

KCSD PROCUREMENT CODE IN A NUTSHELL



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Application of Procurement Code

- SECTION 11-35-40 Application of Procurement Code
- (2) Application to District Procurement. This code applies to every procurement or expenditure of funds by this District under contract acting through a district body ... irrespective of the source of the funds, including federal assistance monies,



Application of Procurement Code

- Applies to every procurement or expenditure of funds
- Acting through a district body
- Irrespective of the source of funds



Examples

- Enter a contract for chairs paid by District Appropriations
- Enter a contract for chairs paid by a Federal grant
- Enter a contract for services to repair damage
 - Paid by district
 - Vendor paid by an insurance company



Examples

- You enter a contract on behalf of some outside entity (foundation)
 - District pays vendor and entity pays district
 - The entity pays the vendor



Exemptions

- 11-35-710 allows the KCSD Board to exempt governmental bodies from purchasing certain items through the respective procurement officer's area of responsibility
 - **Examples**
 - Published Books, periodicals, and technical pamphlets
 - Postage
 - Professional dues and registration and membership fees
 - Cooperative Agreements among school districts



Contracts

- KCSD and State Procurement Board allows us to be exempt from purchasing certain items through the respective procurement officer's area of responsibility when a state issued contract is in place. For example:
 - Educational Furniture
 - Technology
 - Office Supplies
 - Medical Supplies
 - Audio Visual Equipment
 - Ballast & Lamps



SMALL PURCHASE (LESS THAN \$50,000.00)

- Purchase not in excess of \$5,000.00
 - No competition required, purchase determined Fair & Reasonable
 - Purchases from \$5,000.01 to \$15,000.00
 - Solicitations of at least three written, faxed or emailed quotes(if no reply note this on the document for no quote received)
 - Purchase from \$15,000.01 to \$50,000.00
 - Written solicitations for written quotes, bids, or proposal
 - Advertised in SCBO and/or local publications
- These guidelines do not apply if Exemption or Contract is in place.

Protest provisions do not apply



SMALL PURCHASE (LESS THAN \$50,000.00)

- Three things to consider in determining procurement value:
 1. Sales or Use Tax not a factor in total price
 2. Shipping costs included in competition
 3. If a trade-in is involved, the value of the new item without consideration to the trade-in determines competition requirements



What is considered a Solicitation

- SOLICITATION
- The process used to communicate procurement requirements and to request responses from interested vendors.



What is a Solicitation

- Our Code requires solicitations of quotes. What does solicitation mean?
- In so many words, dictionaries define solicitation as contacting someone for something.
- “The American Heritage College Dictionary” defines solicitation as: To seek to obtain by persuasion, entreaty, or formal application. To petition persistently, importune, to petition for something desired.



What is not a Solicitation

- Downloading an ad or copying a page from a catalog does not meet the definition of “solicitation”
- Copies of Amazon carts, newspaper ads, and catalogues are not solicitations
- You can’t make a link between a solicitation as defined above and using a copy of an ad/cart as being a solicitation.



State Contracts

- <https://procurement.sc.gov/>
- <https://procurement.sc.gov/agency/contracts/goods-and-services>
- <https://procurement.sc.gov/agency/contracts/information-technology>
- <https://webprod.cio.sc.gov/SCVendorSearch/vendorSearch.do>
- <http://osmba.sc.gov/>
- COOP's with other School Districts

QUESTIONS? COMMENTS?

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