



Cincinnati Public Schools

Purchasing

***PURCHASING DEPARTMENT
PROCESSES AND PROCEDURES
FOR BID PROPOSALS
AND QUOTES***

Purchasing Department
Email: proposals@cpsoboe.k12.oh.us
Phone: 513-363-0640

Table of Contents

<u>Content</u>	<u>Pages</u>
Introduction & What is Procurement	3
Scope of This Document	4
General Information	4
Responsibilities	4, 5-6
Procurement Procedure & Bid Evaluation	6, 7-8
Purchase Methods	
Purchases up to \$10,000 (Micro-Purchases)	9-10
Request for Quotes Requirements	10
Sealed Bid Process	10
Purchases Over \$100,000 (Competitive Proposals)	10
Non-Competitive Proposals (Sole Sourcing)	11
Contract/Price Analysis	11
Bidding Duration Procedure Timeline	12
Minority Vendor Opportunity	13-14
CPS Local Hire Initiatives	15
Procurement Categories & Corresponding Departments	16-17
Conflict of Interest Requirements	18-19
Ohio Revised Codes	20
Definitions	21-24

Introduction

4.20.2026 v6	2
--------------	---

The **Purchasing Department’s Processes and Procedures for Bids, Proposals, and Quotes** outline the sound procurement practices followed by Cincinnati Public Schools (CPS) when acquiring goods and services for the district.

The **Definitions** section provides clear explanations of key terms used throughout this manual. Embedded links direct readers to important and up-to-date resources related to CPS’s procurement processes.

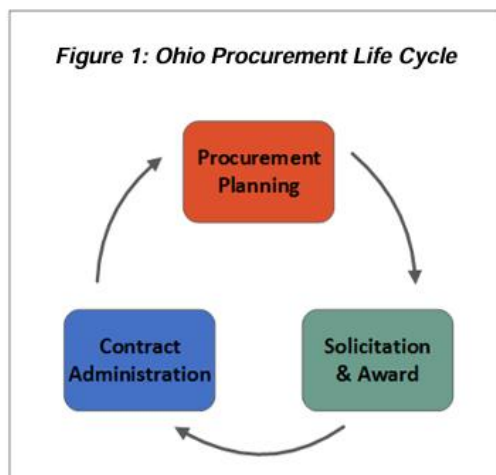
This manual does not replace or override any statutory or administrative requirements governing purchasing as established by the **Ohio Revised Code (R.C.)**, **Ohio Administrative Code (OAC)**, **Executive Orders**, **Code of Federal Regulations (C.F.R)**, or any **Department of Administrative Services (DAS)** policies or guidance.

The primary audience for this document includes vendors, stakeholders, partners, and community members interested in understanding Cincinnati Public Schools bidding, proposal, and quote procedures.

What Is Procurement?

Procurement is the process of purchasing products, supplies, and services beginning with the identification of a need, proceeding through purchasing and contract execution, and concluding with contract closeout.

The **Ohio Procurement Life Cycle (Figure 1)** organizes this process into a series of steps, starting when a purchase is needed, identified, and continuing through contract award and administration.



PURCHASING DEPARTMENT

4.20.2026 v6	3
--------------	---

PROCESS AND PROCEDURES FOR BID PROPOSALS AND QUOTES

I. Purpose

The overall purpose of these procedures is to provide a formal process for the solicitation of competitive bids, quotes, proposals, and qualifications.

II. Scope

The procedure applies to transactions for material and/or services with a board approval of \$50,000 or greater, competitive quotes of \$10,000 to \$99,999, and competitive bids for purchases equal to or greater than \$100,000.

III. General

When appropriate, the District will take advantage of volume buying to maximize the value of each dollar spent. This process is accomplished through the Request for Proposals (RFP), Bidding Process, Sealed Bidding (Construction), and Request for Qualifications (RFQ). The District is able to utilize Cooperative Purchasing agreements when they offer the best value to the District for services, supplies, or equipment that the board is lawfully permitted to purchase. When the District determines that it will solicit formal bids, or request quotes the following considerations shall govern the process:

- Vendor notification/ invitation
- District Methods of Procurement
- Preferred vendors
- Criteria for bid responsiveness
- Bid bonds
- Instructions to bidders
- Pre-proposal conference and tours
- Standard and applicable terms and conditions
- Bid Specifications
- State of Requirements
- Deliverable Schedule
- Service Level Agreements
- Recommendation and approval of bid
- Evaluation of bid
- Insurance/Bond Requirements
- Power-of-attorney forms
- Tax affidavit
- Non-collusion statements
- District Diversity Requirements
- Sealed Bid Requirements (Construction Bids)

IV. Responsibilities

- A. The Purchasing and Contract Administration Department is responsible for:
1. Uniform set of procedures
 2. District training of contract management and procedures
 3. Review of bids, quotations, and proposals
 4. Approval of contracts, agreements, and memorandum of understanding
 5. Negotiating of contracts
 6. District credit card program
 7. Organization and coordination of the RFB, RFQ, RFI, and RFP processes
 8. Administration of the Districts IonWave Bidding Software

- B. The Supplier is responsible for:**
1. Registering in the IonWave Bidding platform
 2. Reviewing all open proposals on CPS District website
 3. Preparing and submitting bids and quotations
 4. Adhering to ethical and integrity standards when submitting bids and quotations
 5. Obtaining Bond Guarantee and Permits; when applicable
 6. Abiding by all district policies and procedures
 7. Submitting Liability of Insurance Certification for awarded Bids and Contracts.
 8. Correcting and/or withdrawing bids by reason of an inadvertent mistake, which is permissible only if it does not affect the amount of the bid responses or otherwise give the bidder a competitive advantage. If the bid response is attributable to an error of judgement, the bid response **cannot** be corrected.
 9. Other processes or procedures that CPS deem as the Suppliers responsibility.
- C. The Requestor is responsible for:**
1. Acquiring project budget
 2. Providing scope of service/specifications and statement of work
 3. Providing solicitation documentation to Purchasing in sufficient time for the process to be completed by required delivery dates (see timeline, page #12)
 4. Preparing requisitions/contract purchase orders
 5. Submitting contracts and requisitions for approval in the financial system
 6. Ensuring all response requirements are met as identified within the RFP
 7. Overseeing the scope of work within the agreement
 8. Establishing due dates, times, and internal experts to submit questions and answers, if applicable
 9. Any other pertinent information required for the proposal
 10. Contact references when applicable
- D. The Buyer is responsible for:**
1. Advertising solicitation
 2. Preparing and submitting legal notices
 3. Corresponding and meeting with Internal Stakeholders on the bidding process
 4. Preparing and posting the solicitations
 5. Managing the bid process
 6. Managing the evaluation process
 7. Preparing executive recommendation summary
 8. Collecting and maintaining all pertinent bid/contract documentation
 9. Processing/approving purchase recommendation applicable
 10. Obtaining partially executed contract from vendor
 11. Disseminating and maintaining copy of fully executed contract
 12. Identifying sources to obtain competitive prices and terms
 13. Assisting with maintaining an updated supplier list
 14. Obtaining and verifying supplier price quotes
 15. Working with requestors concerning permits when required
 16. Contacting references, when applicable
 17. Notifying vendors of the District's terms and conditions
 18. Updating and posting Addendums to RFPs
 19. Working with Legal Counsel on protesting a RFP, Bid, or requesting documents.

E. The Buyer is also responsible for ensuring that the criteria for award meets governing requirements listed above, as well as including factors for determination of lowest, responsible responsive bid/proposal. Factors to be utilized in reviewing solicitation responses and awarding contracts may include, but are not limited to:

1. Responsiveness of services/products offerings, pricing, quality and availability
2. The supplier's financial stability
3. Check State Auditor website for Finding of Recovery issues
4. The quality personnel and facilities of the supplier's organization, as determined solely by the CPS.
5. The supplier's ability to meet the requirements of the District Equal Opportunity Program
6. The supplier's willingness to abide by the District Board Policies

V. BID EVALUATION AND PROCUREMENT PROCEDURES

Creating Bid Proposals

The IonWave Bidding Software is used for creating solicitations, and to follow the "Method of Procurement" outlined in the "Purchase Methods" section below. The Purchasing Department will work with the schools or departments on determining the best method to ensure fair and reasonable pricing these would include.

- Cooperative Purchasing
- Sealed Bidding
- Request for Proposals (RFP)
- Invitation to Bid (ITB)
- Request for Quotation (RFQ)
- Request for Qualification (RFQ)

When circumstances warrant the solicitation of competitive bids inappropriate, the Buyer shall document the facts and will issue recommendations. Cincinnati Public Schools follows the guidelines governed by [Ohio Revised Code Chapter 125](#) Code of Federal Regulations (C.F.R.), and Department of Administrative Services (DAS).

Bid Review and Evaluation Process

Following the published bid due date, all bids received by Cincinnati Public Schools (CPS) and deemed **responsive** will be examined for completeness and compliance with the solicitation requirements.

All responsive bid submissions will be retained on file. A summary report will be prepared documenting pertinent information, identified discrepancies, and any clarifications required. An email notification will be sent to the **Evaluation Team** to initiate the evaluation process through the **IONWAVE Procurement Software**.

Vendor Qualification

The **Buyer** will determine the qualifications of all vendors that have responded to the solicitation. The evaluation will include, but not be limited to, an assessment of:

- The vendor's financial condition and stability;
- Demonstrated ability to perform the required services; and
- Adequacy of facilities, personnel, and resources to fulfill the contract requirements.

Only vendors meeting CPS's qualification criteria shall be considered eligible for award.

Pre-Bid Meetings

If a **pre-bid meeting** is offered, the Purchasing Department, Project Manager (PM), and Department Head (DH) will determine the logistics, content, and whether attendance is **mandatory or optional** for prospective vendors.

Equivalent or Alternate Proposals

When a Supplier proposes an alternative product, service, or solution that is equal to the specifications in the Bid, it is the responsibility of the **Buyer** to determine and document whether the proposed substitution is, in fact, equivalent. Such determinations shall be based on joint evaluation and concurrence by the **Buyer, Project Manager (PM), and/or Department Head (DH)**.

Re-Solicitation

If the solicitation response is determined to be inadequate or non-competitive, the District reserves the right to **re-solicit bids**. In cases involving proprietary or sole-source items, competition may not be feasible and must be documented on the purchase requisition or order.

Addenda

The **Purchasing Department** will post all addenda to the CPS District website as applicable. Vendors are responsible for reviewing and acknowledging all addenda prior to bid closing. Failure to do so may result in disqualification of the proposal.

Vendor Communications

The **Purchasing Department** must coordinate all responses to vendor inquiries. To ensure fairness and transparency, all vendors shall receive identical information. The Buyer will consult with the **PM, DH, or a Subject Matter Expert (SME)** before responding to technical questions during the solicitation period.

Bid Guarantees

If a solicitation requires a **Bid Guarantee**, vendors shall comply with CPS procedures. Construction projects exceeding a dollar threshold of **\$150,000** may require bid surety, as outlined in the corresponding procedural documentation.

Non-Responsive Bids

Responses determined to be **non-responsive** including those received after the closing date or those that fail to conform to bid specifications will be recorded as non-responsive with supporting rationale. The Buyer shall seek concurrence from the **PM, DH, and Legal Counsel** prior to issuing a notification to the non-responsive Bidder.

Rights Reserved

Cincinnati Public Schools reserves the right to:

- Reject any or all solicitations;
- Waive informalities or irregularities; and
- Modify contract terms as determined to be in the **best interest of the District**.

Evaluation Committee and Award

The **Purchasing Department** shall collaborate with the **Evaluation Committee** to determine the most advantageous response(s) for award. The **PM** or **DH** will provide Purchasing with the final bid tabulation and appropriate **funding code** for inclusion in the **Treasurer's Report**.

VI. Purchase Methods

Ohio Revised Code 3313.46 (B) expressly exempts the acquisition of computer hardware and computer software, for instructional purposes, acquisition of educational materials used in teaching and purchases made under contracts of the Department of Administrative services from the competitive bid. Other than the noted exceptions, all procurements for goods/services in amounts of \$100,000 and above will be put to bid through procedures established by law. The requirement may be waived only in the case of an emergency or urgent necessity, or approved documentation of a sole provider.

The Compliance and Purchasing Department has adopted written procedures under division ORC125.05(A), which is a "Method of Procurement", procedure for the district to follow. These procedures are outlined in sections 1, 2, 3, and 4 below. No acquisitions or category of spend is exempt from following these procedures.

Please note: All federal funded procurements must meet EDGAR requirements, and Ohio Revised Codes (ORC).

REQUEST FOR QUOTES REQUIREMENT

1. Purchases up to \$10,000 (Micro-Purchases)

Micro-purchase means a purchase of supplies or services using simplified acquisition procedures, the aggregate amount of which does not exceed \$10,000. (See 2 C.F.R. §200.320 and Federal Acquisition Regulation (FAR) at 48 C.F.R. Subpart 2.1 definitions). The micro-purchase method is used in order to expedite the completion of its lowest-dollar small purchase transactions and minimize the associated administrative burden and cost.

All Funds:

- Micro-purchases may be awarded without soliciting competitive quotations if the District considers the price to be reasonable.
- To the extent practicable, the District distributes micro-purchases equitably among qualified suppliers.

2. Purchases between \$10,000 and \$24,999 (Small Purchase Procedures)

Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than \$99,999.

All Funds:

Must obtain at least **two (2) price or rate quotes** and attach to the requisition for goods or services \$10,000 to \$24,999.

3. Purchases between \$25,000 and \$99,999 (Small Purchase Procedures)

All Funds:

Must obtain at least **three (3) price or rate quotes** and attach to the requisition for goods or services.

REQUEST FOR PROPOSAL REQUIREMENTS

The **Sealed Bid** process under 2 C.F.R. § 200.320(b) is used for construction, demolition alterations or repairs over \$75,000 for all CPS funds, including Federal funds.

Bids are publicly solicited through the CPS purchasing department – to construct, demolish, alter or repair. The contract is awarded to the responsible bidder whose bid, conforming with all material terms and conditions of the invitation for that bid, is the lowest in price.

Sealed bids are appropriate when:

- A complete, adequate and realistic specification or description of goods or services is available.
- Two or more responsible bidders are willing and able to compete effectively for business.
- Selection of a vendor can be made principally based on price and it's a firm fixed price contract.

3. Purchases Equal to or Greater than \$100,000 (Competitive Proposals)

- Competitive proposals under 2 C.F.R. § 200.320(d) are used for purchases equal to or greater than \$100,000 for all CPS funds, including Federal funds.
- Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered. If this method is used, the following requirements apply:
 - Requests for proposals must be publicized and identify all evaluation factors and their relative importance.
 - Any response to publicized requests for proposals must be considered to the maximum extent practical.
 - Proposals must be solicited from an adequate number of qualified sources.

NON-COMPETITIVE PROPOSALS – SOLE SOURCING

(All Sole Source Form Require Purchasing Approval)

The non-competitive proposal process is only used as noted below and applies to all CPS Funds, including Federal funds. The value of the purchase must be \$100,000 and above to submit a Request for Sole Source. Sole Source form is done in lieu of an RFP.

Procurement by non-competitive proposal is performed through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

- CPS Purchasing Department can determine if the goods or services you required are considered a sole source purchase. (email the Purchasing Dept. for determination, and if considered a sole source, a “Sole Source Form” will be emailed to you.)
- The item is available only from a single source. Unique requirements (commodity/service is unique/special in nature.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.
- The federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the District.
- After solicitation of a number of sources competition is determined inadequate.
- Compatibility needs (e.g., with existing equipment or technology)
- Limited or proprietary systems (i.e., additional licenses, updates, specialized replacement parts, etc.)
- “No reasonable alternative” exists.

What is not a Sole Source Procurement?

- A particular brand name preference does not justify a sole source procurement.
- A product’s or service’s “uniqueness” alone may not qualify the producer or supplier as a sole source, particularly if the “unique” feature is not one essential to the district’s operation.
- An emergency condition does not, by definition, create a sole source justification. Federal regulations and most state and local laws require a competitive process, modified as necessary based on time available, for award of an emergency purchase.

CONTRACT PRICE ANALYSIS

The District performs a cost or price analysis in connection with every procurement action in excess of \$150,000, including contract modifications; 2 C.F.R. § 200.323(a). A cost analysis generally means evaluating the separate cost elements that make up the total price, while a price analysis means evaluating the total price, without looking at the individual cost elements.

The method and degree of analysis is dependent on the facts surrounding the particular procurement situation; however, the Project Manager must come to an independent estimate prior to receiving bids or proposals. 2 C.F.R. § 200.323(a).

4.20.2026 v6	11

BIDDING DURATION PROCEDURE TIME

ACTIVITY*	RESPONSIBILITY	TIME DURATION**
Review RFP template, define scope and specifications	PM or DH	1-2 weeks
Prepare solicitation	Buyer	2 weeks
Prepare and submit legal advertisement	Buyer	1-2 weeks
Publish solicitation (minimum 2 weeks)	Buyer	2-4 weeks
Pre-bid conference *	Buyer	1-2 days
Bid Opening*	Buyer/PM or DH	1 day
Evaluate bids and make selection	Source Selection Team	1-2 weeks*
RFP Award notification sent to vendor	Buyer	1-2 day after selection***
Negotiation & Contract preparation	Buyer/PM or DH/Legal	2 weeks
RFP Award and Bid Tabulation	Source Selection Team	Send to Buyer 1-2 weeks
Contract requisition approval timeframe	District Approval Path	7 days
Board approves recommendation	Treasurer	Board Meeting Sessions (need to meet the board timeline)
PO approval/Award notification	Buyer	2-5 days
Contract sent for signature	Buyer/Contract Administrator	Within 45 days

*Not required for all solicitations

**Time Duration are approximations, as many of these activities will run concurrently

***The contract is conditionally awarded, subject to approval by the Board of Education

Cincinnati Public Schools Opportunity to Contract with Small, Diverse, and Disadvantaged Owned Businesses

Cincinnati Public Schools (CPS) is seeking to forge innovative partnerships with Locally-Owned, Minority-Owned, Women-Owned, Disadvantaged, and Small Business Enterprises business Owners to help increase the participation of all contracted and procurement dollars spent on an annual basis. CPS will provide the most efficient use of taxpayer dollars, while at the same time provide the best quality service and support to our students, teachers, staff, parents and community. A vital part of this effort is the development and strength of collaborating with our diverse vendors.

In our effort to identify you and your capabilities, there are three (3) pathways for vendors to do business with CPS.

[CPS Vendor Opportunity Form](#)

The purpose of this form is to give potential vendor the opportunities to work with CPS.

School/Department Vendor Request

CPS [School List](#)

CPS [Department List](#)

The purpose of these lists is to identify a school or department that your services would fit best and reach out to them for potential opportunities.

[IonWave eBidding Platform](#)

The purpose of this website is to provide vendor the opportunity to register in the platform and participate in formal CPS solicitations such as Bids, RFPs, RFQ's.

Being Prepared to Do Business:

Classifications: When completing all documents with CPS, it is critical to identify your ethnicity and vendor classification to ensure CPS is able to identify you as a local, small or diverse vendor. This part of the process is how CPS can capture accurate data from vendors who are seeking opportunities to do business with CPS.

Quote Requirements: a valid quote is required when a school or department is asking to do business with a vendor.

Product Quote Requirements

- The document must be titled "Quote" or "Proposal"
- Must contain a Quote/Proposal number
- Date of Quote
- Expiration of Quote
- Company Logo, name, address, number ,and email

- Contact name
- Description of goods or services
- Quantity, Unit of Measure, Unit Price, Setup Fees (if applicable)
- Special Instructions (if applicable)
- Remit Address

Collaboration Opportunity: Consider collaborating with a larger vendor on services that you are able to provide. Small vendors may not have the capital or ability to bid on the larger projects, but collaborating with a larger vendor can provide a way to work with CPS.

Innovative Approach to Doing Business: Consider using a creative solution-based approach when bidding or contacting our schools and departments about how your business can impact the education of the children.

Free Vendor Services: Seek free services from agencies that can provide diverse vendors ways to strengthen their business, which will provide a greater opportunity to doing business with CPS.

- Ohio Department of Development
- Office of Business Certifications/ Development
- Ohio Minority Supplier Development Council (OMSDC) - Office of Supplier Development
- Minority Business Assistance Centers (MBAC)
- Greater Cincinnati African American Chamber of Commerce
- Office of Financial Programs and incentives – Financial Assistance

A CPS **“Purchase Order”** is considered the contract/fiscal office certificate to approve purchase commitments and to encumber funds against the applicable appropriation account(s) as required by division (D) of section 5705.41 of the Ohio Revised Code. Every such contract made without such a certificate number shall be void, and no warrant shall be issued in payment of the amount due thereon.

- Do not begin or deliver products, without an official Purchase Order bearing the signature of the CPS Treasurer/CFO. This document is the CPS acknowledgement, contract and commitment for the work/services or delivery of products.

When to **“Submit an Invoices”**, upon completion of work (or at previously agreed upon intervals) you must submit an invoice in order to be paid. All invoices must include a valid purchase order number.

- Submit invoices for payment to the Office of the Treasurer, P. O. Box 5384, Cincinnati, OH 45201. This will ensure that proper payment is given within the time allotted on CPS' Terms and Conditions.

CINCINNATI PUBLIC SCHOOLS LOCAL HIRE INITIATIVES

Cincinnati Public Schools makes assertive and fiscally responsible efforts to encourage local business enterprises. "Local" means with respect to an enterprise, that the enterprise has

- (A) A place of business is within the geographic boundaries of the District
- (B) Its place of business is within the Cincinnati Metropolitan Statistical Area, or
- (C) If more than, 50% of its full-time employees are residing within the Cincinnati Metropolitan Statistical Area. The District shall collaborate with the chambers of commerce and other local business and community leaders to encourage local businesses to partner and contract with the District

Cincinnati metropolitan area

The Cincinnati metropolitan area (also known as the Cincinnati Tri-State area or Greater Cincinnati) is a metropolitan area with its core in Ohio and Kentucky.



PROCUREMENT CATEGORIES & CORRESPONDING DEPARTMENTS

In our effort to identify you and your capabilities, CPS will assess the appropriate match that your business has with CPS. We want to build successful relationships that will increase our utilization and maintain a diverse portfolio of business partners. Below is a list of areas you might consider as potential opportunities.

PROCUREMENT CATEGORIES	CORRESPONDING DEPARTMENTS	HOW TO REACH EACH DEPARTMENT
Academic Achievement Support (Books)	Curriculum Department	Emily Campbell – Director campbem@cpsboe.k12.oh.us
Apparel (Clothing, Footwear, Graduation, Specialty, Uniforms, Accessories)	Purchasing Department	Trina Levins – Director levinst@cpsboe.k12.oh.us
Athletics	Athletic Department	Joshua Hardin – Director hardinj@cpsboe.k12.oh.us
Audio Visual	Facilities Department	Tyrone Walton – Director waltont@cpsboe.k12.oh.us
Building & Grounds	Facilities Department	Tyrone Walton – Director waltont@cpsboe.k12.oh.us
Custodial Services	Facilities Department	Tyrone Walton – Director waltont@cpsboe.k12.oh.us
Food Services	Dining Services	Jessica Shelly - Director shellyj@cpsboe.k12.oh.us
Information Technology Management (Hardware)	Information Technology Management	Jeff Chrystal (hardware) – Directors chrystal@cpsboe.k12.oh.us
Information Technology Management (Software)	Information Technology Management	Eric King (software) – Director kingeri@cpsboe.k12.oh.us
Instructional Supplies & Office Supplies	Purchasing Department	Trina Levins – Director levinst@cpsboe.k12.oh.us

Marketing & Communications	Communication and Engagement	Jessica Green – Director shelyje@cpsboe.k12.oh.us
Print Services	Information Technology Management Department	Jeff Chrystal (hardware) – Directors chrystal@cpsboe.k12.oh.us
Safety & Security	Security Department	William Bell - Director belldwi@cpsboe.k12.oh.us
Transportation Services	Transportation Department	Pamela Williams – Director willpam@cpsboe.k12.oh.us

Conflict of Interest Requirements

Board Policy 1130

Book: Cincinnati City School District Policies

Section: 1000 Administration

Title: Conflict of Interest

Code1130

Status: Active

Last Revised: August 4, 2010

Cincinnati City School District Policies

The Revised Code of the State of Ohio explicitly prohibits conflict of interest situations for all board members, employees and agents of the State and its political subdivisions.

The policy of the Cincinnati Board of Education regarding possible conflicts of interest of employees is based on the principle that decisions made by all employees in the performance of their school system responsibilities must be made in the best interest of the school system. In reaching these decisions, employees must not be influenced by personal considerations which might consciously or unconsciously affect judgments as to what is in the best interests of the Cincinnati Public Schools.

A possible conflict of interest exists when any of the following occurs:

- A. When an employee has any personal interest, financial or otherwise, in any organization which might profit from his/her decision made in the execution of school system responsibilities.
- B. When an employee has other employment or any responsibility for the operation of any business, or devotes substantial amounts of time to any other income-producing activity where such outside employment, responsibility or activity may interfere with the satisfactory performance of his/her duties with the school system.
- C. When an employee solicits or receives any money in addition to that received from the

school system for the performance of his/her school duties.

- D. When an employee uses or discloses confidential information gained in the course of or by reason of his/her position or activities in any way that could result in personal advantage or financial gain for himself/herself or for any other person.
- E. When an employee knowingly authorizes, or uses his/her office to secure authorization of any public contract or to secure the investment of public funds in any security in which s/he or a member of his/her family or a business associate has any interest.

If an employee perceives a possible conflict of interest, it should be discussed with the employee's immediate superior, who will be responsible for bringing questionable situations to the attention of the Superintendent through appropriate channels.

A question of possible conflict of interest must be regarded as a matter of major importance. The disclosure of such a conflict and the determination of whether it is material are necessary for the protection of both the employee and the school system.

Ohio Revised Codes

Code Number	Description
307.86	Competitive Bidding Required Exceptions
307.862	Competitive Sealed Proposal - Procedures
125.071	Purchasing by competitive sealed proposals
3318.10	Advertising and awarding of construction bids.
123:5-1-08	The request for proposal process
3333-1-62.3	Review process of proposals
125.07	Notice of Bidding
9.312	Factors to determine whether bid is responsive and bidder is responsible
123:5-1-07	The invitation to bid process
125.11	Contract award
125.08	Purchasing District
123.151	Rules for certification as minority business enterprises

*****Definitions*****

ADDENDUM (Addenda)	A written update, correction, or clarification issued after a bid has been posted but before it closes.
BID OPENING	The opening or beginning of a solicitation process. This would include a length of time the bid will remain open
BID PROTEST	An oral or written objection by a potential interest party to a solicitation or ward of a contract, with the intention of receiving a remedial result.
BID TABULATION	A public document listing all vendors who received a copy of the Invitation to Bid (ITB) or Request for Proposal (RFP), with a list of all bidders, and showing contract value for each bidder.
BIDDING PROCESS	Is used to select a vendor or purchasing products and services that are required for a project. Bid records contain the specification of the project or details of the products and services to be purchased.
BONDING & LIABILITY INSURANCE	Construction contracts of a certain size often require surety bonds.
CERTIFICATE OF INSURANCE	A statement of coverage issued by the company that insures your business
CLOSED BID	The closing or end of the solicitation process. No more bids will be accepted after the bid closes.
COMPETITIVE BIDDING	A process where multiple vendors submit bids or proposals, and the District selects the vendor that best meets the requirements at the best value.

COOPERATIVE PURCHASING	A purchasing method where the District uses a contract already competitively bid by another public agency or cooperative organization. This can lower costs and speed up purchasing.
CPS OPPORTUNITY FOR CONTRACTING WITH LOCALLY-OWNED, MINORITY OWNED, WOMEN OWNED, ECONOMICALLY-DISADVANTAGE, AND SMALL BUSINESS ENTERPRISES	<p>Minority-Owned: A for profit enterprise that is at least 51% owned, operated, and controlled by individuals from a recognized minority group.</p> <p>Women-Owned: A business that is at least 51% owned, controlled, operated, and managed by one or more women.</p> <p>Economically-Disadvantage: Is someone whose ability to compete in the free enterprise system is impaired due to limited access to capital and credit opportunities.</p> <p>Small Business Enterprises: An independently owned, for-profit business that is not dominant in it's field and meets specific size standard set by the government, primarily the U.S Small Business Administration (SBA)</p>
ETHICS CODE	To ensure fairness and prevent any potential for nepotism, all bidders are treated equitably and are given consistent access to the same information and documentation.
EVALUATION AND SCORING OF BID	This process takes place after the bid has closed. It involves the opening and examining of the bids to identify the preferred supplier(s) for the project. These may include cost, experience, technical approach, quality, and service capability.
LOCAL VENDOR OPPORTUNITY	Local business enterprises: "Local" means with respect to an enterprise, that the enterprise has (A) a place of business is within the geographic boundaries of the District or (B) its place of business is within the Cincinnati Metropolitan Statistical Area or (C) more than 50% of its full-time employees are residing within the Cincinnati Metropolitan Statistical Area. The District shall collaborate with the chambers of commerce and other local business and community leaders to encourage local businesses to partner and contract with the Cincinnati Public Schools.

PURCHASE ORDER (PO)	A formal document issued by the District authorizing a vendor to provide goods and services. A vendor cannot begin work until the District has issued a valid Purchase Order (PO).
RESPONSIVE BID	A bid that includes all the required documentation, signatures, forms, and information exactly as instructed in the solicitation.
RESPONSIVE BIDDER	A vendor that has the experience, qualifications, financial capacity, and ability to perform the work successfully.
REQUEST FOR INFORMATION (RFI)	A solicitation document used to obtain general information about products, services, or supplier(s). The purpose is to gain familiarity with the current market for a particular supply or service.
REQUEST FOR PROPOSALS (RFP) (formal solicitations)	A document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of a commodity, service, or valuable asset, to potential supplier to submit business proposal.
REQUEST FOR QUOTATION (RFQ)	The estimate price of a job, service, or product(s).
SPECIFICATIONS (SPECS)	A detailed description or assessment of requirements, dimensions, materials as used in the RFP process
SCOPE OF WORK	A detailed description of the services or products the vendor must provide, including timelines, expectations, deliverables, and cost.
TERM AND CONDITIONS	Detail rules that apply to fulfilling the Bid Proposal that form an integral part of the contract and is attached to all purchase orders.