

Kershaw County School District



Procurement Procedures Manual

UPDATED OCTOBER 2022

Purpose of the Handbook.....	3
Code of Ethics.....	5
Purchasing Regulations.....	5
Staff Information.....	5
The Purchasing Process.....	5
What We Purchase.....	6
How We Purchase.....	6
Matrix of Procurement Requirements.....	7
Request for Quote.....	8
Invitation for Bid.....	8
Construction/Capital Projects.....	8
Rejection of a Bid.....	8
Request for Proposal.....	10
Rejection of a Proposal.....	11
Protest of an Award or Decision to Award.....	12
Exceptions to Full and Open Competition.....	13
Sole Source Procurement.....	13
Emergency Requirement.....	14
Exemptions.....	14
Local Vendor Preference.....	16
Small and Minority Owned Business Program.....	16
Tips for Successfully Doing Business with the KCSD.....	18

Purpose of the Handbook

The purpose of the Handbook is to provide information to prospective vendors that will make doing business with the Kershaw County School District a positive, effective, and efficient process.

KCSD values each relationship and strives to create a purchasing atmosphere which is equitable, transparent and leads to a mutually beneficial solution for all parties involved.

While this handbook does not encompass every detail of all laws, regulations, policies, and processes governing our purchasing practices, it does provide the basic principles of our procurement methods.

Feel free to call or email with any questions pertaining to this handbook, KCSD Procurement Code or our process. We desire and appreciate your feedback.

Dear Vendor:

We extend a warm welcome to those wishing to do business with the Kershaw County School District ("District"). It is our goal to make our relationship friendly and mutually rewarding. Our principal objective is to acquire goods and services at a fair and reasonable price. We are constantly seeking new sources and welcome your participation and input in the process.

While most governmental purchasing departments function in similar ways, there are often unique characteristics of each entity that are important to consider. The intent of this handbook is to allow all prospective vendors the opportunity to do business with the District by learning how we function. Full and open competition is the basis of our purchasing program as we abide by the policies and procedures mandated by the Kershaw County Board of Education and all applicable Federal and State regulations.

As mentioned, this publication is an overview of KCSD Procurement and how we operate. Understanding this information will help to foster a relationship between your business and the District. We have found that there is a positive correlation between the vendors that understand public purchasing principles and the vendors that are awarded contracts. We look forward to establishing a business relationship with your organization.

Please contact us at 803 432-8416 if we can provide any additional information not included in this manual, and we look forward to doing business with you.

Sincerely,
Al Morant
Procurement Manager

Code of Ethics

The Kershaw County School District (KCSD) Procurement Department recognizes Public Procurement as a profession and adopts the Code of Ethics promulgated by the National Institute of Governmental Purchasing (NIGP).

The KCSD Procurement Department recognizes that the Code of Ethics sets appropriate standards for purchasing and the KCSD Procurement Department expects adherence to the Code of Ethics by all employees of the District.

The KCSD Procurement Department recognizes that employees of the District are public employees. As such, these employees have the responsibility to uphold the public trust and to refrain from using their position for private benefit.

Therefore, it is the policy of the KCSD Procurement Department that employees shall, in addition to all other expectations and job requirements, refrain from conflicts of interest and avoid the appearance of unethical or compromising practices in business relationships, actions and communications.

Purchasing Regulations

Procurement Services is committed to compliance with KCSD Board Policy through the application of KCSD Procurement Code as published on the Procurement Department website located at www.kcsdschools.net.

STAFF INFORMATION

Department Phone: (803) 432-8416 Department Fax: (803) 432-8385

Title	Name	Phone	Email
Chief Financial Officer	Brad Willard	803 432-8416	Brad.Willard@kcsdschools.net
Procurement Manager	Al Morant	803 432-8416	Albert.morant@kcsdschools.net

The Purchasing Process

Procurement facilitates the purchasing process between KCSD schools/departments and vendors according to all applicable laws, policies and regulations. The purchasing cycle begins when a department (end-user) presents a purchasing need to Procurement. As the subject matter expert, the

end-user is responsible for writing the specifications which detail the need or desire. Jointly, the end- user and procurement representative work to finalize the Invitation for Bid/Request for Quote/Request for Proposal document for solicitation. Responses are evaluated against specifications by both the end user and procurement staff. Procurement will issue an intent to award letter to the successful vendor(s). Following this letter, the award is made and the end user is able to place orders per the terms and conditions of the contract.

What We Purchase

KCSD has the need for an extensive variety of commodity goods, finished products and services to support the educational process for the District. This range of needs includes, but is not limited to, office supplies, school buses, paper products, food items, pest control, technology items, sports equipment, band instruments, outsourced services, custodial supplies and much more. The District website, www.kcsdschools.net contains a link to the Procurement website. The link is located in the Community section, at the bottom of the page under “Bids and Awards.” The Procurement Services website includes a list of awarded contracts that should prove very informative for potential vendors.

How We Purchase

KCSD schools and departments make most purchases using one of two methods:

Purchase Order

Each school/department enters its own Requisitions into the KCSD online financial system. After proceeding through the internal approval process and all supporting documentation is sent to Procurement, the requisition is converted to a Purchase Order. Once printed it is the ordering department’s responsibility to send to the vendor via fax/e-mail.

Procurement Card

The Procurement Card is a VISA card issued by a local bank. Each school and most departments within KCSD have a procurement card to make low dollar transactions for goods and services. The cards are restricted by dollar limits and by Merchant Category Code (MCC) codes. The MCC code assigned to a business is controlled by the VISA authorities, which assign the codes by business type. Our cards restrict purchases to those MCC codes that offer goods and services most likely to be used by a K- 12 school system.

Except for purchases made in accordance with other provisions of KCSD Procurement Code, all purchases for goods or services with District funding shall be based on competitive solicitations as detailed below. The complete KCSD Procurement Code can be viewed by accessing the Procurement Services website via the Procurement link on the District website located at www.kcsdschools.net.

Matrix of Procurement Requirements			
Type of Purchase	Process	Criteria	Approval Authority
Small Purchase less than \$1,000.00	P-Card (if authorized)	Subject to P-Card guidelines (if travel allowable)	Principal/Department Head
Small Purchase less than \$5,000.00	Requisition No quotes required	Supplies, material, airline tickets, allowed services	Principal/Department Head and Procurement Manager
Small Purchase \$5,000.01 - 15,000.00	Requisition 3 written quotes	Supplies, material, allowed services	Principal/Department Head and Procurement Manager
Purchases \$15,000.01 - \$50,000.00	Requisition Request for Quotes, Must be advertised Contact Procurement Office	Supplies, material, services	Principal / Department Head and Procurement manager/ may require Board approval
Purchases greater than \$50,000.00	Requisition IFB / RFP Must be advertised Contact Procurement Office	Supplies, material, services	Principal / Department Head and Procurement Manager / may require Board approval
Sole Source	Use of single source with no competition	No other known source - requires documentation	Principal / Department Head and Chief Financial Officer
Emergency Procurement	No competitive process	Threat to normal operations or to the health, safety or welfare of persons or property	Principal / Department Head and Chief Financial Officer
Service or Consultant Contracts greater than \$5,000.00	3 Written Quotes, Contract required, Contact Procurement Office	Contracting the services of speakers, consultants and other individuals providing a service.	Principal / Department Head and Chief Financial Officer

KCSD primarily utilizes three competitive solicitation methods:

Request for Quote

Invitation for Bid

Request for Proposal

Request for Quote (RFQ)

As previously stated, regulations allow for each school/department to make purchases at the local level within the parameters described under the competition thresholds. Procurement must be involved in any competitive purchase over \$15,000.00. Listed below are some bullet points to know about the RFQ.

- The KCSD end-user (school/department) notifies Procurement of the goods or services needed and provides specifications.
- Procurement Staff will work with the end-user to prepare an RFQ for the particular product or service.
- The RFQ is then sent to prospective vendors, usually via fax or email, and is posted on the KCSD website.
- The RFQ is advertised for a minimum of 5 business days.
- Vendors are required to complete the RFQ form(s) and submit to Procurement by the date stated in the RFQ.
- Once responses are received, Procurement tabulates results and verifies the validity of the response before sending a recommendation of award to the end-user.
- After confirmation from the end user, Procurement issues an award letter to the lowest responsive, responsible offeror(s) meeting specifications and requirements in the RFQ, and the school or department is then able to proceed with the purchase.
- Quotes can be written with firm pricing up to a year and may or may not be available to be renewed annually.

Invitation for Bid (IFB)

Purchases totaling \$50,000.00 or more must be made through the formal Invitation for Bid or Request for Proposal process. The IFB document is used by the KCSD to purchase goods or services and should not be construed as an order by KCSD to make any purchase. The bidder should review instructions and conditions of the IFB and include all information and signatures as required. The bid documents must be returned to Procurement **before** the time and date indicated for the bid opening as determined by the Procurement Coordinator or designee. Listed below are some bullet points to know about the IFB.

- The KCSD end-user (school/department) notifies Procurement Services of the goods or service needed and provides specifications.
- Procurement staff will work with the end-user to prepare an IFB for the particular product or service.

- An announcement of the IFB is then sent to prospective vendors, usually via fax or email and is posted to the KCSD website and advertised on South Carolina Business Opportunities (SCBO).
- The IFB is typically open for solicitation or “on the street” for a minimum 1 week (7 business days). Complex bids may be advertised up to five weeks (25 business days). During this time, there may be a pre-bid conference and a question and answer period.
- The due date/time stated designates the bid “opening”. Responses received by the dead-line indicated are opened and prices are read publicly at the date/time stated in the bid document.
- Following receipt of responses, Procurement tabulates results and verifies the validity of the response before sending a recommendation of award to the end-user.
- After confirmation from the end user and Board Approval when applicable, Procurement issues an award letter and/or contract to the vendor(s) and the school or department is then able to proceed with the purchase
- .
- For all purchases accomplished by sealed bidding, the award will be made to the lowest responsive and responsible bidder meeting terms, specifications and requirements. This is the bidder who submits the lowest price, whose bid meets the specifications, terms, and conditions set forth in the IFB, and who is clearly capable of delivering the product or services specified. The lowest responsible bidder will not, therefore, always be the bidder who has submitted the lowest monetary bid. Award will be made in the best interest of KCSD
- .
- Bids can be written with firm pricing up to a year and usually contain an option to renew annually if agreeable to both the successful vendor and the KCSD. Multi-term contracts may have a base term with options up to five years total.

Construction/Capital Projects

All new construction and improvements to District property must comply with the KCSD Procurement Code and in accordance with the SC School Facilities Planning & Construction Guide prepared by the Office of School Facilities Planning. This includes any improvements to existing Kershaw County School District property, whether new construction, modification, alteration or renovation, either interior or exterior in nature. All Construction/Capital Projects with an estimated cost exceeding \$50,000.00 must be formally solicited by Procurement.

Rejection of a Bid

The failure of a bidder to observe and follow the instructions and conditions of a bid can constitute grounds for rejection of a bid and/or removal from the list of bidders. KCSD Procurement reserves the right to reject any and all offers submitted in response to any solicitation document, to reject any portion thereof, to accept portions of the offer from several offerors, or to waive any minor irregularity. KCSD Procurement reserves the right to award a solicitation under the most beneficial economic terms for the KCSD.

Common causes for bid rejection:

- Any bid received after the designated time, as determined by the Procurement Coordinator, will be deemed late and will not be considered by the KCSD. The use of faxed or emailed bids is not acceptable unless stated otherwise in the solicitation. Every effort should be made by the bidder to deliver the hard copy of the bid prior to the designated date and time.
- Bids containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award. Bidders are instructed to refrain from presenting any such provisions, as it may be grounds to consider the bid disqualified and, therefore, rejected.
- Procurement generally requires a minimum of thirty (30) days to evaluate bids for award. Therefore, those that limit the acceptance period to less than thirty (30) days may be rejected. When it is determined that a time period other than thirty (30) days is appropriate, the solicitation document will so indicate.
- Failure on the part of the bidder to submit requested samples within the time specified.
- The addition by the bidder of price escalator clauses, minimum order requirements, or other additional pricing terms not included in the terms and conditions of the solicitation document.
- Failure to bid in accordance with an addendum.
- The bid contains terms and conditions, which are in conflict with the solicitation or KCSD regulations.

Request for Proposal (RFP)

As stated previously, purchases totaling \$50,000.00 or more must be made through the formal solicitation process. The RFP “serves to promote fair and just competition while allowing the procuring entity the flexibility in evaluation through weighted criteria, in contrast to competitive bids that are awarded on price alone.” (*National Institute of Governmental Purchasing*) The RFP is the preferred method when specifications are either 1) not clearly defined or 2) also include service related elements such as installation and/or support. In general, the RFP process is longer than other types of solicitations because it involves an (often lengthy) evaluation process that may include vendor presentations and extensive negotiation. Listed below are some bullet points to know about the RFP.

- The KCSD end-user (school/department) notifies Procurement of the goods/services needed and provides specifications.

- Procurement staff will work with the end-user to prepare the RFP document for the particular product or service. During this development stage, the committee responsible for evaluating the responses to the RFP is usually selected.
- An announcement of the RFP is then sent to prospective vendors, usually via fax or email and is posted to the KCSD website and advertised on South Carolina Business Opportunities (SCBO).
- The RFP is typically open for solicitation or “on the street” for a minimum of one week (7 business days) up to five weeks (25 business days). During this time, there may be a pre-proposal conference and a question and answer period. All questions and answers are published on the KCSD website for equal access to all vendors.
- The due date/time of the RFP marks the “closing” of the window for submitting proposals and no further information is revealed at that time. The technical (non-cost) portion of the vendor response is submitted separate from the cost proposal to ensure that price does not affect the technical scoring portion of the process. Since price is not the sole determining factor in the RFP solicitation process, there is no public opening and reading of prices as with an IFB.
- The procurement staff begins the RFP evaluation process by tabulating vendor responses, while simultaneously checking for responsiveness and contacting references.
- The evaluation committee typically has several evaluation meetings to review and grade each vendor response. Responses are scored consistently against the specifications, requirements and evaluation criteria published in the RFP document. This step may include clarification of vendor information and may include interviews or demonstrations.
- Vendors scoring at least 80% of the possible technical points advance to the next phase of evaluation, unless state/federal evaluation rules mandate otherwise.
- Cost is evaluated following completion of all technical scoring. Vendors that make it to this phase may be sent a request for Best and Final Offer (BAFO) where they are allowed to improve their offer by cutting costs, adding services, or some combination of both.
- Each member of the evaluation committee must sign and date individually an Evaluation Form recommending a vendor(s) for award. The recommendation is then sent to the Board of Education if applicable or awarded and listed on KCSD website for review.

Rejection of a Proposal

The failure of an offeror to observe and follow the instructions and conditions of a RFP can constitute grounds for rejection of a proposal and/or removal from the list of offerors. KCSD Procurement reserves the right to reject any and all offers submitted in response to any solicitation document, to reject any portion thereof, to accept portions of the offer from several offerors, or to waive any minor irregularity.

KCSD Procurement reserves the right to award a solicitation under the most beneficial economic terms for the KCSD.

Common causes for proposal rejection:

- Any proposal received after the designated time, as determined by the Procurement Coordinator, will be deemed late and will not be considered by the KCSD. The use of faxed or emailed proposals is not acceptable unless stated otherwise in the solicitation. Every effort should be made by the bidder to deliver the hard copy of the proposal prior to the designated date and time.
- Proposals containing provisions for late charges, whether designated as interest charges or otherwise, will not be considered for an award. Offerors are instructed to refrain from presenting any such provisions, as it may be grounds to consider the proposal disqualified and, therefore, rejected.
- Procurement generally requires a minimum of thirty (30) days to evaluate proposals for award. Therefore, those that limit the acceptance period to less than thirty (30) days may be rejected. When it is determined that a time period other than thirty (30) days is appropriate, the solicitation document will so indicate.
- Failure on the part of the offeror to submit requested samples within the time specified.
- Failure on the part of the offeror to provide any information requested by the deadline indicated throughout the evaluation process. It is the vendor's responsibility to ensure timely receipt of all requested information.
- The addition by the offeror of price escalator clauses, minimum order requirements, or other additional pricing terms not included in the terms and conditions of the solicitation document.
- Failure to propose in accordance with an addendum.
- The proposal contains terms and conditions, which are in conflict with the solicitation or KCSD regulations.
-

PROTEST OF AN AWARD OR DECISION TO AWARD

Any responding bidder/offeror may protest the process or intent to award a competitive solicitation by submitting a protest in writing to the KCSD Chief Financial Officer so long as the requirements set forth in the Procurement Code are met, no later than seven (7) working days after issuance of the intent to award. Any potential bidder/offeror who desires to protest an award or decision on a sole source or emergency purchase shall submit such protest in the same manner.

The written protest shall include the basis for the protest and the relief sought. The Procurement Coordinator shall issue a decision in writing within ten (15) working days of the receipt of the protest,

stating the reason for the action taken. This decision shall be final unless the bidder or offeror appeals within ten (10) working days of receipt of the written decision to the Chief Financial Officer.

Procurement Services recognizes the following situations which necessitate exceptions to full and open competition through competitive solicitation:

Sole/Single Source Procurement - When supplies or services are readily available from one responsible source.

Use of this authority may be appropriate in situations such as the following, (the examples are not intended to be all-inclusive and do not constitute authority in and of themselves):

- When there is a reasonable basis to conclude that the minimum needs can best be satisfied by unique supplies or services readily available from one source with unique capabilities.
- The existence of limited rights in data, patent rights, copyrights, or secret processes; the control of basic raw material; or similar circumstances make the supplies and services available from one source.
- When purchasing utility services (gas, electric power, etc.), circumstances may dictate that only one supplier can furnish the service.
- When the Superintendent or designee has determined in accordance with a program for standardization or continuity that it is in the best interest of KCSD to limit purchases to specified makes and models of equipment and parts to satisfy needs for additional units or replacement items.
-

Prior to purchase, schools/departments must submit documentation to Procurement to include the following information:

○ Explain why this is the only product or service that can meet the need of the purchasing agency.

○ Explain why this vendor is the only practical available source from which to obtain this product or service. Include any documentation from the manufacturer or publisher to support the sole source status.

○ Describe what efforts were made to conduct a negotiation to get the best price, delivery, warranty and payment terms for the Kershaw County School District. Procurement reserves the right to negotiate further with the vendor for discounts, best value, etc.

○ Provide a letter from the vendor confirming sole source status.

○ Review and approval is obtained from the Chief Financial Officer.

Emergency Requirement - Emergency Requirement can be cited when the need for supplies or services is of such unusual and compelling urgency that the school or the school system would be seriously injured unless it is permitted to limit the number of sources from which to solicit bids or proposals.

Use of this authority applies in those situations where delay in award would result in serious injury, financial or other, to KCS D. The Chief Operational Services Officer shall approve use of this exception, upon recommendation by the division administrator of the user department and the Procurement Coordinator. It is the customer's responsibility to gain the appropriate approval.

Exemptions

The Board of Education may exempt specific supplies or services from the purchasing procedures or withdraw any exemptions provided for below. The following exemption categories are granted by the Board of Education:

1 **COPYRIGHTED EDUCATIONAL MATERIALS** to include, but not be limited to:

1. Books, dictionaries, textbooks, newspapers, diplomas
2. Professional journals, technical pamphlets, periodicals, subscriptions
3. Educational films, filmstrips, slides and transparencies
4. Video tapes, cassettes, DVDs
5. Standardized testing materials
6. Instructional materials required in a course of study

2 **COPYRIGHTED TECHNOLOGY MATERIALS** to include, but not be limited to:

1. Computer assisted instructional materials, interactive video programs
2. CD-ROM documents, data bases
3. Site licenses, maintenance contracts, upgrades and related information, materials for District-adopted software only available or provided by the software company
4. License agreements/renewals for computer software after such software has been competitively bid as required by the Code and additional software features/options that are only available by the software provider

3 **MEDICAL AND RELATED SERVICES** to include, but not be limited to:

1. Hospitals, medical clinics, health maintenance organizations (HMO's) and clinical services
2. Licensed medical doctors, physicians, surgeons, dentists, optometrists, doctors of osteopathy, pathologists, etc.
3. Licensed/registered/certified physician assistants, nurses, occupational and physical therapists
4. Mental health organizations and services
5. Psychiatrists, psychologists, behaviorists, counselors, etc.
6. Speech, language, audiology, orientation, mobility, occupational and physical therapy services
7. Long-term medical or educational organizations and treatment programs
8. Hepatitis B and other vaccines

4 **GOVERNMENTAL SERVICES** to include, but not be limited to:

1. Services and supplies provided by the Federal government, State agencies, county, city or special purpose districts
2. Payments of taxes, social security, annuities and other payroll deductions
3. School Resource Officer services
4. Purchasing of goods and services under cooperative arrangements with other governmental entities provided the contract was established under the bidding or RFP process established such right.

5 **EDUCATIONAL SERVICES** to include, but not be limited to:

1. Contractual and cooperative agreements for provision of services to students including foreign teachers
2. Tuitions paid to institutions of higher learning
3. Evaluation services and expenses of visiting committees
4. Consultants for evaluation of academic programs
5. Professional artists utilized by S.C. Arts Commission
6. Executive search and recruitment services
7. Other professional artist services including dancers, writers, poets, theatre groups, craftsmen, folk artists or other such services

6 **POLICY AND LEGAL SERVICES** to include, but not be limited to:

1. Attorney services (subject to Board approval), court recorders, expert witness services, bond rating services and costs associated with issuance or refinancing of bonds
2. Certified Public Accountants (subject to Board approval)
3. Legislative consultant (subject to Board approval)
4. Financial advisors, investment management, brokerage services (subject to Board approval)
5. Insurance coverage, both primary and reinsurance
6. Auditors
7. Board Governance consultants and facilitators
8. Securities Underwriters and similar services provided by professionals regulated by the National Association of Securities Dealers ("NASD")
9. Other professional services obtained on a fee basis (subject to board approval)

7 **STAFF DEVELOPMENT** to include, but not be limited to:

1. Training provided by consultants, certified teachers/trainers or District personnel
2. Training materials secured or prepared for instructional purposes
3. Workshop, conference and seminar registration
4. Instructional training seminars or staff development offered by the District to district employees and those contractual services necessary to provide the services for the seminar.

8**STUDENT SERVICES** to include, but not be limited to:

1. Electronic and printed exams, tests, testing materials, including scoring services and materials
2. Canine drug and/or weapon detection services and related support services
3. Homebound services, home visits and home health services
4. Instruction provided by certified teachers
5. Interpreters, interpreter services, tutors
6. Tuition
7. Local school funds from booster clubs, canteens, fund raising events, donations, etc. except when used to procure capital equipment site improvements and facilities,

construction, architect, engineering, construction management and land surveying services.

8. Professional dues and membership fees, but only for the benefit of students

9. **UTILITIES & ENERGY EXPENSES** to include, but not be limited to:

1. Fuel, propane, natural gas
2. Oil company credit card purchases of gas, oil or fluids
3. Electric/power services
4. Water/sewer services and related costs
5. Cable television services and related costs
6. Solid waste fees

10. **COMMUNICATION EXPENSES** to include, but not be limited to:

1. Local & long distance telecommunication services
2. Telecommunication equipment, upgrades, maintenance & repair contracts
3. Lease of imbedded telephone systems
4. Cell phones & services

11. **REFUNDS** to include, but not be limited to:

1. Refunds of health insurance, earnest monies, bid securities, or other funds temporarily entrusted to the District

12. **ONE-OF-A-KIND ITEMS** to include, but not be limited to:

1. Paintings, sculptures, antiques, art reproductions, historical artifacts, other rare items
2. Scientific specimens, skeletal and taxidermy mounts, models, fossils, minerals, rocks, etc.
3. Used vehicles and equipment purchase
4. Used instruments
5. Purchases and sales between South Carolina public school districts.
6. Sports Apparel

13. **EMERGENCY REPAIRS** to include, but not be limited to:

1. Repairs to life safety, fire and security systems
2. Repairs to buses or other vehicles used to transport students or staff on District sponsored trips or operations department usage.
3. Environmental remediation services where the issues giving rise to remedial services disrupt the educational process.

14. **ITEMS PURCHASED FOR RESALE.**

15. **LIVESTOCK, FEED & VETERINARY SUPPLIES & SERVICES.**

16. **MAIL & DELIVERY SERVICES, POSTAGE.**

17. **PERISHABLE FOODS** to include catering services.

18. **TRAVEL EXPENSES FOR STAFF & STUDENTS** to include, but not be limited to.
1. Airline, car rental, bus, train, parking, taxis, etc.
 2. Hotel accommodations
 3. Meals/allowances
 4. Conference/seminar and other registrations/fees
19. **PROFESSIONAL DUES & MEMBERSHIPS.**
20. **PROPERTY SERVICES** to include, but not be limited to:
1. Appraisals and related services
 2. Leasing of public parking lots, lecture halls, theaters, arenas, athletic facilities, recreational areas, etc. for District sponsored events
21. **ADVERTISING.**
22. **PUPIL ACTIVITY FUNDS OR OTHER TRUST OR AGENCY FUNDS.**
23. **CLERGY SERVICES.**
24. **GRANT SPECIFIED EQUIPMENT AND SERVICES:**
1. Purchase of grant specified and approved equipment, subcontracts and consultants required for the successful completion of the grant project and where competitive bidding is not required or practical (subject to Chief Procurement Officer approval)
25. **CONFIDENTIAL GOODS AND SERVICES:**
1. Goods and services of a confidential/sensitive nature that would cause injury to students, staff and/or the District if procured through public solicitation (subject to Superintendent approval)
26. **Diplomas**
27. **Educational Kits and replacement parts**
28. **Pilot Programs**
29. **Training facilities to include food, materials, and equipment**
30. **State Fiscal Accountability Authority exemptions:**
1. The District also adopts the exemptions granted by the State Fiscal Accountability Authority SFAA, both present and future.

LOCAL VENDOR PREFERENCE

At the direction of the SC State Budget and Control Board and in accordance with Title 11, Chapter 35 *South Carolina Consolidated Procurement Code*, the Kershaw County School District cannot grant preferences for Kershaw County vendors. However, the District is desirous in utilizing local vendors and encourages participation of those vendors in all solicitations.

SMALL AND MINORITY BUSINESS PROGRAM

Statement of Policy

It is the policy of the Kershaw County School District that discrimination against businesses on the basis of race, color, national origin, and gender is prohibited. No person shall be denied the benefit of, or otherwise discriminated against, on the grounds of race, color, national origin or gender in connection with the award and/or performance of any contract or modification of a contract between a vendor or contractor and the Board which contract is paid or is to be paid for, in whole or part, with monetary appropriations of the Board. Further, it is the policy of KCSD to encourage and promote on an inclusionary basis contracting opportunities for all business, without regard to race, color, national origin or gender. It is expected that all firms seeking to do business with the Kershaw County School District will comply with this KCSD policy.

M/WBE Compliance

Potential bidders must demonstrate their process for contracting or utilizing businesses as subcontractors or suppliers for work on projects undertaken is open to businesses regardless of race, gender or ethnicity, by fulfilling one (1) of three (3) alternative eligible bidder categories.

1. Documentation of prior M/WBE on projects undertaken in South Carolina during the previous two (2) years at the level of availability.
2. Documentation of prior good faith outreach efforts on all projects undertaken in South Carolina during the previous two (2) years.
3. Commitment to future good faith outreach efforts in all projects undertaken in South Carolina.

On eligible projects that equal or exceed five million dollars in value, potential bidders are required to make a good faith effort to enter into a joint venture or Mentor/Protégé arrangement at the prime contractor level which includes at least one (1) certified minority- and/or woman-owned firm.

- Companies involved in joint venture Mentor/Protégé arrangements must be of a different race or gender ownership.
- Each eligible bidder shall submit with each bid submission on an eligible contract:

1. A complete and signed subcontractor plan. Eligible bidders who submit bid proposals which fail to utilize minority- and/or female-owned business enterprises at a level consistent with availability, must submit documentation detailing their “good faith outreach efforts” to utilize minority- and/or female owned firms.
2. Written documentation demonstrating the eligible bidder’s good faith efforts to identify, contract with, or utilize businesses, including certified M/WBEs, as sub-contractors or suppliers on the eligible project.
3.
 - Acceptable good faith effort documentation:
 1. The eligible bidder contacted the District Purchasing and Contract Compliance Offices, other private sector and government entities, or M/WBEs organizations, to identify available businesses to work on the eligible bidder project, including minority-and woman-owned firms.
 2. The eligible bidder placed notices of opportunity for minority-and woman-owned firms to perform subcontracting work on the eligible project in newspapers, trade journals and other relevant publications specifically targeted to M/WBEs, or communicated such notices or opportunities via the Internet or by other available media means.
 3. The eligible bidder submitted invitations to bid for work on the eligible project to qualified businesses, including minority-and woman-owned firms.
 4. The eligible bidder included in such notices and invitations, a full disclosure of the criteria upon which bids, proposals or quotes would be evaluated, and also included contact information for inquiries, submissions, or requests to review any necessary bid documents.
 5. The eligible bidder promptly responded to inquiries, provided necessary physical access and time for all interested businesses to fully review all necessary bid documents, and otherwise provided information, access and time to allow all interested businesses to prepare bids and quotes, regardless of race, gender or ethnicity.
 6. The eligible bidder considered, hired, or otherwise utilized qualified and available businesses for an eligible project, including minority-and woman-owned firms.
7. For each business which contacted or was contacted by the eligible bidder regarding subcontracting or services on the eligible project, the eligible bidder shall maintain all written documents reflecting such contact, including bids, quotes and proposals.

Subcontractor Participation

Kershaw County School District, through its contract documents, encourages contractors to utilize minority subcontractors on their projects.

A prime contractor must identify M/WBE utilization expenditures to certified M/WBE subcontractors that perform a commercially useful function in the work of the contract. An M/WBE subcontractor is considered to perform a commercially useful function when it is responsible for the execution of a distinct element of the work of a contract for which the MBE or WBE has the skill and expertise and carries out its responsibilities by actually performing, managing and supervising the work involved.

Tips for successfully doing business with the Kershaw County School District

Check the KCSD Current Solicitations website regularly to stay aware of business opportunities with the District.

Read carefully! Each solicitation contains complete information regarding the product/service sought, date/time to submit responses and how the solicitation will be awarded (i.e. for bids—award will be to the lowest priced responsible, responsive bidder meeting specifications and requirements; RFPs will include evaluation criteria detailing how your response will be scored.)

Provide all information requested, in the format requested.

- References — We DO check references. Provide all contact information requested, especially fax numbers and email addresses as we prefer to have your references respond in writing.
- Samples — Provide samples when and if they are requested.
- Pricing — Provide pricing in the format requested. Procurement must be able to analyze prices on an equivalent basis across all participating vendors. For example, if pricing is requested per carton of twelve items, pricing should be provided as requested rather than per each item, etc.
- If the solicitation you are responding to requires additional pages, clearly label the information provided including the IFB/RFP section name and number on each. Use tabs, table of contents, etc. to aid in organizing your response to lengthy, complex solicitations.
-

Ask questions! Should you have questions concerning a particular solicitation, submit them in the manner stipulated in each IFB/RFQ/RFP document. Communicate only with the designated Procurement staff member during the solicitation process.

Submit your response on time! Allow plenty of time for your completed submission to arrive before the deadline indicated. Late submissions will not be accepted.

Follow-up!

- It is the vendor's responsibility to ensure timely receipt of all information. Vendors are encouraged to call, email, etc. to confirm receipt of information.
- If your company is not successful on a particular solicitation, follow-up to determine why. Our files are open for public inspection and our staff is happy to answer questions.