



## Saint Louis Public Schools Procurement Requirements (Supplies & Equipment)

Preferred or RFP Awarded Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$-0- to \$4999.99	1 quote	No	No	No	Purchase Order
\$5000.00 & Over	1 quote	Yes	No	No	Purchase Order
CoOp Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$4999.99	1 quote	No	No	No	Purchase Order
\$5000.00 & Over	1 quote	No	No	No	Purchase Order
Non-RFP Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$2999.99	1 quote	No	No	No	Purchase Order
\$3000.00 to \$4999.99	3 quotes	No	No	No	Purchase Order
\$5000.01 and Over	RFP Bid Process*	Yes	Yes	Yes	Purchase Order

Preferred Vendors	
Computers & Peripherals	Dell, Apple
Interactive Boards	TSI, Haddock
Copy Paper	Office Essentials
School & Office Supplies	Office Essentials
District Wide Promotional Items	Sportsprint, Office Essentials, M3 Embroidery
District Wide Apparel, Uniforms & Spiritwear	Sportsprint, Office Essentials, M3 Embroidery & Apparel
School Pictures & Photography	Wagner Portrait Group

Punchout Vendors
Dell
Office Essentials
School Specialty
Lakeshore
Amazon

## Contracts for Service Agreement, Professional Services (aka Purchased Services)

Preferred or RFP Awarded Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$-0- to \$4999.99	RFP Winning Quote & quote #	No	Completed	No	CFO
\$5000.00 to 49999.99	RFP Winning Quote & quote #	Yes	Completed	No	Superintendent
\$50000.00 and over	RFP Winning Quote & quote #	Yes	Completed	Yes	Superintendent
CoOp Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$4999.99	1 quote	No	No	No	CFO
\$5000.00 to \$49,999.99	1 quote	Yes	No	No	Superintendent
\$50,000.00 and over	1 quote	Yes	No	Yes	Superintendent
Non-RFP Vendor					
Vendor Spend	Quotes Needed	Board Action Report	RFP Needed	Board Resolution Needed	Output/Signature
\$0 to \$4999.99	1 quote	No	No	No	CFO
\$5000.00 to \$49,999.99	3 quotes	Yes	No	Yes	Superintendent
\$50000.00 & over	RFP Bid Process	Yes	Yes	Yes	Superintendent

District Vendors fall into the following three (3) categories

Preferred/RFP Awarded Vendors: Vendor has successfully responded to a SLPS Request for Proposal for a particular category and has been selected by SLPS via that process.  
 CoOp Vendor: A vendor that has successfully been awarded an agreement with a cooperative purchasing group through an RFP process.

Non-RFP Vendor: An existing vendor for SLPS without a formal agreement. Dollar thresholds and limits apply

\*Request For Proposal (RFP) is a secure electronic process to obtain proposals from vendors who seek to do business with SLPS for a specific category.



## SLPS 26-27 PREFERRED VENDORS

PRODUCT CATEGORY	VENDOR NAME	VENDOR ID #
COMPUTER & PERIPHERALS	Dell	V600005394
	Apple	V600011766
INTERACTIVE BOARDS	TSI	V600005437
	Haddock	V600013273
COPY PAPER	Office Essentials	V600010887
SCHOOL & OFFICE SUPPLIES	Office Essentials	V600010887
	Office Essentials	V600010887
DISTRICT-WIDE PROMOTIONAL ITEMS (LANYARDS, MUGS, PENS, KEY CHAINS, PORTFOLIOS, ETC.)	M3 Embroidery and Apparel	V600019385
	Sportsprint	V60000908
	Office Essentials	V600010887
DISTRICT-WIDE UNIFORMS, APPAREL, SPIRITWEAR, ETC.	M3 Embroidery and Apparel	V600019385
	Sportsprint	V60000908
	Office Essentials	V600010887
SCHOOL PICTURES & PHOTOGRAPHY-YEARBOOKS.	Wagner Portrait Group	V600007333