



# **PROCUREMENT PROCEDURES MANUAL**

**July 1, 2021**

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## I. INTRODUCTION

### A. INTRODUCTION

Procurement Services, under the general supervision of the Chief Financial Officer, is a support service for Aiken County Public School District, hereafter referred to as ACPSD. The function of this department is to oversee and assist departments and schools in acquisition of the many routine and different products and services required to operate and educate our children. Obtaining the proper product at the right price, in the right quantity and quality, from the right source, on time, and in compliance with all legal requirements, administrative policies, and ethical practices is our daily challenge.

### B. BACKGROUND

Public Procurement holds an essential obligation to the general public to ensure that procurements are accomplished in accordance with the intent of the laws and administrative policies. Competition is sought to the maximum practicable degree. When conducted fairly, openly and honestly, competitive procurement does not guarantee the selection of a preferred brand or vendor; instead the most favorable prices will be obtained for the quality level specified.

### C. PURPOSE

The purpose of this manual is:

1. To inform all ACPSD personnel of the District's procurement policies, procedures, and objectives.
2. To outline practices, principles and procedures to be followed in the performance of the procurement function.
3. To acquaint personnel of ACPSD with the purpose and functions of Procurement.
4. To ensure standardization in procurement practices and procedures.

### D. SCOPE

The scope of the ACPSD Procurement Policies and Procedures Manual includes:

1. The acquisition of goods, services, and equipment involving ACPSD funds to include:
  - (a) General Funds
  - (b) Capital Fund (Including Building Funds)
  - (c) Nutrition Service Fund
  - (d) Pupil Activity Funds (all Pupil Activity Funds are exempt from Code requirements)

- (e) Federal Grant Funds
  - (f) State Grant Funds
  - (g) Purchases supported by parent groups, community groups, special interest booster groups when such funds are either deposited into District accounts or into school bank accounts
2. The acquisition of goods, services, and equipment involving non-District funds when funds are deposited into ACPSD accounts, and therefore, become the responsibility of the ACPSD.

These policies/procedures do not apply to PTA, PTO, Booster Clubs or any other association or organization when the purchase is made directly by such organizations. Should a combined purchase by an association/organization and the District be made for which partial funding is supplied by the District, the Procurement Code would apply and District Procurement Procedures must be followed.

#### E. MISSION

To conduct the procurement function in a manner which results in obtaining the most efficient and effective use of District funds. The Purchasing staff is dedicated to serving the District by coordinating its knowledge of markets and procurement techniques with its knowledge of the District's requirements. The conduct of our office will be accomplished in accordance with ethical practices of the procurement profession. Activities and procedures of Procurement Services are regulated by and must comply with the ACPSD Procurement Code, policies of the Board of Trustees, all applicable state and federal laws, and the ACPSD Procurement Policies and Procedures Manual.

#### F. GOALS

1. To procure the highest quality goods and services at the best cost available.
2. To provide assistance to departments and schools of ACPSD while enforcing the ACPSD Procurement Code and the District's rules, policies and procedures concerning procurement.
3. To conduct all procurement actions in a fair and impartial manner with no impropriety or appearance thereof.
4. To provide assistance to administrators, department, and schools with selection of vendors, research, and resolving order problem issues as needed.
5. To assist departments and schools in the preparation of specifications.

6. To provide administrators, departments, and schools with the procurement tools, policies, procedures, and standards needed to accomplish their missions.
7. To hold staff development sessions for personnel in the performance of their duties which relate to the purchase of goods and services.

## G. ETHICS

Public confidence in the integrity of ACPSD Procurement activities is critical. Improprieties, or even the appearance of improprieties, can undermine this confidence with very negative consequences. Loss of trust by Aiken County taxpayers could result in decreased community support and revenues. Lack of trust by the vendor community could result in contract award protests or an unwillingness to submit bids, thus decreasing the level of competition and potentially increasing the costs of goods and services.

The Procurement Services department has adopted the following National Institute of Governmental Purchasing (NIGP) Code of Ethics:

The Institute believes, and it is a condition of membership, that the following ethical principles should govern the conduct of every person employed by a public sector procurement or materials management organization.

- Seeks or accepts a position as head or employee only when fully in accord with the professional principles applicable thereto, and when confident of possessing the qualifications to serve under those principles to the advantage of the employing organization.
- Believes in the dignity and worth of the service rendered by the organization and the societal responsibilities assumes as a trusted public servant.
- Is governed by the highest ideals of honor and integrity in all public and personal relationships in order to merit the respect and inspire the confidence of the organization and the public being served.
- Believes the personal exaltation or personal profit obtained through misuse of public or personal relationships is dishonest and not tolerable.
- Identifies and eliminates participants of any individual in operational situations where a conflict of interest may be involved.

- Believes that members of the District and its staff should at no time or under any circumstances accept directly or indirectly, gifts, gratuities, or other things of value from suppliers which might influence or appear to influence Procurement decisions.
- Keeps the District informed, through appropriate channels, on problems and progress of applicable operations by emphasizing the importance of the facts.
- Resists encroachment on control of personnel in order to preserve integrity as a professional manager. Handles all personnel matters on a merit basis and in compliance with applicable laws prohibiting discrimination in employment on the basis of politics, religion, color, national origin, disability, gender, age, pregnancy and other protected characteristics.
- Seeks or dispenses no personal favors. Handles each administrative problem objectively and empathetically, without discrimination.
- Subscribes to and supports the professional aims and objectives of the National Institute of Governmental Purchasing, Inc.



## **II. ORGANIZATIONAL STRUCTURE**

Procurement Services consists of one (1) Director and one (1) Procurement Supervisor, one (1) Materials Expediter, one (1) Procurement Clerk. The Procurement Director reports to the Chief Financial Officer, who reports directly to the Superintendent.

### III. PROCUREMENT POLICIES

#### A. DEVELOPMENT AND ACCOUNTABILITY

Aiken County Public School District has adopted operating procedures consistent with the policies of the Board of Trustees of the District in managing the commitment of funds entrusted to the District. The Procurement Director has the responsibility to prescribe uniform procedures for requisitioning, receiving, transferring and accounting for supplies, materials, equipment and services in accordance with all applicable laws, rules, regulations, and policies. The procedures contained in this manual are applicable to all District personnel involved in the requisitioning, receiving, transferring and replacement of supplies, materials, equipment and services. The Director of Facilities Construction is responsible for procurement oversight on Construction Projects.

The purchase of supplies, equipment, and services necessary for the operation of the District is the responsibility of the Procurement Department with some delegated authority to departments and schools within established dollar limits. The Procurement Department, departments, and schools are authorized to make commitments against District accounts for these purposes. It is the responsibility of each department/school administrator to ascertain that funds are available for purchases.

The Procurement Department, schools and all other departments, shall conduct the Procurement function in such a manner as to achieve the greatest benefit for the District in accordance with the ethical practices of the Procurement profession. Financial commitments inconsistent with the District's Procurement Code and the State of South Carolina statutes and policies shall not be made.

#### 1. PURCHASING ACCOUNTABILITY

A. The duties and responsibilities of the Procurement Department include, but are not limited to, the following:

- (a) Administering all District policies, applicable procedures and reporting improprieties.
- (b) Educating District personnel as to their responsibilities regarding procurement practices.
- (c) Training all Department Heads, Principals and bookkeepers in the implementation and procedures of this manual.
- (d) Determine the proper and most effective Procurement method for required supplies, equipment and services.
- (e) Obtain competitive bids and proposals to the fullest extent possible and to prepare, in conjunction with departments and schools, complete specifications in order to release an Invitation for Bid (IFB)

or Request for Proposal (RFP), for the required supplies, equipment, and services.

- (f) Receive, open, tabulate, evaluate and recommend bids and requests for proposals that are in the best interest of the District.
  - (g) Administering the issuance of purchase orders and contracts issued by the District by monitoring vendor performance in conjunction with efforts by departments/schools and terminating contracts for cause when poor performance is documented.
  - (h) Review, analyze and approve, in conjunction with the Chief Financial Officer or Superintendent, or designee, emergency procurement and sole source procurement requests in accordance with the District's Procurement Code.
  - (i) To coordinate and maintain all files and records as required by the District's Board Policy and Procurement Code.
  - (j) Assist other departments and schools with the purchase of supplies, equipment, and services.
- B. The District is not required to maintain a formal Bidders' List. All formal solicitations will be advertised pursuant to the requirements of ACPSD Procurement Code. Vendors interested in doing business with ACPSD can monitor the District Web-Site and local newspapers for solicitations and awards.

## 2. DEPARTMENT/SCHOOL ACCOUNTABILITY

The Duties and responsibilities of the Principals and Department Heads include, but are not limited to, the following:

- (a) To train all personnel in the implementation and procedures of this manual. The Procurement Services staff will be available to assist in this area.
- (b) Insure that only authorized items and services are requisitioned and/or purchased and that all items purchased are shipped/delivered to the designated school/department. All purchases made with District funds for District use must be shipped/delivered to a District address.
- (c) Insure that supplies, materials, and equipment are not requested or accumulated beyond actual needs.
- (d) Insure that adequate planning and scheduling occurs at the department/school level to allow sufficient time for Procurement Services to schedule and perform their duties and responsibilities in timely manner.

- (e) Receive supplies and materials in a timely manner to insure prompt payment.
- (f) Reporting poor vendor and material/equipment performance to the Procurement Services for corrective action.
- (g) Collaborating with the Procurement Director in all contract negotiations.

The conservation, preventative maintenance, safeguarding, recovery, repair and salvage of supplies and equipment are the responsibility of all district personnel.

### 3. UNAUTHORIZED PROCUREMENTS

Any purchase not made in accordance with the provisions of the District Procurement Policy and/or procedures will be considered unauthorized procurements. The Procurement Director and Chief Financial Officer will take corrective action on all unauthorized procurements. A written determination shall be made as to the facts and circumstances surrounding the act, corrective action taken to prevent reoccurrence, action taken against the individual committing the act, and documentation that the price paid is fair and reasonable.

## B. PURCHASING AUTHORITY AND RESPONSIBILITY

### 1. PROCUREMENT DIRECTOR

The District's Board of Trustees and the Superintendent have delegated to the Procurement Director under the direction of the District's Chief Financial Officer, the authority and responsibilities as follows:

- (a) Enter into contracts for the procurement of goods and services as the Procurement Director.
- (b) Issuing, receiving, evaluating, and awarding informal competitive bids. All formal competitive bids are issued, received, and awarded by the Procurement Director or Purchasing Agent, in accordance with the Aiken County Public School District Procurement Code.
- (c) Administration of the Aiken County Public School District Purchasing Card Program in accordance with the District's Procurement Code and the Purchasing Card Policies and Procedures.
- (d) The Procurement Director is authorized to delegate procurement authority, or authorize exceptions from its procedures, to departments/schools for the procurement of specific goods and/or

services. Authority to sign PO's, contracts and agreements are delegated as follows:

- Department Administrators, *or designee, in their absence* (up to \$2,500.00)
- Principals, *or designee, in their absence* (up to \$2,500.00)
- Procurement Director (up to \$15,000)
- Food Service Director (up to \$15,000)
- Superintendent (up to \$100,000)
- Board Chairman (unlimited)

## 2. DEPARTMENTS/SCHOOLS

- (a) The Procurement Director delegates the authority to all departments/schools for Small Purchases up to \$2,500.00 for the purchase of goods and services, in accordance with the procedures identified herein. At this level, the purchase order must be approved/signed by the Department Administrator/Principal, or their designee (in their absence), or the Procurement Director.
- (b) The Procurement Director delegates the authority to all departments/schools for obtaining three (3) written quotes for procurements from \$2,500.00 to \$10,000.00. All requisitions greater than \$2,500.00 must be approved by the Procurement Director, or designee. All PO's greater than \$10,000.00 must be approved by the Procurement Director, or designee, and must be purchased from an established contract or considered an exemption as approved by the Board.
- (c) Departments/Schools have the authority to enter purchase requisitions with unlimited dollar restrictions.

***Note: Purchases cannot be divided (split) to circumvent any requirements herein.***

This delegated authority shall not apply to signing vendor contracts or agreements. When exercising this delegated authority, the department/school administrator, or designee, signs as the "Authorized Purchasing Official" and certifies that goods and/or services are budgeted, appropriate and necessary.

### 3. COOPERATIVE PURCHASING

The Procurement Director shall have the authority to join with other SC School Districts, or other public procurement units, in cooperative purchasing plans when such purchasing is in the best interest of the District.

### C. PROHIBITED CONDUCT

No Aiken County Public School District employee having delegated authority to make procurement transactions shall participate in that transaction on behalf of the District if the employee knows any or all of the following:

1. The employee is contemporaneously employed by a bidder, offeror, or contractor involved in the procurement transaction.
2. The employee, the employee's partner, or any member of the employee's immediate family holds a position with a bidder, offeror, or contractor such as an officer, director, trustee, partner or the like, or is employed in a capacity involving personal and substantial participation in the procurement transaction.
3. The employee, the employee's partner, or any member of the employee's immediate family is negotiating or has an arrangement concerning prospective employment with a bidder, offeror, or contractor.
4. No ACPSD employee having official responsibility for a procurement transaction shall knowingly falsify, conceal, or misrepresent a material fact, knowingly make any false, fictitious, or fraudulent statement or representations; or make or use any false writing or document knowing the same to contain any false, fictitious, or fraudulent statement or entry.

The penalty for violations of any of the above provisions is provided in the Ethics Government Accountability and Campaign Reform Act of the South Carolina Code of Laws. Violations of these provisions shall be grounds for loss of or reduction in delegated authority.

Procurement staff will not enter into any negotiations or become involved in any transactions for the purchase of anything for the personal use of ACPSD employees. Also, the purchasing power of the District (i.e., District contracts, State contracts, etc.) shall not be used to obtain goods and/or services for the private use of employees.

It is the responsibility of each employee of the ACPSD and Procurement Services to take all appropriate steps to assure that the School District does not knowingly enter into any purchase commitment, which could result in a conflict of interest. Procurement Services will bring any questionable situations to the attention of the proper authorities.

#### D. RETENTION OF RECORDS

All procurement records of the ACPSD shall be retained on an active basis for a period of two (2) years then placed in storage for a retention period of five (5) years, then destroy. If any litigation claim, audit, or other action involving the records has not completed or resolved by the end of the five (5) years, the records shall be retained until completion of the action or resolution of all issues.

#### E. AUDITING

The Procurement Services department shall be audited, at a minimum, every three (3) years by a firm approved by the South Carolina State Fiscal Accountability Authority, Division of Procurement Service, Office of Audit & Certification.

## IV. PROCUREMENT METHODS

### A. SMALL PURCHASES

Purchases where the estimated total cost of the materials, equipment, supplies, and/or professional services is less than \$50,000.00 shall be handled as follows:

1. \$0 - \$2,500.00: (excluding SC sales tax, but including freight, installation, delivery, etc.) Quotations are not required if prices are considered to be fair and reasonable. Small purchases should be distributed equitably among qualified vendors. *All small purchases must be annotated "Price is fair and reasonable"*. When practical, a quotation must be solicited from other than the previous supplier before placing a repeat order. Purchases can be placed directly with the vendor by the end user through the CSI requisition/purchase order process. Purchasing cards may be utilized for purchases up to \$2,500.00.
2. \$2,500.01 - \$10,000.00: (excluding SC sales tax, but including freight, installation, delivery, etc.) Solicitation of written quotations/bids from a minimum of three (3) qualified sources is required. Documentation of the written quotes must be attached to the Purchase Order. Award shall be made to the lowest responsive and responsible bidder.
3. \$10,000.01 - \$50,000.00: (excluding SC sales tax, but including freight, installation, delivery, etc.) Shall be forwarded the Procurement Department. It will require written solicitation of written quotes, bids, or proposals. Must be advertised in SCBO (South Carolina Business Opportunities) or a paper of general circulation, or a means of central electronic advertising approved by the Board. A copy of the written solicitation and written quotes must be attached to the Purchase Order or made a part of the contract file. The award must be made to the lowest responsive and responsible source or the highest-ranking offeror (when a Request for Proposal process is the sourcing method used).

### B. COMPETITIVE SEALED BIDDING

\$50,000.01 and up: (excluding SC sales tax, but including freight, installation, delivery, etc.) Requires formal sealed bidding and public advertisement in SCBO (South Carolina Business Opportunities) or a paper of general circulation, or a means of central electronic advertising approved by the Board. After the public bid opening and award decision, when appropriate, a Notice of Intent to Award may be made. A formal bid process can typically take from 30 to 45 days.



### C. EXEMPTIONS

The ACPSD Board may exempt specific supplies or services from the Procurement procedures herein required or withdraw any exemptions provided for in this section. Purchases in excess of \$2,500.00 that are exempt from the Quote/Bid/RFP process are as follows:

1. Copyrighted Educational Materials to include, but not limited to: Books, dictionaries, textbooks, newspapers, diplomas, sheet music; professional journals, technical pamphlets, periodicals, subscriptions; educational films, filmstrips, slides and transparencies; video tapes, cassettes, DVDs; standardized testing materials
2. Copyrighted Technology Materials to include, but not limited to: Computer-assisted instructional materials, interactive video programs; CD-ROM documents, databases; District-adopted instructional software, including site licenses or other support services or related information/materials only available or provided by the software provider
3. Medical and/or Psychological Services to include but not limited to: Licensed/certified medical doctors, physicians, nurses, psychiatrists, psychologists, school psychologists, behaviorists, counselors, optometrists, dentists, veterinarians, etc.; hospital and clinical services, occupational and physical therapy, orientation and mobility; speech, language and audiologist services; Hepatitis Band other vaccines
4. Governmental Services to include but not limited to: services and supplies provided by the Federal government, State agencies, county, city or town governments, and special purpose Districts; payments of taxes, social security, annuities, credit unions; school resource officer services; professional artists utilized by SC Arts Commission
5. Educational Services to include, but not limited to: Contractual, cooperative agreements, services and supplies for provision of services to students; tuitions paid to institutions of higher education; evaluation services such as visiting committees of the Southern Association of Colleges and Schools; Academic performance evaluation and consulting services; executive search and recruitment services
6. Policy, Legal and Financial Services to include but not limited to: Attorney services (subject to Board or Superintendent approval), court recorders, expert witness services; Bond rating services;

Legislative consultant; Advertising; Primary and reinsurance coverage; goods and services of a confidential/sensitive nature that would cause injury to students, staff and/or District if procured through public solicitation, as recommended by administration and approved by Superintendent on a “as needed” basis; Auditors (subject to Board or Superintendent approval); Substitute Staffing services; Board Governance consultants and facilitators; Securities Underwriters, Financial Advisors, and similar services provided by professionals regulated by the National Association of Securities Dealers (“NASD”)

7. Staff Development to include but not limited to: Professional Services, training provided by consultants, certified teachers / trainers or District personnel; Training materials secured or prepared for instructional purposes; workshop, conference, seminar registrations; travel
8. Student Services to include but not limited to: Pupil Activity Funds; test scoring services; canine drug and/or weapon detection services and related support services; homebound services; home visits; instruction provided by certified teachers
9. Professional dues and membership fees
10. Clergy
11. Travel
12. Other Materials and Services: Utilities and energy expenses to include, but not limited to fuel, propane, electric, telephone, cell phones, water/sewer; art reproductions; emergency repairs for buses and fleet vehicles; items purchased for resale (i.e., schoolstore items, yearbooks); livestock, feed and veterinary supplies; mail and delivery services; purchases and sales between South Carolina public school districts or state agencies
13. Diplomas, Student Instruction Activities/Camps/Seminars, Yearbooks, Graduation Supplies, Class Rings, Fund Raisers and School Pictures
14. Grant specified purchases
15. Advertising at ACPSD Stadiums
16. Perishable Foods (milk, fresh fruits, vegetables, meats, eggs, fish – any item with an expiration date)
17. Goods and services provided by the Division of General Services

18. Surplus items that are to be given/donated to other school districts, municipalities and governmental agencies
19. All exemptions listed in SC Code Ann. 11-35-710 and all additional exemptions granted by the Budget and Control Board

*Note: Exempt supplies and services are subject to all other sections of the District Procurement Code and these procedures (including requiring Purchase Orders).*

#### D. SOLE SOURCE PROCUREMENTS (*Greater than \$2,500.00*)

Sole Source procurements are those in which the needs of the District can only be met by one (1) item or method and can only be obtained from one (1) source of supply.

1. The following are conditions that could necessitate a Sole Source procurement:
  - (a) Where the compatibility of equipment, accessories, or replacement parts is of paramount consideration;
  - (b) A unique item is needed for trial use, or testing;
  - (c) Where the item is one of a kind.

A written determination must be made and a Purchase Order is required for all Sole Source Procurements. Sole Source Procurements must be approved in advance by the department/school administrator, Procurement Director and the Superintendent or Chief Financial Officer.

All Sole Source procurements will reported to the School Board on a semi-annual basis.

#### 2. PROCEDURES

- (a) Complete a Sole Source Procurement Request Form with a written determination/justification for the procurement and forward to the Procurement Director. Upon approval of Sole Source Procurement Request Form, a purchase requisition may be entered along with any supporting documentation.
- (b) The Sole Source request will be reviewed by the Purchasing Director. Upon approval, the request will be forwarded to the Superintendent or Chief Financial Officer for approval/disapproval.
- (c) Procurement will approve and print the purchase order. The purchase order will be signed either by the Procurement Director, the Chief Financial Officer, or the Superintendent.

E. EMERGENCY PROCUREMENTS (*Greater than \$2,500.00*)

1. EMERGENCY PROCUREMENTS EXIST WHEN THERE IS

- (a) A threat to public health or welfare;
- (b) A threat to the safety of people or property;
- (c) When normal daily operations are adversely affected.

Emergency Procurements shall be made with as much competition as is practicable under the circumstances.

Emergency Procurements are restricted to the immediate need. A Purchase Order is required for all Emergency Procurements. Emergency Procurements must be declared by the Superintendent, Chief Officer of Operations & Student Services or Procurement Director.

2. DECLARATION

Declaration of an Emergency shall be made as follows:

- (a) Operations/Maintenance Issues: To be declared / determined by the District's Director of Maintenance.

Non-Operations/Maintenance Issues: To be declared / determined by the Superintendent, the Chief Officer of Operations & Student Services or Procurement Director.

3. PROCEDURES

- (a) Upon declaration of an emergency, the Procurement Department must be notified as soon as possible via phone call or email. When feasible, three (3) written quotes must be solicited. The responsive and responsible bidder can be given Notice to Proceed.
- (b) Complete an Emergency Procurement Request Form within twenty-four (24) hours of the determination of the emergency, or by close of the next business day, or as early as possible, with a written determination/justification for the procurement. Enter the Purchase Requisition into CSI and send Emergency Procurement Request Form along with the Purchase Requisition number and any supporting documentation to the Procurement Director.
- (c) The Emergency Procurement request will be reviewed by the Procurement Director. Upon approval, the request will be forwarded to the Chief Officer of Operations & Student Services, Superintendent or his/her designee, for approval.
- (d) Once the request is approved, the Procurement Department will approve and print the purchase order. The purchase order will be signed either

by the Procurement Director and any other applicable signatures.

#### F. DISTRICT CONTRACTS

Procurement Services specifically procures these contracts either for District-wide purposes or for a specific department/school. The District contract number (solicitation number) must be entered on the purchase requisition by notating "Contract # -----".

Other district contracts are Cooperative Contracts that are contracts established by two or more public entities, combining their requirements in order to realize a volume cost advantage. Also maintained by the Procurement Department.

#### G. STATE TERM CONTRACTS

The District has access to "statewide" contracts established by the State of South Carolina. (*Procurement processes/procedures have already been performed. No bidding required*) These should be utilized when possible. The State contract number must be entered on the purchase requisition by notating "State Contract # -----".

A listing of State Contracts can be found at <http://www.procurement.sc.gov>

**10% Rule:** If another vendor can provide the same product for 10% less than the contracted vendor and, after notification, if the contracted vendor will not agree to reduce his price by 10%, the department/school may purchase from the non-contracted vendor. The 10% Rule must be referenced on the PO and any applicable documentation included in the bid file. Use of the 10% Rule must be approved by the Procurement Director.

## **V. CONTRACTS**

A contract is a mutually binding legal relationship obligating the seller to furnish the supplies or services and the buyer to pay for them.

### **A. USE OF DISTRICT CONTRACTS**

Whenever the Procurement Department has assigned a contract for a particular commodity or service, departments and schools are encouraged to order from the contracts.

### **B. CONTRACTS/AGREEMENTS**

1. Only the Board Chairman, Superintendent, and the Procurement Director are authorized to sign contracts that bind the District for the purchase of goods, services in excess of \$2,500, unless Board Policy or the Superintendent makes a specific delegation or exemption.
2. All other administrators are limited to signature approvals on contracts with a dollar value of \$2,500.00 or less.
3. Non-standard contract documents requiring approval and signature shall be processed as follows:
  - (a) The using department/school shall review the document and forward to Procurement;
  - (b) The Procurement Director or Superintendent shall approve if it is in accordance with District policies, District Procurement Code and contract law.
  - (c) Procurement shall secure the signature of the Contractor, and if necessary, the Superintendent. Procurement will distribute the contract documents as necessary.

### **C. CONTRACT ADMINISTRATION**

It is necessary that contracts be administered to ensure that vendors are complying with the terms and conditions of the contract. Procurement is responsible for administration of contracts involving appropriated funds. Issues with vendor performance should be reported to the Procurement Department.

## VI. SPECIFICATIONS

The term “specification” refers to that portion of a solicitation that describes the characteristics of a commodity or service required by a using agency. It is used interchangeably with the terms, “purchase description”, “purchase specifications”, “purchase requirements”, “scope of work”, and “statement of work”. A specification may include requirements for samples, prototypes, inspection, testing, warranty and packaging. The specification portion of a solicitation should not contain bidding instructions, contractual terms and conditions, pricing formats or similar materials. Procurement Services will assist departments/schools in describing goods and services in a manner that will not only meet the customer’s needs, but that will also encourage competition.

The preferred types of specifications are as follows:

### A. PERFORMANCE SPECIFICATIONS

Performance specifications are preferred since they communicate what a product is to do, rather than how it is to be built. Performance specifications should include the following:

- A general description;
- Required performance characteristics (minimum/maximum) to include speed, storage, production capacity, usage, ability to perform a specific function;
- Operational requirements such as limitations on environment, water, or air cooling, electrical requirements;
- Site preparation requirements for which the contractor will be responsible, such as electricity, plumbing, or, for which ACPSD will be responsible;
- Compatibility requirements with existing equipment or programs;
- Conversion requirements for maintaining current equipment or system until switching to the new equipment or system;
- Installation requirements;
- Maintenance requirements;
- Supplies and parts requirements;
- Quantity and method of pricing;
- Warranty; and,
- Service location and response time.

### B. DESIGN SPECIFICATIONS

Design specifications involve dimensional and other physical requirements and concentrate on how a product is to be built rather than on what it should do.

Architects and engineers typically prepare design specifications for construction or custom manufactured products. A design specification includes the following:

- Dimensions, tolerances, and specific manufacturing or construction processes;
- References to a manufacturer's brand name or model number
- Use of drawings and other detailed instructions to describe the product.

#### C. BRAND NAME OR EQUAL OR ALTERNATE

Brand name or approved equal or alternate is the most commonly used type of specification. A brand name may be used to convey the general style, type, character, and quality of the goods desired. Any good determined to be the equal of that specified by the District, considering quality, workmanship, economy of operation and suitability for the purpose intended, shall be accepted. A brand name cannot be considered restrictive to exclude other manufacturer's products from consideration.

Bidders must indicate brand name, model, model number, size, type, weight, color, etc. of the item bid if not exactly the same as the item specified. Vendor's stock number or catalog number is not sufficient to meet this requirement. If any bidder desires to furnish an item different from the specifically mentioned in the specifications, he/she shall submit with his bid the information, data, pictures, cuts, designs, etc., of the material he/she plans to furnish so as to enable the District to compare the material specified; and, such material will be given due consideration. The District reserves the right to insist upon and receive the items as specified, if submitted items do not meet the District's standards for acceptance. The District reserves the exclusive right to determine approved alternates and such determination shall be final and binding upon all bidders.

An alternate product can be defined as being similar in form, fit, and function and may be substituted for the required items, with no advantages or disadvantages.

The most important part of preparing brand name bid specifications is the use of the product's salient features. Salient features are the inherent qualities of the product that are required for the product to perform its intended application. These characteristics should be stated in the specification, and the alternate product must meet these requirements in order to be acceptable. Not all characteristics of a product typically can be categorized as salient features so it is important to identify those that truly are critical to the product's acceptability.

#### D. SCOPE OF WORK FOR SERVICES

The following is a list of the types of information that should be included in a scope of work for professional or other services.



1. General Requirements: Describe the contractor's responsibility to provide a service or produce a specific study, design, or report.
2. Specific Requirements: Address the specific tasks, subtasks, parameters and limitations that must be considered in producing the service or final project. The following factors should be included:
  - Details of work environment
  - Minimum or desired qualifications
  - Amount of service needed
  - Location of service
  - Definition of service unit
  - Time limitations
  - Travel regulations or restrictions
  - Special equipment required
  - Other factors affecting working environment
3. Provided Materials or Services: List any plans, reports, statistics, space, personnel, or other ACPSD provided items that must be used by the contractor.
4. Deliverables, Reports, and Delivery Dates: Identify the specific delivery dates for all documentation or other products the contractor must furnish. Be clear about the expectations for the contractor's performance.

Departments/Schools are responsible for coordinating with the Procurement Department to develop specifications (*for bids in excess of \$10,000.00*).

## **VII. COMPETITIVE SEALED BIDS**

Competitive sealed bidding is the preferred method of acquisition due to its non-subjective nature. This method of procurement is used to establish annual contracts.

Competitive sealed bidding is required by ACPSD Procurement Code for purchases of goods and services estimated to cost in excess of \$50,000.00. Award is made to the lowest responsible and responsive bidder whose bid complies with the specifications contained in the Invitation for Bid (IFB).

### **A. PROCEDURES**

1. A written Invitation for Bid (IFB) must be issued.
2. Provide public notice of the bid by advertising in the South Carolina Business Opportunities (SCBO) or a newspaper of general statewide circulation and posting on the District website.
3. Bid opening must be public and held at the location, date and time as advertised and published in the IFB. Public announcement of all bids received must be made.
4. Contract to be awarded to the lowest responsive and responsible bidder meeting the terms and specifications.

### **B. RESPONSIBILITIES**

1. Departments/Schools are responsible for the following during the competitive sealed bid process:
  - (a) Submit a Request for Bid/Proposal Form with details and specifications describing the design or performance characteristics of the goods and services required;
  - (b) Review bids, along with Procurement, to ensure that the offered products meet the specifications of the solicitation;
  - (c) Document reasons, based on specifications, why a bidder should not be considered for award, if necessary; and,
  - (d) Recommend award to the lowest responsive and responsible bidder meeting the specifications.
2. Procurement is responsible for the following during the competitive sealed bid process:
  - (a) Prepare bid solicitation document based on the Request for Bid Form and specifications submitted by the using department/school to assure that the process is open, equitable and fair to all potential vendors;

- (b) Issue the solicitation and advertise the sealed bid according to ACPD Procurement Code requirements;
- (c) Receive and secure bids prior to bid opening;
- (d) Open bids at the location, date and time specified in the solicitation;
- (e) Conduct evaluation of the bids to determine the apparent lowest responsive and responsible bidder;
- (f) Provide copies of the apparent lowest responsive and responsible bid to the using Department/School for review; and,
- (g) Recommend award to the lowest responsive and responsible bidder meeting the specifications.

#### C. DETERMINATION OF NON-RESPONSIVENESS

Any bid which fails to conform to the material specifications or meet the delivery requirements of the solicitation (i.e., failing to sign the bid, incomplete required forms, and change in delivery terms, and offer for goods/services that did not comply with the bid specifications) may be determined as non-responsive. When a bid is declared non-responsive, a written determination must be made part of the bid file.

#### D. DETERMINATION OF NON-RESPONSIBILITY

A bid may be declared non-responsive under the following example situations:

1. Bidder is not a regular supplier of the goods or services offered.
2. Bidder cannot comply with the required delivery or performance schedule.
3. Bidder does not have a satisfactory record of performance as documented prior to receipt of bids.
4. Bidder does not have satisfactory record of integrity, or bidder is currently debarred or suspended by the District or the State of South Carolina.
5. Bidder does not have the necessary facilities, organization, experience, technical skills, or financial resources to fulfill the terms of the PO or the contract.

When a bidder is declared non-responsive, a written determination must be made part of the bid file.

#### E. CONFIDENTIALITY

Once bids are publicly opened and reviewed by persons present at the bid opening, they become confidential and are not releasable to the public until the contract is awarded. Only the information disclosed by the Procurement Director or designee at the bid opening is considered to be public information under the Freedom of Information Act, Chapter 4 of Title 30, until the notice of intent to

award is issued. Should an award not be made, bid/proposal documents are not available for public review under FOIA.

## **VIII. REQUEST FOR PROPOSAL**

Request for Proposals are issued when the District determines that competitive sealed bidding is neither practicable nor advantageous to the District. The RFP or competitive negotiation process is typically used when factors other than lowest price are either equally as important as or more important than costs; or, when there's a lack of information about what is required.

Competitive sealed proposal is a source selection method for solutions-based procurements, often with an estimated cost of \$50,000.00 or greater. Award is based on an evaluation of specified criteria, including price, and is made to the offeror whose proposal is determined to be the most advantageous to the District.

### **A. PROCEDURES**

1. A written Request for Proposals (RFP) must be issued.
2. Provide public notice of the bid by advertising in the South Carolina Business Opportunities (SCBO) or a newspaper of general statewide circulation and posting on the District website.
3. Receipt of proposals must be open to the public and held at the location, date and time as advertised and published in the RFP. Public announcement of names of vendors from which proposals are received must be made. No other information is to be disclosed at the opening.
4. Contract to be awarded to the highest ranked responsive and responsible proposer meeting the terms and specifications of the solicitation.

### **B. RESPONSIBILITIES**

1. Departments/Schools are responsible for the following during the competitive sealed bid process:
  - (a) Submit a Request for Bid/Proposal Form with details, requirements and any required specifications describing the characteristics of the goods and services requested;
  - (b) Prior to the closing date of the RFP, the Procurement Director and the Requester or designee submitting the request must develop an evaluation committee to perform evaluations of proposals received. The committee should consist of both technical and administrative personnel, and if appropriate, should include user department staff and persons from other departments. Members of this committee shall not have any financial interest in or any personal relationship with any of the proposing firms.

2. Procurement is responsible for the following during the competitive sealed proposal process:
  - (a) Prepare the RFP solicitation document based on the Request for Bid/Proposal Form and information submitted by the using department/school to assure that the process is open, equitable and fair to all potential vendors with the technical requirements being prepared separately from the costs;
  - (b) Issue the solicitation and advertise for proposals according to ACPSD Procurement Code requirements;
  - (c) Receive and secure proposals prior to date and time in the solicitation;
  - (d) Announce names of proposers only at the location, date and time specified in the solicitation;
  - (e) Reviews the proposals for responsiveness and responsibility then distributes copies to evaluation committee members following a briefing and instructions on the evaluation process.
  - (f) Procurement Director, or designee, shall act as an advisor to the Evaluation Committee.

#### C. CONFIDENTIALITY

Once proposals are publicly received, they become confidential and are not releasable to the public until a contract is awarded. Only the information disclosed by the Purchasing Director or designee at the public opening is considered to be public information under the Freedom of Information Act, Chapter 4 of Title 30, until the notice of intent to award is issued. Should an award not be made, bid/proposal documents are not available for public review under FOIA.

## IX. PURCHASE REQUISITIONS/PURCHASE ORDERS

### A. PURCHASE REQUISITIONS

Purchase requisitions are used to begin the process of buying goods and services using appropriated and non-appropriated funds. The requisition serves to inform Procurement of the needs of the department/school and to fully define the material or services requested.

### B. PURCHASE ORDERS

Purchase Orders provide written authorization for vendors to provide the goods and/or services described on the order. The product or service description, delivery conditions (if applicable), quantity, and price are all specifically listed on the order. The PO also confirms to vendors that funds have been encumbered to ensure payment after the goods or services have been received.

### C. PURCHASE REQUISITION/PURCHASE ORDER PROCEDURES

***Orders should not be placed with a vendor until a purchase order number has been issued. Failure to do this will result in an Unauthorized Procurement.***

1. Purchase Orders less than \$2,500.00: *Note: All purchases less than \$2,500.00 should confirmed "Price is fair and reasonable".*
  - (a) Check budget status to be sure sufficient funds are available.
  - (b) Enter complete requisition in CSI and have department/school administrator (or his/her designee, in their absence) approve the order. Once approved, the purchase requisition becomes the purchase order.
  - (c) Printed purchase orders will be returned to requesting Department/School. Purchase should be mailed, emailed or faxed to the vendor. Once good or service is received, the pink copy of the purchase order is signed and sent to Accounts Payable for payment; retain a copy for your files. ***Note: if purchase order is faxed to the vendor, do not duplicate the order by mailing a copy of the PO.***
  - (d) File a copy of the signed purchase order, along with all supporting documents. These files are subject to review and audit.
  - (e) CSI purchase order approval and related assignment of a purchase order number is representative of the Administrator's approval and acceptance of compliance responsibility.
2. Purchase Orders from \$2,500.01 - \$15,000.00:
  - (a) Check budget to see if sufficient funds are available.
  - (b) Each department/school is responsible for obtaining three (3) written

bids/solicitations, if required. Procurements that do not require competitive bids/solicitations must fall within one of the following categories: State Contract, District Contract, and Exemptions.

- (c) The purchase requisition is to be entered into the CSI accounting system through remote entry.
  - (d) Send copies of the written quotations/bids on vendor letterhead, along with the purchase requisition number, to Procurement for approval.
  - (e) The requisition will be reviewed for accuracy, availability of funds, contract number, etc. by Procurement. Upon approval of the requisition, Procurement will print the purchase order and forward a copy to the department/school.
3. Purchase Orders in excess of \$15,000.00:
- (a) Check to see if sufficient funds are available.
  - (b) Upload any supporting documentation and specifications (contracts,etc).
  - (c) Once the competitive bids process is complete, the Procurement Director, or designee, will review the bids/proposals received to determine the lowest responsive and responsible bidder (or highest ranked proposer when RFP process is used) and will notify the buying department/school. Once an award is made and posted according to Procurement Code requirements, the purchase requisition will be entered into the accounting system by Purchasing. The PO will be printed and signed by the Procurement Director or his/her designee and copies distributed as needed. A copy of the PO and all supporting documents must be maintained in the Procurement file for audit.
4. Orders in excess of \$10,000.00 **NOT** requiring competitive bids (*i.e., State Contracts, District Contracts, Emergencies – except when bids are deemed appropriate, Sole Source and Exemptions*):
- (a) The purchase requisition is to be entered into the CSI accounting system through remote entry. If approved, Purchasing will print the purchase order, sign and distribute copies to vendor, using department/school, and Accounts Payable.

#### D. BLANKET PURCHASE AGREEMENT

A blanket purchase agreement is a simplified method of filling anticipated repetitive needs for small quantities of supplies or services. Blanket agreements are not to be used to purchase equipment items. The agreement will cover a stipulated time period up to an aggregate amount. This method of procurement reduces costs in accomplishing small purchases by

eliminating the need for individual purchase orders. Blanket purchase agreements shall include the following information:

1. Name of vendor/contractor
2. Order number
3. Description of supplies or services furnished
4. Aggregate amount of order
5. Not to exceed total amount per order
6. Persons authorized to request supplies/services against the agreement

#### E. PURCHASE ORDER EXEMPTIONS

The following items/services are exempt from District Procurement and do not require a District purchase order:

- Travel Reimbursements
- Payments for use of activity buses
- Postage/Shipping and Post Office Box Rental
- Utility Bills (*telephone, gas, electric, water*)
- Periodic payments for contracted equipment and/or services (*i.e., service contracts on copiers and other equipment, etc.*)
- Dues and Subscription renewals
- Workshop/Conference registrations fees
- Field Trips
- Athletic Contests/Payments
- Fuel
- Automobile tags/titles & any other DMV requirements
- Legal Advertisements/Personnel Ads
- Books/copyrighted educational materials purchased at conferences and workshops
- Food/materials for Staff Development, In-Service, and Public, Community, and Professional Events
- Food service invoices, a spreadsheet showing the breakdown of all charges will be attached to actual invoice and forwarded to Accounts Payable for payment.
- Small Dollar Purchases (\$2,500.00 or less) made with a District Procurement Card



## F. REQUISITION DO'S AND DON'TS

### DO:

- Provide as much information as possible.
- Provide a description of function, performance, or technical characteristics, as appropriate.
- Obtain appropriate Purchasing Director approval before submitting request, if necessary.
- Contact Technology Department for assistance/advice on all technology purchases.
- Contact Operations for assistance/advice on building/grounds purchases.
- Contact Procurement Services for assistance.
- Ensure that Administrators approve order requests/requisitions prior to issuing a PO.
- Communicate the importance of your request (*i.e., grant funds, impact on instructional process, etc.*).

### DON'T:

- Divide requirements to fall under the competitive threshold (\$2,500.00).
- Copy specifications verbatim from a vendor's publication.
- Provide any information to any potential vendor during the bidding process.
- Authorize any vendor(s) to proceed without a valid purchase order.
- Obtain goods or services without a valid purchase order.

## G. PROCUREMENT PLANNING

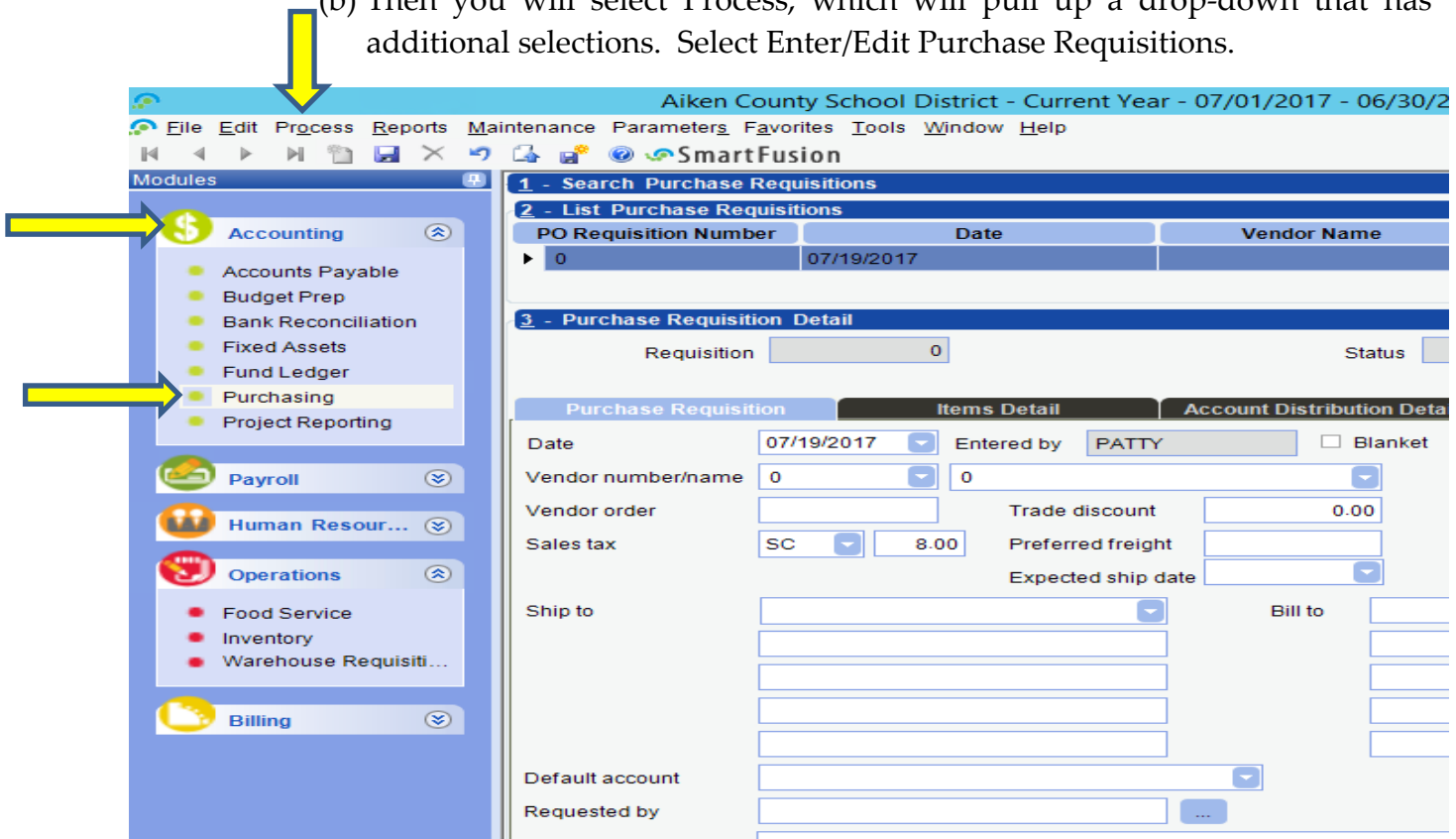
Proper planning is an essential element of good procurement. The primary mission of the procurement function is to provide goods and/or services for departments/schools in the proper quantity, of the proper quality, at the right time and place needed, and at the lowest possible costs. It is therefore imperative that customers thoroughly plan for their needs. Determining in advance what is needed, how much, where, and when will assist Procurement Services in effectively and efficiently satisfying customer needs while obtaining quality products and services.

## H. PURCHASE ORDER PROCEDURES IN CSI

1. Creating a Purchase Order in Smart Fusion: To enter a new purchase requisition in Smart Fusion you will need to make the following selections:

(a) Click Systems and scroll down to select Purchasing.

(b) Then you will select Process, which will pull up a drop-down that has additional selections. Select Enter/Edit Purchase Requisitions.



(c) You will make the following selections in the Enter/Edit Purchase Requisition screens:

- (1) Click on the “New” icon located on the toolbar at the top of the screen (looks like a clean piece of paper with the top right corner folded down). The Enter/Edit Purchase Requisition screen will appear. *(see next page for screen shot)*
- (2) Tab to the Vendor field & select the Vendor, either by number, if known, or by typing in a portion of, or, the entire name.
- (3) Tab to Ship to and enter your appropriate location number.
- (4) Enter the name of the person requesting the purchase.
- (5) The bid information sections are used for internal purposes only. Any text here will not print on the PO. You can list any bid/quote information you want the Procurement Department to see. (this information can also be entered in the expandable note field under the Items Detail tab – right click in this field and choose zoom edit to enlarge the area)

- (6) In the Note field, include where you want the PO to go (i.e. send pink and white to school/department). All information in this section will print on the PO.
- (7) Click on the Items Detail Tab (black tab in the middle). This is where you will enter your items to be ordered.

The screenshot shows the SmartFusion Purchasing interface for Aiken County School District. The left sidebar contains a 'Modules' list with 'Accounting' selected. The main window is titled 'Purchase Requisitions - Enter/Edit'. It has three tabs: '1 - Search Purchase Requisitions', '2 - List Purchase Requisitions', and '3 - Purchase Requisition Detail'. The '3 - Purchase Requisition Detail' tab is active, showing a form for entering requisition details. Yellow arrows point to the 'Accounting' module, the 'Requisition' number field (value 0), the 'Items Detail' tab, the 'Ship to' field, and the 'Note' field. The 'Note' field contains the text: '1) ... 2) ... 3) ...'. The 'Status' is 'Blanket' and the 'Total' is '\$0.00'. The 'PO Template' is '<F11>'. The 'Cancel PO Req' button is visible. The 'Print on PO' checkbox is unchecked. The 'Sole source', 'Emergency procurement', and 'State contract' checkboxes are also unchecked. The 'Form took 12.593673seconds to load.' message is at the bottom left, and 'ACS-SECON 10' is at the bottom right.

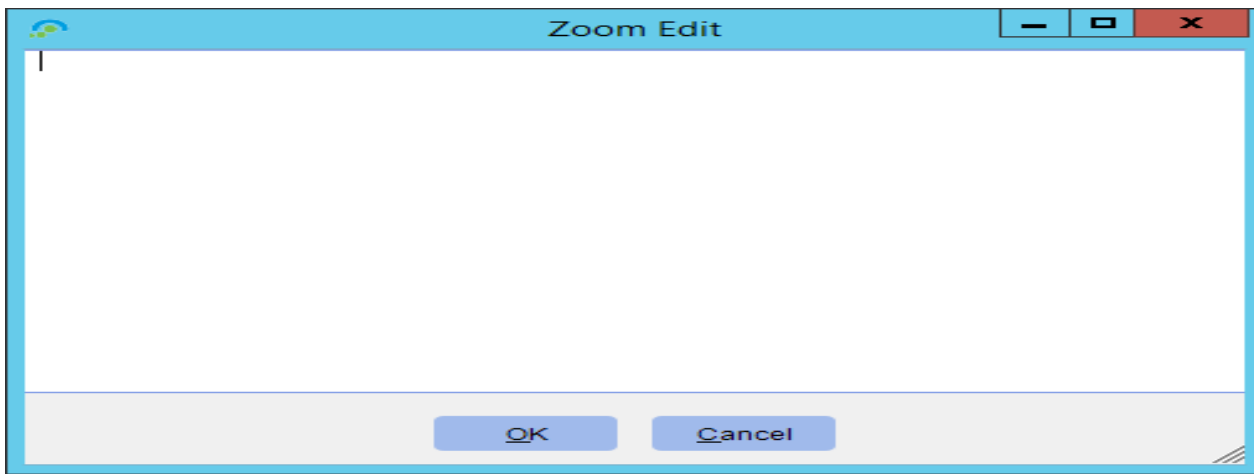
Form took 12.593673seconds to load.

ACS-SECON 10

The screenshot shows the SmartFusion Purchasing - Enter/Edit interface. The interface is divided into several sections:

- Search Purchase Requisitions:** Fields for Beginning req number, Ending req number, Status, Beginning user ID, Ending user ID, Beginning vendor name, Ending vendor name, and Name contains.
- List Purchase Requisitions:** A table with columns: PO Req Number, Date, Vendor Name, Ship To, Description, Amount, and Emergency Procurement.
- Purchase Requisition Detail:** Fields for Requisition, Status, Total, and a Print Req button.
- Items Detail:** A table with columns: Inv. Item, Vendor Item, Qty., U/M, Description, Note, Item Price, Tax, Disc, Rec, Code, and Ext. Price. Yellow arrows point to the Vendor Item, Qty., U/M, Description, Note, and Item Price fields.

- (8) Click on the + sign to enter your first line item. Tab to the vendor item field. The Vendor item field is limited to the number of characters it will allow and should only be used for vendor part numbers.
- (9) Tab to the quantity Field. You must always enter a quantity in this field in order for the line to print on the PO.
- (10) Tab to U/M and enter the unit of measure (i.e. EA (each), PK (pkg), etc.)
- (11) Tab to Description field and enter a BREIF description of the item or service requested. The Description Field is also limited in the number of characters it will allow you to enter so it should be used for brief description of item.
- (12) Tab to the Note Field. This filed is unlimited in the number of characters you can enter. This should be used for a detailed description. ***The note field must satisfy audit requirements. This filed is unlimited in the number of characters it will allow you to enter so it should be used for a complete description of what you are ordering.*** To expand the Note Field, you will right click or click the 3 black dots beside the txt box and a box with Zoom will pop up. Click on Zoom and it will open a large box that you can type in. When you finish click OK



- (13) Tab to Item Price and enter the unit price of the item or service.
- (14) Enter until the total price appears in the extended price field.
- (15) Enter again to add an additional line item or you can just click on the + sign. ***Only if adding additional line items.***
- (16) If you have a Bid # or State Contract # it should be entered in the note field beside a line item and not on a separate line.
- (17) When this screen is complete, click on the Account Distribution Detail Tab. Click + and enter across to Account. Enter the account # and then enter across line.

 A screenshot of the SmartFusion software interface for 'Aiken County School District - Current Year - 07/01/2017 - 06/30/2018 - Purchasing - PATTY - [Purchase Requisitions - Enter/Edit]'. The interface includes a menu bar (File, Edit, Process, Reports, Maintenance, Parameters, Favorites, Tools, Window, Help) and a left-hand 'Modules' sidebar with categories like Accounting, Payroll, Human Resources, Operations, and Billing. The main window is divided into several sections:
 

- 1 - Search Purchase Requisitions:** Contains search criteria like 'Beginning requisition number', 'Ending requisition number', 'Beginning user id', 'Ending user id', and 'Status'. There are 'Search' and 'Reset' buttons.
- 2 - List Purchase Requisitions:** A table with columns: PO Requisition Number, Date, Vendor Name, Ship To, Description, Amount, and Emergency Procurement. It shows one entry with PO Requisition Number 0, Date 07/19/2017, Vendor Name PYRAMID SCHOOL PRODU, Ship To 034, Description PURCHASING DEPT., and Amount \$0.00.
- 3 - Purchase Requisition Detail:** Shows details for Requisition 0, Status, and Total \$0.00.
- Account Distribution Detail:** A sub-section with tabs for 'Purchase Requisition', 'Items Detail', 'Account Distribution Detail', and 'Documents'. It contains a table with columns: Code, Account, Description, Percent, and Amount. A yellow arrow points to the '+' icon in the top left of this table. Another yellow arrow points to the 'Description' column header.

 At the bottom right, there is a 'Total \$0.00' label and a 'Close' button. The status bar at the very bottom shows 'ALB SFRQI SMARTFUSION CSI 7/19/2017 5:10 PM'.

- (18) If you are charging this to more than one account # you will enter the dollar amount for the first account on the first line and click + and enter

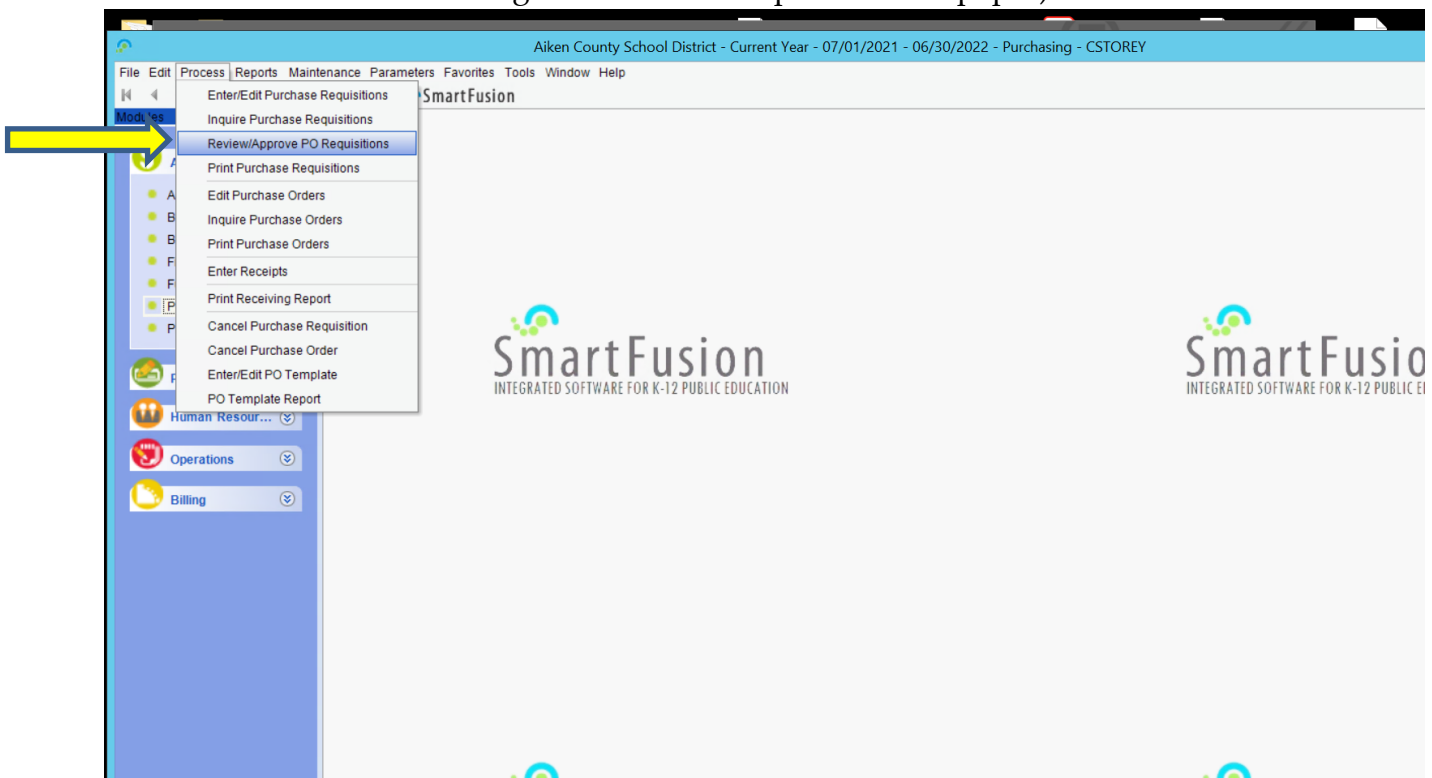
the second account #, then enter across. It will automatically put the remaining portion of money to be charged to second account. Continue this same process if you have more than two accounts to be charged.

- (19) Click save icon on the tool bar (floppy disk) and the purchase requisition is complete.
- (20) To enter a new requisition without exiting the enter/edit screen, click the "Finish" icon (floppy disk with flower) on the tool bar. A new requisition screen will appear, with a new requisition number. Once all requisitions have been entered and you are ready to exit the Enter/Edit screen, click on save.

2. Reviewing and Approving a Purchase Requisition in Smart Fusion: To approve a purchase requisition in Smart Fusion you will need to make the following selections:

(a) Click Process, which will pull up a drop down that has additional selections. Select Review/Approve P.O. Requisitions.

(a) To see all requisitions that have been entered, click the search box on the top far right of the screen. All unapproved requisitions will appear. Review the information in each field of the Purchase Requisition and if correct, click the single requisition "Approval" button on the top left hand of the Review/Approve PO Requisition screen (the first button with the green ✓ over one sheet of paper). If all requisitions are ok to approve click the Approve All "Approval" button at the top left (icon with green ✓ over multiple sheets of paper).



Modules

- Accounting
  - Accounts Payable
  - Budget Prep
  - Bank Reconciliation
  - Fixed Assets
  - Fund Ledger
  - Purchasing
  - Project Reporting
- Payroll
- Human Resour...
- Operations
- Billing

Review/Approve Purchase Requisitions

1 - Search Purchase Requisitions

Beginning req number  Ending req number  Status   
 Beginning user ID  Ending user ID   
 Beginning vendor name  Ending vendor name   
 Name contains

2 - List Purchase Requisitions

PO Number	PO Req Number	Date	Vendor Name	Ship To	Description	Amount	Emergency Procurement
-----------	---------------	------	-------------	---------	-------------	--------	-----------------------

3 - Purchase Requisition Detail

Approve Single  PO number  Total

Approve All

(b) Once you have approved the Purchase Requisition(s), a box will appear on the screen indicating that the system has assigned a Purchase Order Number to the Purchase Requisition(s). The assigned number(s) will serve as the actual Purchase Order Number(s) to be used with vendors.



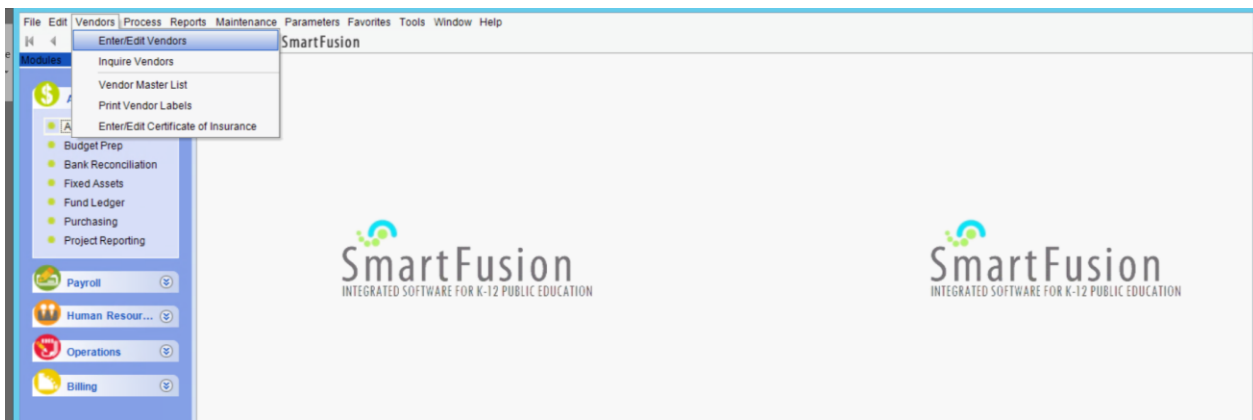
- (b) Once you have approved the Purchase Requisition(s), a box will appear on the screen indicating that the system has assigned a Purchase Order Number to the Purchase Requisition(s). The assigned number(s) will serve as the actual Purchase Order Number(s) to be used with vendors. If multiple Purchase Requisitions are approved, the assigned Purchase Order numbers can be obtained by clicking on the list tab.

## X. VENDORS

### A. VENDOR INQUIRY IN CSI

Prior to entering a purchase requisition into the CSI accounting system, a client has the ability to perform an inquiry for a specific vendor. Vendor inquiry procedures in CSI are as follows:

- (1) Systems
- (2) Accounting
- (3) Accounts Payable
- (4) Vendors
- (5) Inquire Vendors
  - a. **Beginning and ending Alpha Sort** Type in the first several letters of the vendor you are inquiring and click search or
  - b. **Name Contains** Type in any part of the vendor name and hit search (less is more), i.e. If the vendor's name is Bradley Plumbing & Heating, but you are not sure how it is listed just type Bradley and a list will generate that includes every vendor that has Bradley in the name.



1 - Search Vendors			
Beginning alpha sort	<input type="text"/>	Beginning vendor number	<input type="text"/>
Ending alpha sort	<input type="text"/>	Ending vendor number	<input type="text"/>
Beginning name	<input type="text"/>	Tax ID	<input type="text"/>
Ending name	<input type="text"/>	Address contains	<input type="text"/>
Status	Active <input type="button" value="v"/>	Name contains	bradley <input type="text"/>

2 - List Vendors		
Alpha Sort	Vendor #	Name
BRADLEY	34428	ALEC BRADLEY JR.
BradleyAs	42960	Bradley, Ashley M
BRADLEY	41784	Bradley, Ashley
BRADLEY	37893	Bradley, Bonnie
BRADLEY	40912	Bradley, Brianna
BradleyDa	46108	Bradley, Da'Mon L
BradleyFra	41750	Bradley, Frances C
BradleyJo	20190	Bradley, John Benjamin
BRADLEY	22026	John W Bradley
BradleyLe	35795	Leslie Y Bradley
BRADLEY	31534	BRADLEY, LINDA P
BRADLEY	46318	Bradley Malm
BRADLEY	31827	MELINDA BRADLEY
BradleyMe	42562	Bradley, Melinda M
BRADLEY	01792	Bradley Plumbing & Heating Inc

## B. NEW VENDOR REQUESTS

Prior to Purchase Orders being issued or payments being issued to a vendor in the District's accounting system, the vendor must be entered into the vendor database.

### 1. PROCEDURES

- (c) Client performs vendor inquiry in accounting software database.
- (d) If vendor is already in database, client enters requisition into system.
- (e) If vendor is not in system, client requests a completed W-9 form from vendor seeking to conduct business with. Client should also request the vendor complete a Vendor Registration Form.
- (f) Completed W-9 request and information should be sent to Procurement department for entry into the accounting software database. Notification will be sent to the client once vendor has been entered into database.

## **XI. ACCEPTANCE OF GOODS AND SERVICES**

The Uniform Commercial Code states, "The Buyer has the right before payment or acceptance to inspect goods at any reasonable place or time."

Departments/Schools of the District are delegated the authority and responsibility to inspect and accept goods and services on behalf of the District. It is imperative that the individuals exercising this responsibility assure that the quality and quantity received are the same as called for in the contract or purchase order. Goods and services must be delivered on time, as specified and in the proper quantity and quality.

### **A. INSPECTION OF GOODS**

1. Verify quantity of packages delivered against PO. Inspect all containers and packages for external damage. Any unusual discrepancies, "rattles" or signs of leakage should be noted prior to signing the freight bill.
2. Do not accept overage of a shipment unless the purchase order allows acceptance of a specified overage.
3. If external damage is noted, the package should be opened immediately and the driver/deliverer along with the receiver should make a joint examination of the contents.
4. A full, detailed report of the examination should be endorsed on the carrier's delivery ticket as well as the department/school copy. Carrier should sign the department/school copy.
5. Once merchandise is signed for, the carrier's liability has technically ended, unless concealed damage is discovered within a reasonable time (usually within 10 days of delivery).
6. Inspect the labels to ensure the merchandise is being delivered to the proper location.
7. *Within three (3) days*, inspect the contents for concealed damage.
8. Verify the packing slip with the delivery. Note date the supplies/services were received and sign the packing slip.
9. Inspect the goods for compliance with the purchase order. Note any changes in quantity received and/or any information relating to damage or rejection on a valid copy of the PO.
10. Move shipment to proper location from the receiving area as soon as possible and protect packages from weather and improper storage and handling procedures.

## **XII. PAYMENT METHODS**

### **A. PURCHASE ORDERS**

The Accounts Payable Department is responsible for processing payments. This task is accomplished by matching Purchase Orders, vendor invoices, and receiving reports. If all three documents match within established tolerances, payment is made. If mismatches occur, accounts payable must research and resolve the mismatch before processing the payment.

### **B. PROCUREMENT CARDS**

ACPSD Procurement Cards are issued through Procurement Services and is a credit card used to provide an additional mechanism for enabling employees to acquire needed materials and services. All cardholders and bookkeepers/secretaries are provided training, as well as written guidelines and procedures, for use of a District procurement card.

The Procurement Card is a simplified and cost-effective method of purchasing and remitting payment for approved departmental/school expenditures under \$2,500.00. The Procurement Card can be used for retail purchases as well as mail, telephone, fax or internet orders. For proper Procurement Card procedures, see ACPSD's Procurement Card Policies and Procedures. Procurement Cards are issued at the request of a District Administrator.

### **C. CHECK REQUEST FORMS**

A "Request for Contracted Services" form is to be used for any persons doing a service for the District (these are typically 1099 vendors). This form should be filled out completely, attach the invoice and send to Accounts Payable.

Check Requests are used for any invoices that have been received without the issuance of an authorized purchase order. These type payments may or may not constitute an Unauthorized Procurement. (Purchase orders should be issued in lieu of using this form when possible)

### **XIII. VENDOR PERFORMANCE**

All contracts and POs contain vendor performance requirements. These requirements typically include price, quantity, quality, delivery location, and delivery date. An important part of the procurement cycle is to ensure that the vendor's performance is consistent with the requirements.

Assuring proper performance by vendors requires open communication and cooperation between departments/schools and Procurement Services. Timely action on the part of the department/school and Procurement is a prerequisite for enforcing the terms of a purchase order and contracts.

#### **A. VENDOR RELATIONS**

Departments/Schools shall not extend favoritism to any vendor. Each order shall be placed on the basis of quality, price, and delivery, with past service being a factor if all other considerations are equal.

No employee shall endorse any product of any type or kind in a manner that will identify him in any an employee of the District.

#### **B. VENDOR GRIEVANCES**

Any bidder or offeror may protest the award or decision to award a District bid/contract, by submitting a letter of protest in accordance with Article 17, Section 4210 of the ACPSD Procurement Code.

#### **C. VENDOR DISBARMENT**

Vendors may be debarred or suspended from submitting bids to the District in accordance with Article 17, Section 4220 of the District's Procurement Code.

#### **D. NON-COMPLIANCE**

Failure by vendors to deliver on time, in the proper quantities, or to meet specifications is serious discrepancies that must be handled in a prompt, uniform and fair manner.

When a non-compliant circumstance becomes apparent, the department/school should promptly contact the vendor to request correction to the situation.

If vendor continues to be non-compliant after the initial contact, Procurement shall be notified and provided complete background information and details surrounding the non-compliance issue. Upon receipt of the information, Procurement will take the appropriate steps to ensure the problem is cured and maintain vendor concerns on file.

#### **XIV. COOPERATIVE PURCHASING**

Cooperative Purchasing is a process by which two or more jurisdictions cooperate to purchase items from the same vendor, under one contract. The form of Procurement has the benefits of reducing administrative costs, eliminating duplication of effort, lowering prices, sharing information and taking advantage of expertise and information that may be available in only one of the jurisdictions.

The Procurement Director shall have the authority to join with other School Districts, the State of South Carolina, or other governmental entities in cooperative purchasing efforts when it is in the best interest of the District.

#### **XV. DISPOSITION OF SURPLUS PROPERTY**

The final step in the Procurement cycle is the disposition of surplus property – all District-owned supplies and equipment, not in actual public use, with remaining useful life and available for disposal.

##### **A. PROCEDURES**

District property may be declared surplus by the Procurement Director when it is deemed unusable for District purposes, is obsolete, or the costs to repair or to refurbish the property in order to return it to public use would exceed the value of like used equipment with remaining useful life.

Surplus property must be listed on online Surplus Disposal form. Once form is approved, surplus property will be picked up by the Maintenance Department.

##### **HAZARDOUS MATERIALS**

There are strict State and Federal requirements for the disposal of hazardous materials. Departments/Schools which generate hazardous materials shall work with the Procurement Department to determine proper disposal method.