

How To Do Business Seminar

Friday, January 28, 2022

Presented by: Financial Services Division
Purchasing Department



Agenda

- Welcome and Opening Remarks
- About Henry County Schools (HCS)
- Board Purchasing Policy: DJE
- Purchasing Ethics and Process
- Vendor Registration and E-Verify
- Key Take-aways
- Current/Future Opportunities
- Questions and Answers



2021 Henry County Board of Education

Mrs. Sophe Pope | Mrs. Annette Edwards | Mrs. Holly Cobb | Dr. Mary Elizabeth Davis | Mr. Makenzie McDaniel | Dr. Pam Nutt
District 4 District 5 District 3 Superintendent District 2 District 1

43,000 served by **6,000+** across **50** **SCHOOLS**
STUDENTS **EMPLOYEES** **3** **PROGRAMS**



HENRY COUNTY SCHOOLS

and our COMMUNITY share

A VISION TO

ensure a
**high-quality,
world-class**
education for
every student.

and a singular

MISSION TO

empower all students with
**exceptional
opportunities**
and **access**
that lead to
success

in a global society.



Unified Governance

An system for educating, led by the Henry County Board of Education



A COMPASS FOR THE FUTURE

CORE BELIEFS | We believe

Each student can learn at or above grade level and will have an equal opportunity to do so

Family and community involvement is critical to student success

All learning environments should be supportive, safe, and secure

Effective teachers, leaders, and staff, produce excellent results

STRATEGIC ACTIONS | To advance

And accelerate learning opportunities and experiences for students

And support effective school leaders and teachers

Community and stakeholder engagement so that all students, families and employees feel welcomed and valued

Student and employee health, wellness, and support structures

A high-performing operational culture

Community-Inspired 2021-2026 Strategic Plan
Developed by the Henry County Board of Education

CORE POLICIES | BAB, IAB, and IB, call for

An Aligned System of Teaching & Learning

A System of Accountability

A Framework for Continuous Improvement

A Plan to Advance Opportunities, Access, and Outcomes

PRIORITY OUTCOMES | Every student will be

Ready for kindergarten

Ready to read and write at or above grade level each year with a curriculum rich literature and world languages

Ready for success in advanced coursework at every grade level

Ready for life with strong soft skills, personal health, and well-being

Ready for college, career and post-secondary successes with industry certifications, competitive test scores and scholarship awards

In Pursuit of *Exceptional*



Financial Services – Purchasing Team

Shanika Clay, Chief Financial Officer

Roxanne Harkcom, Executive Director - Financial Services

Teresa Adams, Purchasing Supervisor

Lynn Lewis, Purchasing Lead

Pam Prator, Purchasing Assistant

Paula Watkins, Purchasing Assistant

HCS's Board Policy DJE: Purchasing

Note: Henry County Schools' Purchasing is governed by Board Policy - DJE

The screenshot shows the Henry County Schools website. The header includes the logo and navigation links for Parents, Students, and Community. A main navigation bar contains links for Home, About Henry, Learning in Henry, Registration, Careers, Contact Us, and Esser. The 'Board Policies' section is active, listing 'Board Policy Information'. A text block explains the governing body and provides a link to the Board Policy Manual. Below this is a table with columns for Code and Title. The entry 'DJE Purchasing' is visible in the table.

Code	Title
DJE	<u>Purchasing</u>

Scroll down to:

Purchasing Ethics

Purchasing Ethics - Specifically, the District makes purchases that are consistent with the purchasing principles of:

- Acceptable quality and best fit;
- Transparency in use of public funds;
- Protection against conflict of interest;
- Maximization of competition;
- Equal and fair competition; and
- Legal/regulatory compliance.

Purchasing Methods

- ✓ Purchase Order (Items, Descriptions, Quantities, Pricing, etc.)
Most common method of purchasing goods
- ✓ Awarded Service Contract (Services, Deliverables, Schedules, and Pricing, etc.)
Most common method for purchasing services

Purchasing - Solicitations

- ✓ **Informal Solicitation (Quotes):**

Purchases under \$50,000 and not under contract are facilitated at the **school/department level**

This process involves obtaining one or more quotes.

- ✓ **Formal Solicitation (Advertised to the Public):**

Purchasing \$50,000 and above and not under contract are facilitated by the **Purchasing Department**

Advertise via: HCS website, HCS's solicitation platform (Powered by Bonfire), and GPR when appropriate

HCS Website – Public Notices



Scroll down to:

FOR PUBLIC REVIEW
Comments Welcome!

VIEW SOLICITATIONS

HOW TO DO BUSINESS
with Henry County Schools

HCS IS AN Equal Opportunity Employer **EEO**

HCS Website

Purchasing

- Overview
- Staff
- Solicitations

VIEW SOLICITATIONS



Our Mission

To acquire goods and services for Henry County Schools under the applicable rules, policies, and laws promulgated by the Henry County Board of Education, the State of Georgia, and the Federal Government, while meeting customer requirements for timeliness, quality, and economy.

Henry County Schools Vendor Registration [link](#) powered by Bonfire.
When registering as a vendor or submitting a bid [click here](#) for assistance.

Current Solicitations

Open and past solicitations can be viewed on the HCS Solicitation platform. The table below summarizes all active solicitations by department.

Issuing Department	Solicitation Type	Title	Status	Due Date & Time	Link
Operations	RFQ	Solid Waste Disposal	Open	February 11, 2022 at 5:00pm	Invitation to Bid

HCS Solicitation Portal powered by Bonfire

Note: Current and past opportunities are viewable on our Solicitation Portal

Procurement Portal
Henry County Schools

[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

Search

Status ▲	Ref. #	Project	Close Date	Days Left	Action
OPEN	RFQ-2022-SPLOST_IV-323-0118	Playground Equipment Phase I	Jan 18th 2022, 5:00 PM EST	5	View Opportunity

[Technical Support](#) [Portal Security](#) [Terms of Service](#) [Privacy Policy](#)

Powered by **Bonfire**

Types of HCS's Vendors

- ✓ **Registered Vendors – have registered in HCS's Vendor Registration Platform to receive solicitation notifications**
- ✓ **Awarded Vendors – have been selected to provide goods and/or services to HCS under a vendor agreement and/or purchase order, and will be assigned a vendor number post validation of required documentation**

New

HCS Vendor Registration powered by Bonfire



Procurement Portal Henry County Schools

[Log in](#) [Open Public Opportunities](#) [Past Public Opportunities](#)

[Register as a Vendor](#)

Organization Name

First Name

Email

[Create account »](#)

[Need Help?](#)
[Contact Bonfire Support here »](#)



Note: Submitting your email launches a verification process for registration. Additional action is required.

HCS Vendor Registration powered by Bonfire

Registration

In addition to creating your account, you need to provide the following information. Please complete all of the steps below.

✔ Step 1: Account Confirmation

✘ Step 2: Account Information

✘ Step 3: Documentation

✔ Step 4: Commodity Codes

✘ Registration Complete

Your account with the email address lynndlewis255@gmail.com has been confirmed!

You accepted the [Privacy Policy](#) and [Terms of Service](#) on Dec 20, 2021.

[Continue to Step 2: Account Information »](#)

Enter [Commodity Codes](#) to receive targeted solicitation notifications. There is a “key word” search function available within the platform.

HCS Vendor Registration powered by Bonfire









✔ Step 2: Account Information

✘ Step 3: Documentation

✔ Step 4: Commodity Codes

✘ Registration Complete

Click 'Upload File...' to select a file to upload. You must upload at least 1 (one) file (Maximum file size is 1000MB) for each document slot that has a green Required badge **REQUIRED**.

	W-9 REQUIRED File Type: PDF		Upload File...
▶ 0 files uploaded			
	Certificate of Insurance OPTIONAL File Type: PDF		Upload File...
▶ 0 files uploaded			
	Affidavit of Exception OPTIONAL File Type: PDF		Upload File...
▶ 0 files uploaded			
	Contractor affidavit OPTIONAL File Type: PDF		Upload File...
▶ 0 files uploaded			

Awarded Vendors: Minimum Required Documents

Form **W-9**
 (Rev. October 2018)
 Department of the Treasury
 Internal Revenue Service

Request for Taxpayer Identification Number and Certification

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Give Form to the requester. Do not send to the IRS.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____

Other (see instructions) ▶ _____

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - _____

or

Employer identification number

____ - _____

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and

**Henry County Schools
E-Verify Forms**

As a public entity and is subject to the requirements of O.C.G.A. §13-10-91 - SECURITY COMPLIANCE:

sub-contractor affidavit where applicable) must be submitted by vendors who will be. The affidavit(s) provided will be unique to your specific business structure. The correct affidavit(s) is below:

Notarized and include a valid Federal Work Authorization User Identification Number to be between 4-6 digits.

Employees:
Affidavit of NO EMPLOYEES – Form on Page 4.
 I am not providing a physical performance of service and have NO employees and will not use subcontracted workers to complete obligations under a service arrangement with Henry County Schools. I must provide a notarized affidavit and must include a legible copy of the individual's

Employees:
Subcontractor Affidavit under O.C.G.A. § 13-10-91(b)(1) – Form on Page 5.
 I am providing a physical performance of service and has one or more employees.

Subcontractors:
Subcontractor Affidavit of Compliance under O.C.G.A. & 13-10-91(b)(3) - Form on Page 6.
 I am providing a physical performance of service.

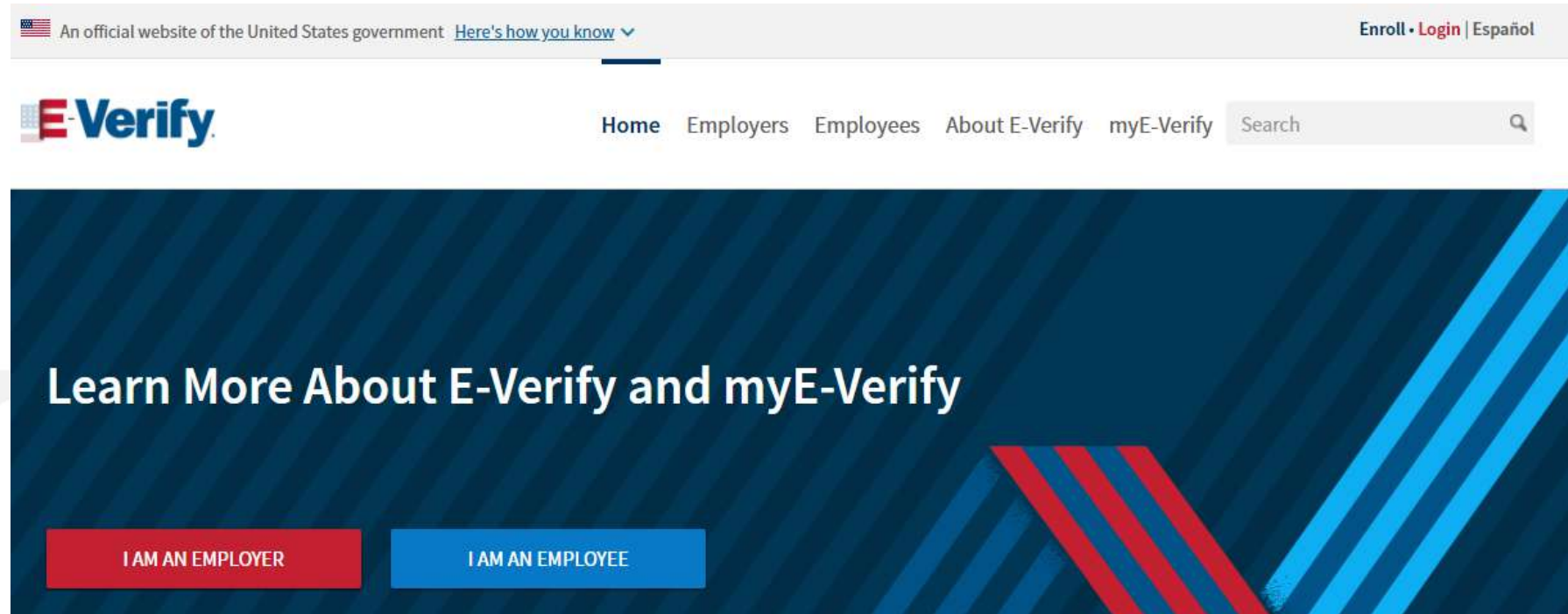
Must be completed by any sub-subcontractor who is providing a physical performance of service.

For more information on the Georgia Security and Immigration Compliance Act, please visit the Frequently Asked Questions page of the Georgia Department of Audits and Accounts website: <http://www.audits.ga.gov>.
 For more information on E-Verify, please visit <http://www.uscis.gov>.



Georgia E-Verify Law: Requirements

Note: Vendors seeking to provide services to a public employer – such as Henry County Schools – must comply with E-Verify and register on the E-Verify site



The screenshot shows the E-Verify website homepage. At the top, there is a header with the text "An official website of the United States government" and a link "Here's how you know". On the right side of the header, there are links for "Enroll", "Login", and "Español". Below the header is the E-Verify logo and a navigation menu with links for "Home", "Employers", "Employees", "About E-Verify", and "myE-Verify". A search bar is also present. The main content area features a dark blue background with diagonal stripes and the text "Learn More About E-Verify and myE-Verify". At the bottom of this area, there are two buttons: a red button labeled "I AM AN EMPLOYER" and a blue button labeled "I AM AN EMPLOYEE".

Georgia E-Verify Law

Georgia law O.C.G.A.....

According to Georgia law (OCGA §13-10-91), before the city or county can contract with a business for the physical performance of services (as that term is defined in OCGA §13-10-90), the contractor must submit an affidavit that they have registered for and use E-Verify. The ONLY exception to this is if you are working with a contractor with no employees and no intent to hire employees. In this case, instead of the affidavit, they must provide you with their driver's license (and a driver's license is only acceptable IF it is issued by a state that verifies lawful immigration status prior to issuance).

Excerpt from Georgia's Department of Audit Guidance on E-Verify

Awarded Vendors: Other Minimum Requirements



Note: an active registration with the Secretary of State of Georgia is an expectation to become an awarded vendor

GEORGIA SECRETARY OF STATE
BRAD RAFFENSPERGER

GEORGIA
CORPORATIONS DIVISION

ONE CLICK
ANNUAL REGISTRATION WITH NO
CHANGES
(NO LOGIN REQUIRED)

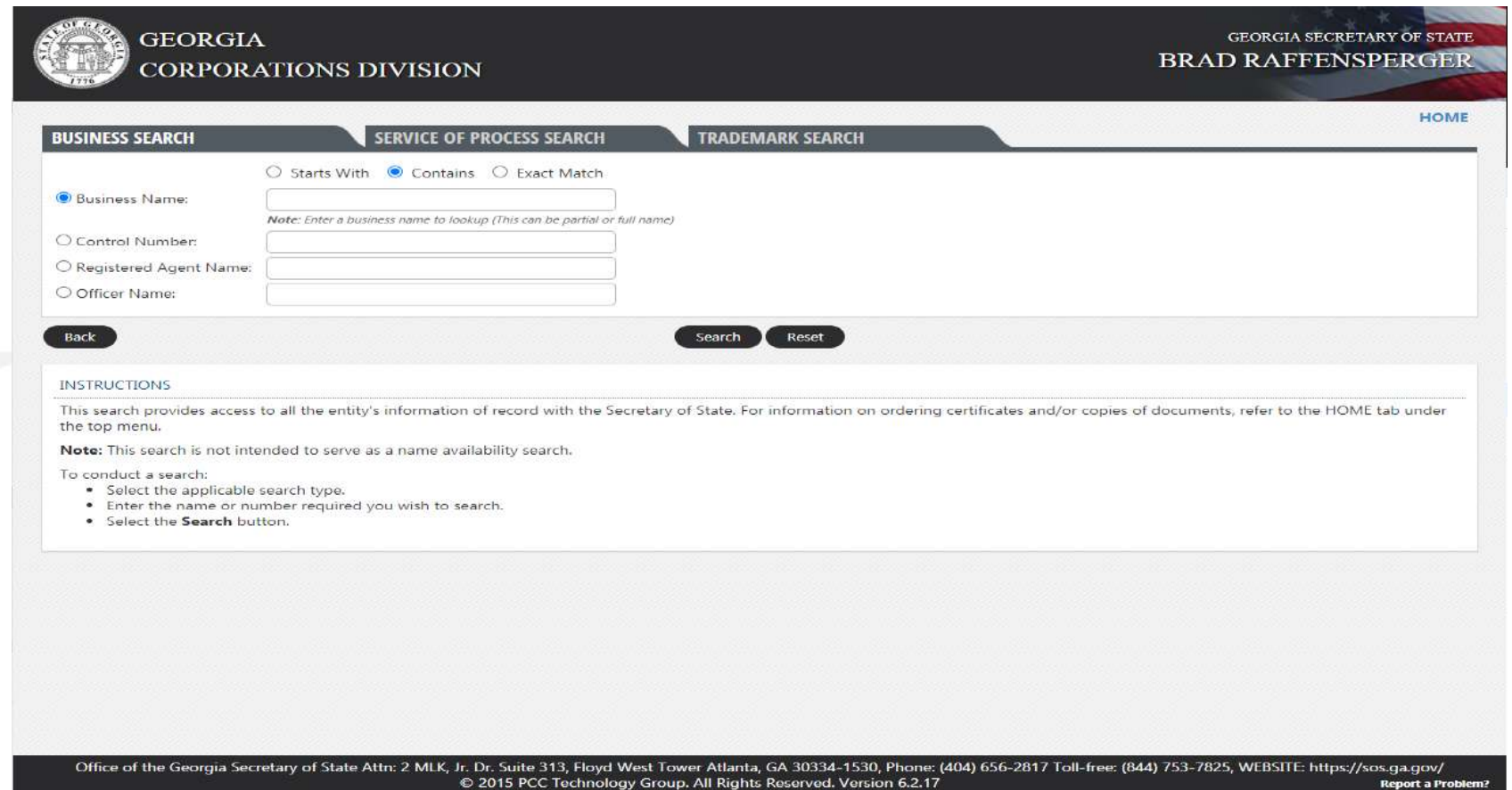
ANNUAL REGISTRATION
WITH CHANGES
(LOGIN REQUIRED)

Business Search Online Services Certificate of Existence Print Annual Registration Form

Useful Links Online Payment Download Mobile App Contact Us

Awarded Vendors: Other Minimum Requirements

Note: The Purchasing team will conduct a review of the Secretary of State's website as a part of vendor set-up practices



The screenshot displays the Georgia Corporations Division website. At the top left is the state seal and the text "GEORGIA CORPORATIONS DIVISION". At the top right is "GEORGIA SECRETARY OF STATE BRAD RAFFENSPERGER" and a "HOME" link. The main content area has three tabs: "BUSINESS SEARCH" (selected), "SERVICE OF PROCESS SEARCH", and "TRADEMARK SEARCH". Under "BUSINESS SEARCH", there are radio buttons for "Starts With", "Contains" (selected), and "Exact Match". Below these are input fields for "Business Name", "Control Number", "Registered Agent Name", and "Officer Name". A "Note" states: "Enter a business name to lookup (This can be partial or full name)". At the bottom of the search area are "Back", "Search", and "Reset" buttons. Below the search area is an "INSTRUCTIONS" section with the following text: "This search provides access to all the entity's information of record with the Secretary of State. For information on ordering certificates and/or copies of documents, refer to the HOME tab under the top menu." A "Note" follows: "This search is not intended to serve as a name availability search." Below the note are instructions: "To conduct a search:" followed by a bulleted list: "• Select the applicable search type.", "• Enter the name or number required you wish to search.", and "• Select the **Search** button."

Office of the Georgia Secretary of State Attn: 2 MLK, Jr. Dr. Suite 313, Floyd West Tower Atlanta, GA 30334-1530, Phone: (404) 656-2817 Toll-free: (844) 753-7825, WEBSITE: <https://sos.ga.gov/>
© 2015 PCC Technology Group. All Rights Reserved. Version 6.2.17 [Report a Problem?](#)

Georgia Procurement Registry – Vendors



GEORGIA PROCUREMENT REGISTRY



Team Georgia Marketplace

< My Homepage

User Registration

Registration Unknown



Unsure of How to Register?

Bidder Registration



Select this option if you have never done business with State Of Georgia and register here to be able to bid on events.

More...

Register now

Add New User



Add New User For Existing Supplier Account and to be able to see purchasing details.

More...

Register now

Note: Vendors are encouraged to also register on the Georgia Procurement Registry (GPR)

Georgia Procurement Registry – Vendors



GEORGIA PROCUREMENT REGISTRY



Team
Georgia
Marketplace

Event Search Criteria



Type of Response

Search Keyword

Event Status

Government Type

Government Entity

Note: Public entities in Georgia are required to advertise any procurement opportunities exceeding \$100,000 to the GPR. Henry County Schools may also advertise items below this threshold on the GPR if low participation trends are observed.

Georgia Procurement Registry – Vendors



Find National Institute of Governmental Purchasing (NIGP) Codes for the state of Georgia. To search, enter a keyword or phrase search button.

NIGP Search Criteria



Note: The GPR also contains a key word search feature to support your identification of applicable commodity codes. Registering with your codes supports push notifications of opportunities.

Take Aways

- Purchasing governed by HCSBoE Policy DJE
- Register in HCS's Vendor Registration and GPR
 - Include commodity codes
- Purchasing Methods (official documents):
 - Purchase Order, issued by Purchasing Department
 - Awarded Service Contracts, fully executed by HCS
- Purchasing Department (primary contact) for:
 - Formal Solicitations
 - How To Do Business
 - Vendor Registration

Ongoing and Upcoming Solicitation Opportunities

Brief Description of Need	Solicitation Type	Open Date
Solid Waste Disposal	ITB	January 2022
Playground Equipment Phase I	ITB	January 2022
Enhancements to Ventilation Systems in ES Gymnasiums: Addition of HVAC to ES Gyms	ITB	January 2022
Birch Creek Elementary School: Addition of new elementary school	ITB	May 2022
Enterprise Resource Planning System:	RFP	May/June 2022

Additional opportunities will arise based on Department/School requests. Vendors are encouraged to complete registrations outlined to support notice of all advertisements. Periodic review of the Henry County Solicitations page is also strongly encouraged.

Helpful Links

HCS Vendor Registration

<https://henryk12.bonfirehub.com/portal/?tab=login>

Team Georgia Marketplace

<https://doas.ga.gov/state-purchasing/team-georgia-marketplace/tgm-resources-for-suppliers>

Secretary of State for Georgia

<https://secure.sos.state.ga.us/mylicense/Login.aspx?process=app>

State of Georgia Business Guide:

https://sos.ga.gov/admin/files/First_stop_business_guide.pdf

E-Verify

<https://www.e-verify.gov/>

E-Verify GA laws

<https://law.justia.com/codes/georgia/2020/title-13/chapter-10/article-3/>

Contact Us

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