



How To Do Business With the RCSS

Bobby A. Smith, CPA

Chief Financial Officer

2026-2027



MISSION STATEMENT

Empowering Every Learner Every Day.



VISION STATEMENT

To prepare every student to thrive, adapt, and lead in an ever-changing world.

BELIEFS

- Success is attainable for everyone
- All students deserve a quality educational experience
- Education is a shared responsibility
- Transparency is a foundation of trust
- Safety for all is a priority



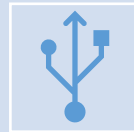
PURPOSE OF PRESENTATION



Learn more about the Richmond County School System (RCSS).



Gain knowledge about RCSS policies and procedures.



Explore business opportunities and connections with RCSS.



Become connected and registered to do business with RCSS.

DID YOU KNOW???



With approximately 28,000 students, RCSS is the 15th largest school district in Georgia.



RCSS has the oldest continually operating school in the Southeast and the sixth oldest public high school in the U.S. Several schools are on the National Register of Historic Places.



Our student population is highly diverse, with approximately 89% of students representing Black, Hispanic, multi-racial, Asian/Pacific Islander, American Indian/Alaskan native races/ethnicities.



RCSS currently has 53 schools and programs.



RCSS AS AN EMPLOYER

- **The Richmond County School System employs almost 4,200 individuals.**
- **The School System is the 5th largest employer in the region.**
- **The Effective Hiring and Retention of high-quality and skilled employees is one of the main missions of the Human Resources Department.**

RCSS LEADERSHIP



Dr. Malinda B. Cobb
Superintendent of Schools

RCSS LEADERSHIP—The Board Members



Board of Education Meetings



Board of Education Meetings

Visit rcboe.org/boe for a schedule of meeting dates and times. All Board meetings are open to the public and may be attended in person or viewed via livestream.



Open Records Requests

The public may direct all open records requests through our Policy and Legal Compliance team at rcboe.info/openrecords.



Watch Board Meetings Live or Later

Livestreams of Board meetings can be accessed directly at rcboe.info/livestream. We also post livestream links on our social media profiles and our website at rcboe.org. Video recordings are uploaded to the RCSS Media YouTube channel and our website at rcboe.org/boe within 72 hours of the meeting.

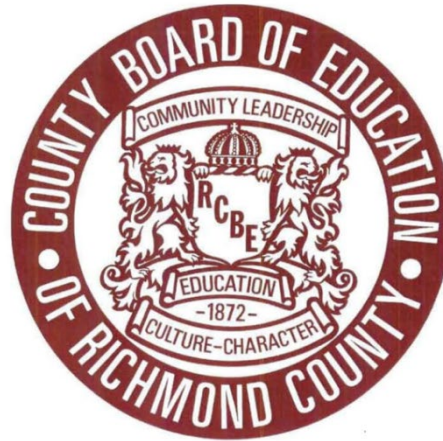
Scan QR code to contact your Board Member or visit rcboe.org/boardcontact



Provisions of RCBOE Charter Related to Business Opportunity

Richmond County
Board of Education

Chartered
August 23, 1872



Charter

Provisions of RCBOE Charter Related to Business Opportunity

Section 1.1. (a) It shall be the policy of the Board of Education of Richmond County that all citizens shall have equal opportunity for employment, promotion, and appointment by the board of education. It shall further be the express policy of the board of education that all persons shall have equal opportunity for conducting business with the board of education to the greatest extent possible.

CHIEF FINANCIAL OFFICER

Bobby A. Smith, CPA

- Phone: (706) 826-1114
- smithbo@boe.Richmond.k12.ga.us





WHAT WE BUY

Items	Examples of Purchases
Food, Food Service Supplies, Equipment	Frozen Treats, Paper Products, Dairy, Eggs, Small Kitchen Wares, Large Equipment (Freezers)
Nutrition Services	Pumping & Cleaning Grease Traps, Exhaust Hood System Cleaning
Maintenance Equipment and Supplies	Playground Equipment, Chillers, Boilers, Long Leaf Pine Straw, Mulch, Intercoms
Maintenance Services	Post-Event Stadium Cleaning, Flooring Jobs, Fire Extinguisher Maintenance, Parking Garage Painting
School Safety/Athletics	Ambulance & EMT Services, Weight Room Equipment, School Safety Uniforms
Transportation	Fuel Pump Dispensers, Heavy Duty Mobile Column School Bus Lifts
Construction	New School Buildings, HVAC, Roofing, Sitework, Demolition, Classroom Additions
Information Technology	Network Infrastructure

WHO BUYS?

SCHOOL SITE / PRINCIPALS

- School Site Purchasing Authority Up to \$5,000
- Purchases Made with Separate School Funds

DEPARTMENTS & CENTRAL OFFICE

- District Centralized Purchasing



QUOTES VS. FORMAL BIDS

QUOTES

- **Less formal written estimate of the costs of the goods or services**

FORMAL BIDS

- **Competitive Solicitation Process**
- **Invitation for Bid or Request for Proposal**
- **Formalized Process**
- **RCSS required to take the lowest responsive and responsible bidder**

RCSS FORMAL BID THRESHOLD RAISED TO \$50,000

- **In 2023, Policy DJED and the RCBOE Charter were modified to raise the formal bid threshold from \$7,500 to purchases in excess of \$50,000.**
- **Purchases between \$5,000 and \$50,000 now follow the Procurement Manual (Quotes). Formal Bids are no longer required for purchases in this range.**
- **This modification has the potential to benefit many small businesses.**

QUOTES – PURCHASING THRESHOLDS

\$4,999.99 OR LESS

- **One Quote**
- Discretion must be used in best interest of RCSS

\$5,000 - \$50,000 [Schools]

- **Three Quotes**
- RCBOE Purchasing Office must review to ensure Procurement Manual is followed

\$5,000 - \$50,000 [Departments]

- **Three Quotes**
- Department Head awards lowest quote
- Records of quotes are attached to purchase order and retained

ITEMS ABOVE \$50,000—REQUIRES FORMAL BID

HANDLED BY PURCHASING DEPARTMENT

- Department submits specifications/requirements.
- Purchasing creates and manages the solicitation process.
- Purchasing submits the Department's recommendation for approval.

REQUIRES APPROVAL BY THE BOARD OF EDUCATION

- Board Committee Meeting (Item reviewed and approved).
- Board Meeting (Item voted on by full Board).
- Board Meeting Schedule and Agenda available on RCSS Website.

RICHMOND COUNTY SCHOOL SYSTEM PROCUREMENT MANUAL

- **The RCSS Procurement Reference Manual is on the website and contains valuable information about doing business with the School System.**
- [RCSS Procurement Reference Manual 2026](#)



SO, NOW WHAT?



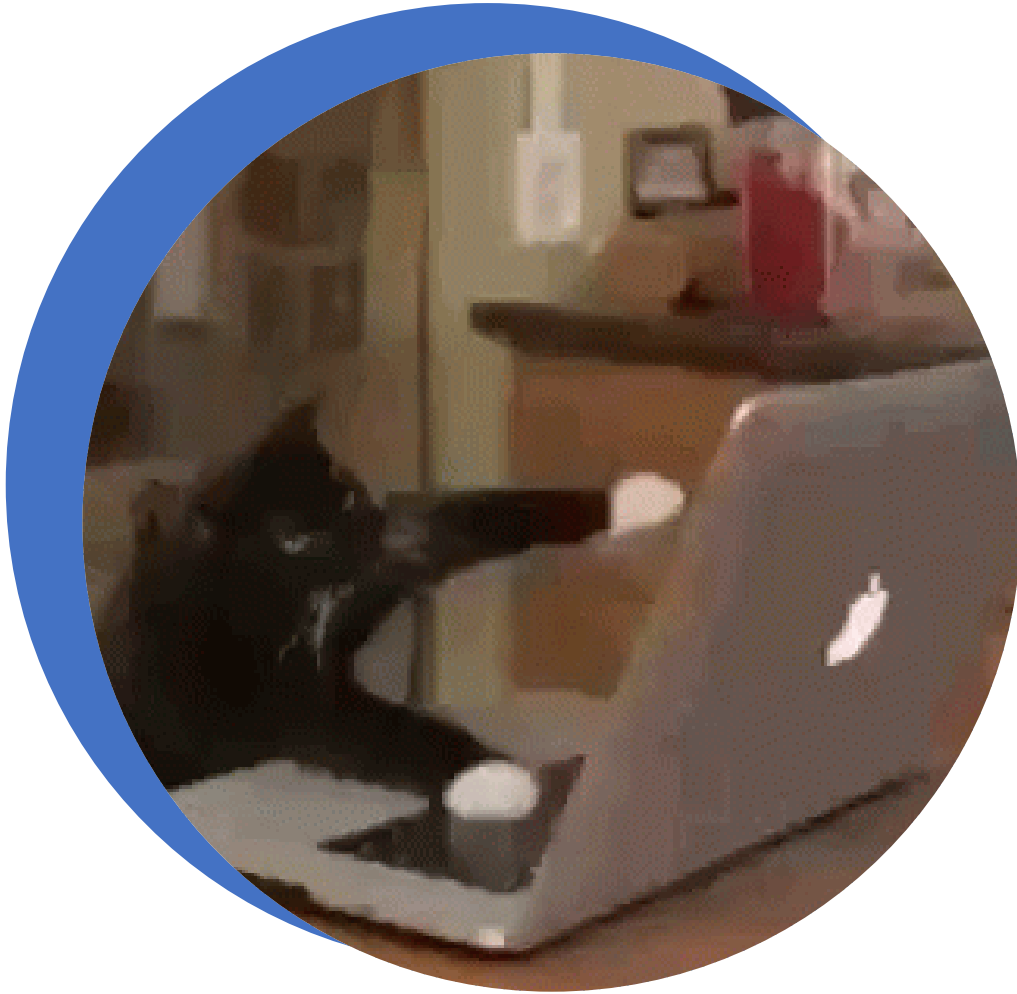
**Doing Business with RCSS
Is As Easy As...**

1

2

3

1



**REGISTER AS A
VENDOR!**

REGISTER AS A VENDOR

1

- Complete the Vendor Registration Form
- Complete the IRS Form W-9
- Complete the Certification Regarding Debarment and Suspension
- Complete the E-Verify Affidavit
- Email the forms to purchasing1@boe.Richmond.k12.ga.us

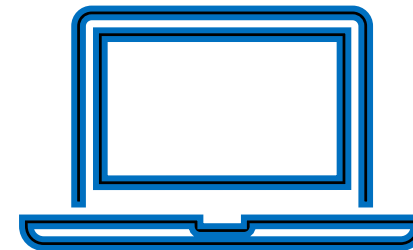
REGISTER AS A VENDOR

1

- Registration Forms Can Also Be Found Online:
- Vendor Information and Forms

www.rcboe.org

- ➔ Staff & Departments
- ➔ Business Office and Bids
- ➔ Vendor Information



2



**MAKE CONNECTIONS AND
STAY IN CONTACT!**

MAKE CONNECTIONS AND STAY IN CONTACT!

- Registering as a Vendor does NOT mean that you will receive automatic notice of opportunities. Help RCSS personnel make the connection with you!
- For **QUOTE** items, it is important that you connect with the Department Head / School Site Principal who is likely to need your goods and services.
- For **FORMAL BIDS**, it is important that you frequently research opportunities and follow procedures.

2

2

MAKE THE CONNECTION

ADMINISTRATIVE ASSISTANT TO THE BUSINESS OFFICE (BIDS)

Cecilia Perkins

- Phone: (706) 826-1298
- email: perkice@boe.richmond.k12.ga.us



2

MAKE THE CONNECTION

PROCUREMENT MANAGER (QUOTES)

Pam Leverette

- Phone: (706) 826-1113
- email: leverpa@boe.richmond.k12.ga.us



2

MAKE THE CONNECTION

MAINTENANCE AND FACILITIES

Director of Operations, Mr. Glenn Todd

(Ms. LaToya Tucker-Kelsey, Supply Foreman)

Phone: (706)737-7189 (MAIN LINE)

toddgl@boe.Richmond.k12.ga.us



2

MAKE THE CONNECTION

SCHOOL NUTRITION DEPARTMENT

Director, Cathy Johnson, MBA

- Phone: (706) 826-1122
- johnsca@boe.Richmond.k12.ga.us



MAKE THE CONNECTION

TRANSPORTATION DEPARTMENT

Senior Director, Bill Kurts

- Phone: (706) 796-4777
- kurtswi@boe.Richmond.k12.ga.us



2

MAKE THE CONNECTION

SCHOOL SAFETY AND SECURITY DEPARTMENT

Chief Mantrell Wilson

- Phone: (706) 826-1133
- wilsoma1@boe.Richmond.k12.ga.us



MAKE THE CONNECTION

INFORMATION TECHNOLOGY

Chief Technology Officer,
Carolyn McCord

- Phone: (706) 826-1103
- mccorca@boe.Richmond.k12.ga.us



2

MAKE THE CONNECTION

ATHLETICS

Director, Lawrence M. Kelly

- Phone: (706) 826-1126
- kellyla@boe.Richmond.k12.ga.us



2

MAKE THE CONNECTION

CONSTRUCTION BIDS

**Mr. Jeff Baker, GMK
Executive Program Director**

- Phone: 706.826.1297 (Jeanine H. Usry)
- Email: jbaker@gmka.com



3



**FORMAL BID OPPORTUNITIES
(DON'T SLEEP ON 'EM)**

Bidding Opportunities (>\$50,000)

- Formal Requests for Proposals and Invitations to Bid are posted on the Board's website at www.rcboe.org/bids and advertised in *The Augusta Chronicle*, *Urban Pro Weekly*, and/or *The Metro Courier*, depending on the type of bid.
- Bids are awarded to the lowest responsible and responsive bidder meeting specifications.

QUESTIONS ABOUT BIDS

Communications concerning bids must be submitted to the Business Office.

Mrs. Cecilia Perkins

(706) 826-1298

perkice@boe.richmond.k12.ga.us

*****Please always carefully review Bid Specifications*****

CONSTRUCTION BIDS

- **Mr. Jeff Baker serves as the Executive Program Director for the Richmond County Schools building program.**
- **General contractors submit the formal bid. The general contractor obtains its own subcontractors.**
- **Mr. Baker and his team may be able to assist making connections.**



CONSTRUCTION BIDS

- If you are a subcontractor, we encourage you to connect with Mr. Baker and his team.

Phone: 706.826.1297 (Jeanine H. Usry)

Email: usryje@boe.Richmond.k12.ga.us

- Introductions and Information from the Construction Bid Team



Bid and Performance Bonds

Bonds may be required when it is necessary to protect the interests of the Board.

Many contracts issued by RCSS require bonds (e.g., construction and renovations).



Local Vendor Preference



* Designed by TomHMapsUSA.com

In the event of a tie on a bid item, preference is given to

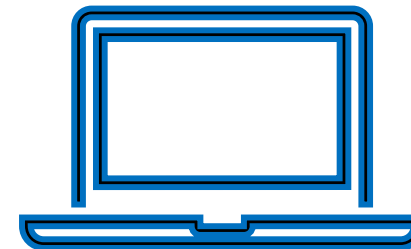
- (1) the supplier within the closest proximity to Richmond County**
- (2) the supplier within the State of Georgia over an out-of-state supplier.**

HOW TO SUBMIT A BID / SEARCH FOR BIDS

3

Current BID Information Can Be Found Online: Current Bid Solicitations

- ➔ **Staff & Departments**
- ➔ **Business Office and Bids**
- ➔ **Current Bid Solicitations**

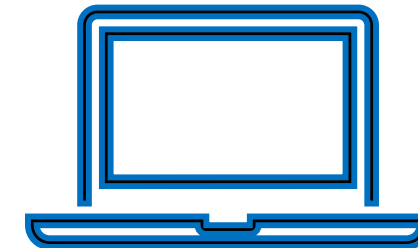


HOW TO SUBMIT A BID

3

All bids and requests for proposals should be submitted to the Richmond County Board of Education to the attention of:

**Dr. Malinda B. Cobb, Superintendent
c/o Mr. Bobby A. Smith, CFO
864 Broad Street, 4th Floor
Augusta, Georgia 30901**

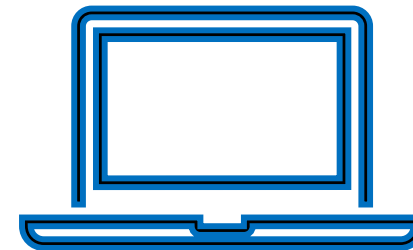


HOW TO REVIEW AWARDED BIDS

3

- Past Awarded BID Information Can Be Found Online:
- Awarded Bid Solicitations

- ➔ Staff & Departments
- ➔ Business Office and Bids
- ➔ Awarded Bid Solicitations



PRO TIPS

- Check our website regularly for upcoming events.
- Read the bid documents thoroughly and follow all instructions, terms, and conditions.
- Be sure the bid is submitted on or before the due date and time.
- Bidders are strongly encouraged to attend all pre-bid meetings and site visits, which in some cases are mandatory. Please check the bid specifications carefully.
- Please keep your information current.



A WORD ON CONSULTANTS

- There is a separate packet and application for Consulting Services. (Requires a **CONSULTANT PROPOSAL** and other information.)
- Keep in mind that separate departments may need the services, so it may be wise to reach out to the applicable department (e.g., literacy specialist consulting would reach out to our Teaching & Learning Department).



INFLATABLES INFO – JUMP TO IT!

- Inflatables (“bounce houses”) have additional rules and procedures. (See Procurement Manual.)
- Company must have business license and proof of liability insurance.
- Company must sign an indemnity agreement.
- Must be approved by appropriate school officials before contract can be signed.



ANOTHER SOURCE FOR BUSINESS

- The Georgia Procurement Site provides information about bidding opportunities around the State.
- Anyone can register as a bidder or supplier.
- Georgia Procurement Site



CONTENTS OF THE MAGIC PACKET



Questions?

