when an otherwise well-priced bid has to be cast aside because a bidder fails to provide a form or makes a mistake.

When suppliers' paperwork and offers are responsive, KPN awards go to the responsible vendors who have offered the lowest prices, because our commitment to education and government agencies is a fair, legal bid process that helps them save money.

Get started today

To start your competitive journey with KPN, [register with us](#), and lay the groundwork that will connect you with thousands of prospective customers.

PEPPM

<https://www.peppm.org/accounts/supplier-registration>

From the PEPPM website:

PEPPM is a technology cooperative purchasing program. It is administered by the [Central Susquehanna Intermediate Unit](#) (CSIU). The CSIU staff solicits bids on popular lines of hardware, software, and services satisfying legal bid requirements. LEAs can then release purchase orders for technology products without having to solicit their own bids.

PEPPM bids on behalf of thousands of schools and agencies - public schools, vocational/technical schools, approved private schools, intermediate units, nonpublic schools, approved private schools, charter schools, community colleges as well as public libraries. And, with vendor approval and permissible by statute, four-year colleges and universities, local and state governments and other non-profit agencies are eligible.

REGISTER YOUR COMPANY WITH PEPPM AS A VENDOR

To learn of bidding opportunities and to enjoy access to exclusive vendor content, suppliers must register with PEPPM. Use this form if your company has never before registered with PEPPM. If you are an employee of a company already registered with PEPPM go back to the form for employee enrollment. You will be notified when your application has been approved — usually within one business day. **Mere registration does not qualify vendors to be a PEPPM supplier.** Thank you for your interest in PEPPM.

TIPS: The Interlocal Purchasing System

<https://www.tips-usa.com/index.cfm>

From the TIPS website:



Becoming A TIPS Awarded Vendor

If you hope to become a **TIPS Awarded Vendor**, follow the steps below:

1. **Register** as a supplier in the TIPS eBid System
2. **Respond** to a specific proposal that matches the products and services your company offers
3. Possibly be **awarded** a contract by Region 8 Education Service Center Board of Trustees

Register:

1. Go to the TIPS eBid System: <https://tips.lonwave.net>
2. Click on **Supplier Registration** to register your company.
3. Read and accept the Terms and Conditions for the eBid System.
4. **Set up** your profile information – Only numbers will be accepted when entering your company Tax ID number.
5. **Select ALL** the commodities that your company provides. TIPS will electronically notify you of bids that match your selections when posted the **first Thursday** of each month.
6. **Submit** your vendor registration.
7. A TIPS administrator will process your request.
8. You will receive an **email confirmation** once your registration has been processed. ***You are not an Awarded Vendor at this stage. Continue to the next step, Respond.**

Respond:

1. **Login** with the same username and password you just created.
2. Immediately you will be able to view the open categories eligible to bid on.
3. Click on the **Bid Number** and use this [guide](#) to help you respond and submit your proposal.

Award:

1. **After** your proposal has been submitted, it will be scored using the pre-determined scoring rubric included in the proposal documents.
2. If your proposal receives a minimum score or above, a recommendation for an award will be made to our **Lead Agency**, Region 8 Education Service Center.
3. Notification of awards are sent from TIPS the following month **after** the RFP closed. Awards and next steps are sent via email to the primary contact that submits the RFP proposal.

Need Assistance? Contact TIPS 866-839-8477

V. Additional District Requirements

Clearance Requirements

All vendors performing work in the School District are required to have the proper clearances on file with the Office of Human Resources prior to the commencement of work.

The vendor shall submit the following information for all employees who will be performing work in school facilities:

1. Pennsylvania Child Abuse History Certification - must be less than sixty (60) months old. The Pennsylvania Child Abuse History Clearance (Certification) can be submitted online through the Child Welfare Information Solution (CWIS) self-service portal at a cost of \$13.00. Access the self-service portal at www.compass.state.pa.us/cwis.
2. Pennsylvania State Police Criminal History ("PATCH") Record Information - must be less than sixty (60) months old. The applicant will pay a fee of \$22.00 for the background check. Access the PATCH website <https://epatch.state.pa.us>.
3. Federal Criminal History Report – must be less than sixty (60) months old). Applicants MUST register prior to going to the fingerprint site. When registering, the applicant must use the appropriate agency specific Service Code to ensure the clearance is processed for the correct agency and/or applicant type. Using the accurate Service Code guarantees the background check is submitted for the correct purpose. The Service Code for Pennsylvania School Districts is 1KG6XN. The applicant will pay a fee of \$25.55 for the fingerprint clearance, which is paid at the fingerprint site. Credit/debit cards, as well as money orders or cashier's checks, will be accepted. NO personal checks will be accepted. The fingerprint site will provide the applicant a receipt that will have his or her Universal Enrollment Identification Number (UEID) listed. The applicant must provide Human Resources with the UEID number for Human Resources to access the official results. Registration can be completed online: <https://uenroll.identogo.com>.

Information submitted by vendors in accordance with this policy shall be maintained by the Office of Human Resources in a manner similar to that used for school employees. All clearances should be emailed to humanresources@hbgsd.us.

Payment Terms and Process

All contracts are required to be placed on the Board agenda and formally approved by the Receiver. A completed W9 form should be provided to the Business Office so that a vendor profile can be created in the School District's financial system. Before any goods or services are provided to the School District, the vendor should receive a Purchase Order from the District.

All invoices should be sent to the Business Office at 1010 N.7th Street Harrisburg, PA 17102 or by email at ap@hbgsd.us. No invoices will be paid without a valid Harrisburg School District Purchase Order. All invoices should include the Purchase Order number on the packages, invoices, and packing slips.

All payments are issued by check. As long as goods or services were rendered, invoices were properly submitted and proper documentation is provided to the Business Office, payment should be made within 30 days of receipt of the invoice.

Insurance Requirements

These insurance requirements are generally applicable. Harrisburg School District reserves the right to require additional insurance coverage amounts and terms and conditions for specific contracts.

For Contractors Coming On-site to Perform Work or make regular deliveries to the School District, the following minimum coverage is required:

A Certificate of Insurance, provided in advance to the District, which shows:

- Evidence of General Liability coverage minimum limits \$1,000,000 each occurrence/\$2,000,000 aggregate.
- Evidence of Workers Compensation – within statutory limits.
- Evidence of Automobile Liability coverage if driving vehicles on site; and
- Umbrella Limits as appropriate – determined by size and hazard of job being performed.

The Certificate of Insurance should name the Harrisburg School District as additional insured on the general liability policy for work being performed. The certificate should also state that coverage being provided is primary and will be applicable before any other coverage the school may have is applied.

For Auditors, Architects, and other Professional Services Providers Performing Services for the School District:

A Certificate of Insurance, provided in advance to the District, which shows, in addition to the coverage above:

- Evidence of General Liability coverage - minimum limits of \$1,000,000 each occurrence/\$2,000,000 aggregate and
- Professional Liability – minimum limit of \$1,000,000 for each occurrence. The Additional Insured Status is not required on the professional liability.

Harrisburg School District should be named as an additional insured on the general liability.



For Questions or Inquiries please contact:

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