

Vendor Guide

Procurement Services



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Introduction

The purpose of this guide is to make available to the vendor community the basic information needed to access and participate in the procurement processes of the Charleston County School District (District). Charleston County School District is a unique blend of urban, suburban, and rural schools spanning 1,300 square miles of coastal South Carolina. With approximately 50,000 students, 88 schools and specialized programs, and more than 7,000 employees, Charleston County School District is the second largest school system in South Carolina and one of the area's top employers.

Procurement Services Operations and Contact Info

The District operates a centralized procurement system for the procurement of goods and services. The objective is to procure goods and services of the proper quality, at the right time, in the proper quantity at an economical price, and from the right source.

Procurement Services is led by Ramona Brown, who can be contacted at 843-566-8138. The department is structured into specialized buying teams, each responsible for the schools and departments they serve. Below are the functional areas and the corresponding contact numbers for the Procurement Officials overseeing those areas:

Procurement Services is open from 8:00 AM to 5:00 PM Monday through Friday, except on designated District holidays at the District Headquarters at 75 Calhoun Street - 3rd floor, Charleston, SC 29401. Appointments are required with the Procurement Officials for scheduling purposes. Call 843-566-8138 to schedule an appointment or for general Procurement questions.

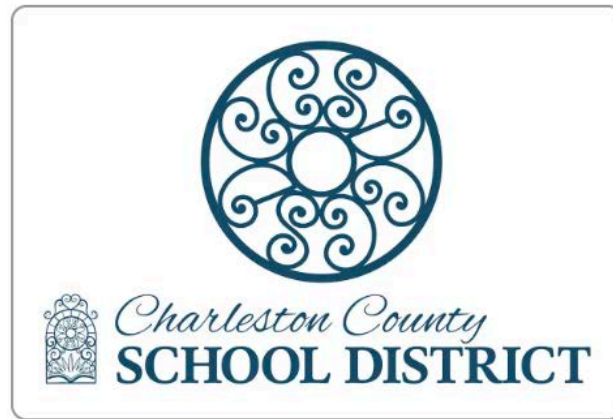
Employee & Functional Area	Telephone Number
Michele Powe - Elementary School & Nutrition Service Procurements	843-566-8881
Yuli Waters - Procurement Officer	843-566-1955
Raymond Jenkins - Facility Services Procurements	843-566-8826
Michelle Wright - Middle & High School Procurement	843-566-1817
Debra Coen - Construction Procurements	843-566-1982
Lashanda Hicks - Contracts and P-Card Program	843-566-8131

Purchase Threshold Matrix

Solicitation Method	Award Selection	Threshold	Procedure
Direct Purchase by departments/schools	Best Value	\$0 - \$10,000	Departments & Schools have the legal authority to purchase goods or services up to \$10,000 without further requirements.
Three Quotes	Lowest cost to meet minimum specifications	\$10,000 - \$25,000	Documentation of at least 3 bona fide, responsive, and responsible quotes must be attached to requisition.
	Lowest cost to meet minimum specifications for (COTS) commercially available off-the shelf products	\$10,000 - \$100,000	Documentation of at least 3 bona fide, responsive, and responsible quotes must be attached to requisition.
	Lowest cost to meet minimum specifications for construction	\$10,000 - \$100,000	Documentation of at least 3 bona fide, responsive, and responsible quotes must be attached to requisition.
Request for Quotes	Lowest cost to meet minimum specifications	\$25,000 - \$100,000	Written solicitation of written quotes, bids, or proposals may be made for a small purchase, not in excess of \$100,000. Advertised in SCBO
Invitation for Bids	Lowest cost to meet minimum specifications	\$25,000 +	Advertised in SCBO
Request for Proposals	Best Value	\$50,000 +	Advertised in SCBO
Request for Qualifications	Best Qualifications; no cost consideration	N/A	Advertised in SCBO

Bidding Process

We are excited to announce that we have transitioned to a new bidding platform [OpenGov](#), for managing our open bids. This platform allows for a more efficient and transparent process, and we encourage you to stay up to date with the latest open bids by visiting the Procurement Portal. To view open bids and participate in the bidding process, please follow us on [OpenGov](#) and check for updates regularly.



Charleston County School District

North Charleston, SC

All dates and times in Eastern Time

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Dear Valued Vendors and Suppliers,

Charleston County School District's Purchasing Department has partnered with OpenGov and is excited to announce our transition from a solely paper-based bid solicitation process to a fully automated web-based electronic bidding and vendor management system. To continue to receive bid notifications, you will want to check the Purchasing home page on our website and our new e-Procurement Portal located here: <https://procurement.opengov.com/portal/ccsd>.

Our new e-Procurement Portal will allow prospective Vendors and Suppliers the ability to:

- Register to receive notifications of future opportunities by signing up for our new e-Procurement Portal and selecting the "Subscribe" button to create an account.
- Follow along with updates to existing opportunities by finding the opportunity and clicking the "Follow" button. This will allow all interested bidders to receive amendments and addenda automatically.
- Submit questions and receive answers online regarding open bid opportunities.
- Use a guided process of responding electronically to bids to ensure your bids have been accurately completed.
- Receive timely support for bid questions.
- Have one location for all bid opportunities issued by name.

There is no cost for vendors to register in OpenGov.

OpenGov will send you an email to activate your account, so please be on the lookout for that. Or you may subscribe to our bids by navigating to <https://procurement.opengov.com/portal/ccsd> and clicking the "Subscribe" button.

OpenGov has plenty of resources available if assistance is needed during registration. Just click on "Visit Help Center".

Should you have any additional questions, please contact Debbie Coen, at debra_coen@charlestoncountyschools.gov

We look forward to receiving your bids!

Respectfully,

Ramona Brown
Procurement Director

Contracts

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

Notification of Award: Posting and Sending Notice

Unless there is a compelling reason to reject bids as prescribed by the Procurement Code, notice of an award or an intended award of a contract to the lowest responsive and responsible bidders whose bid meets the requirements set forth in the invitation for bids must be given by posting such notice at a location specified in the invitation for bids. For contracts with a total or potential value in excess of one hundred thousand dollars, notice of the intended award of a contract must be given by posting the notice for seven business days before entering into a contract and must be sent electronically to all bidders responding to the solicitation on the same day that the notice is posted in accordance with this section. If a change to the posting date is necessary, notice of the revised posting date must be given by posting the notice for three business days at the location identified in the solicitation and must be sent electronically to all bidders responding to the solicitation on the same day that the notice is posted in accordance with this section. The invitation for bids and a notice of award or notice of intent to award must contain a statement of a bidder's right to protest pursuant to Section 4210 (1). When only one response is received, the notice of intent to award and the delay of award may be waived. (SC Code § 11-35-1520).

Protesting Solicitations and Awards

Protest of Solicitation

A prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with a solicitation shall protest to the chief business official in the manner stated in subsection (2) within fifteen (15) days of the date of issuance of the Invitation for Bids or Requests for Proposals or other solicitation documents, whichever is applicable, or any amendment to it, if the amendment is at issue. An Invitation for Bids or Request for Proposals or other solicitation document, not including an amendment to it, is considered to have been issued on the date required notice of the issuance is given in accordance with the Procurement Code.

Protest of Intended Award or Award

Any actual bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or award of a contract pursuant to Section 1560 or Section 1570 shall notify the chief business official in writing of its intent to protest within five business days of the date that award or notification of intent to award, whichever is earlier, is posted in accordance with the procurement code. Any actual or prospective bidder, offeror, contractor, or subcontractor who is aggrieved in connection with the intended award or notification of intent to award or award of such a contract and has timely notified the chief business official of its intent to protest, may protest to the chief business official in the manner stated in subsection (2) within fifteen (15) days of the date award or notification of intent to award, whichever is earlier, is posted in accordance with this code; except that a matter that could have been raised pursuant to subitem (a) as a protest of the solicitation may not be raised as a protest of the award or intended award of a contract.

Vendor Performance

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

Delivery Conditions

All shipments are to be made Freight On Board (FOB) Destination, freight prepaid, to receiving point at Charleston County School District, 3999 Bridge View Drive, North Charleston, SC 29405, unless otherwise indicated on the purchase order/contract. If other than FOB Destination, as indicated on the purchase order/contract, all transportation, insurance, crating and/or packing charges are to be entered as separate items on seller's invoice. Delivery by the vendor to the common carrier does not constitute delivery to the District. Any claim for loss or damage incurred during transport shall be between the vendor and the carriers.

Ethics

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

Taxes

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

Bidders' List

The District does not maintain a bidders' list. All solicitations over \$25,000 are advertised at [South Carolina Business Opportunities](#)

Invoicing

Forward all invoices for goods and services to:

Accounts Payable
75 Calhoun Street
Charleston, SC 29401
accounts_payable@charlestoncountyschools.gov

Invoices received without a purchase order number referenced will be returned to the vendor.

Disclaimer: This purchasing guide is informational only. It is not an attempt to address all of the purchasing procedures of the Charleston County School District, or to serve as a replacement of the District Procurement Code and Regulations. Purchasing policies and procedures may change from time to time and this guide will be updated periodically.