



PURCHASING PROCEDURES MANUAL

Prepared by the Purchasing and Contract Administration Department
Dayton Public Schools

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**DAYTON PUBLIC
SCHOOLS'
MISSION STATEMENT**

A decorative flourish consisting of three horizontal lines with ornate, leaf-like ends on the left and right sides.

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity.

**TREASURER'S DIVISION'S
MISSION STATEMENT**

A decorative flourish consisting of three horizontal lines with ornate, leaf-like ends on the left and right sides.

The mission of the Treasurer's Division is to provide fiscal accountability through effective process management that is aligned with governmental regulations and district initiatives.

**PURCHASING AND CONTRACT ADMINISTRATION'S
MISSION STATEMENT**

A decorative flourish consisting of three horizontal lines with ornate, leaf-like ends on the left and right sides.

The mission of the Purchasing and Contract Administration Department is to optimize the value of goods and services acquired by the District while maintaining compliance with governing agencies and utilizing industry best practices.



GLOSSARY

Amendment – written modification to a purchase order and/or contract, which may revise products, services pricing and/or terms

Bid – a formal written offer of a price by a vendor to the Board of Education to furnish specific goods and/or services in response to a formal solicitation.

Bid Award – an award of a bid for which funds have been lawfully appropriated and approved by the Board of Education and Treasurer.

Blanket Purchase Orders– Blanket purchase orders are used for requirements which will span a period of time and have a maximum expenditure limit, often include indefinite quantities and deliveries. (See PM-310 for listing)

Contract – a legally binding agreement between two or more competent parties to perform specific act(s) including the procurement of goods, services or construction in exchange for monetary or other consideration.

Contractor – any person having a contract with the Board of Education

DBOE – Dayton Board of Education

DPSD – Dayton Public School District

Debarment – the exclusion, for cause, of a vendor or contractor from bidding and/or receiving a contract.

EDGAR - Education Department General Administrative Regulations; laws and guidance for federal grants and contracts

Emergency Purchases – An emergency purchase is one brought about by a sudden unexpected event (e.g., acts of God, riot, fires, floods, accidents) or circumstances or causes beyond control.

FMS – Comprehensive Financial Management System

Fully Executed Contract – Contract which includes all signatures from both DPSD and contracted supplier

Goods – any tangible product other than services or real property.

Partially Executed Contract- Contract which includes only applicable signatures for contracted supplier



GLOSSARY cont'd

Payment Enclosed – any payment that is required in advance of product or service delivery.

Procurement /Purchase– the buying, purchasing, renting, leasing of goods and/or services in accordance with the applicable laws, rules, regulations and procedures.

Proprietary item/service – exclusive rights that may limit competition

Purchase Order – document used to authorize a purchase transaction with a vendor. It should contain provisions for construction, goods and/or services ordered; applicable terms as to payments, discounts, date of performance and transportation; and other factors or conditions relating to the transaction. Acceptance of a Purchase Order by a vendor shall constitute a contract, except instances in which a Purchase Order is issued only as an internal encumbrance document.

Quotation – any oral or written informal offer to the Board by a vendor for furnishing specific goods and/or services at a stated price and terms.

Request for Proposal (RFP) – a solicitation of responses for goods and/or services for which the scope of work, requirements or contractual terms and conditions which cannot reasonably be specifically defined. Evaluation of proposal is based on stated criteria and shall state the relative importance of evaluation factors.

Requestor – A DPS employee that submits a requirement for goods and services.

Specifications – a concise statement of set requirements to be satisfied by a product, material or process included in a Request for Bid or Quotation that describes the goods and/or services to be purchased.

Then and Now --any requirements for which services were rendered prior to receipt of purchase order.

Vendor – an actual or potential provider of goods or services.

PURCHASING PROCEDURES MANUAL

PM-010

I. Purpose

The purpose of this manual is to establish and document uniform procedures for the procurement of material and services that is consistent with the policies of the Dayton Public Schools District

II. Scope

These procedures apply to the procurement of all material; equipment, supplies and services and related activities.

III. Responsibility

- A. It is the individual responsibility of each employee involved in the procurement process to adhere to the policies upon which these procedures are based.
- B. It is the responsibility of each person to bring questions or concerns relative to these procedures to the attention of the Purchasing and Contract Administration Department.
- C. Revisions to the Purchasing Procedures Manual will be the responsibility of the Purchasing and Contract Administration Department.
- D. District personnel will decline personal gifts or gratuities of whatever nature from supplier contractors or other representatives. The Purchasing and Contract Administration Department will ensure that all vendors are aware of the District's policy and procedures regarding gifts and gratuities.

Date: Adopted date (June 30, 2014)

Cross Reference: Board Policies DJF, GBI, GBCA

COMMITMENT AUTHORITY

PM-020

I. Purpose

The purpose of this procedure is to establish procedures for purchasing commitment authority.

II. Scope

This procedure applies to all purchases of materials, equipment, supplies and services.

III. General

- A. The Board declares its intention to purchase competitively without prejudice and seek maximum value for every dollar spent.
- B. By annual resolution, the Board's authority for the purchase of materials, equipment, supplies and services will be extended to the District's administration through its approval of the annual budget and appropriations, except that the Board will:
 1. Approve all purchases over \$25,000.00, except for textbooks, educational equipment and supplies. Special arrangement can be made for ordering perishables and emergency repairs and supplies.
 2. Approve all contracts/agreements.
- C. Purchasing and Contract Administration's control is centralized under the Treasurer Division, which ensures that all purchases must fall within budget and the proper budget category.
- D. The Treasurer will provide a certification on each order to the effect that the expenditure being made has been lawfully appropriated and the District has the funds to make payment. Any contract or Purchase Order issued without such a certification affixed is void, except as the law allows later issuance within 30 days of the certificate, and except that if the amount involved is less than \$100, the Treasurer may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Treasurer to issue a certification, subject to limitations of time and amount as set by law as a "Then & Now". "Then and Now" certificates \$3,000 and above require board approval by resolution.
- E. All firms submitting solicitations to the Board for goods or services in the amount of \$25,000 or more must have affirmative action certification from the Human Relations Council of Dayton.

Any exception to procedures outlined in this manual must be reviewed by Purchasing and accepted by the Treasurer.

Legal Refs: ORC 3313.29, 5705.41

Cross Refs: Board Policy DI, DJF



PURCHASING ASSIGNMENTS

PM-050

I. Purpose

The purpose of this procedure is to assign buying responsibility for Departments/Schools by Cost Center.

II. Scope

This procedure applies to assignments in the District's Purchasing & Contract Administration Department

III. Responsibility

The buyer assignment is the responsibility of the Director of Purchasing & Contract Administration and shall be updated as necessary.

IV. General

Purchasing buyer assignments are according to cost center, grant, and /or department based on the needs of the District. Current assignments will be maintained and disseminated by the Purchasing and Contract Administration Department.

Legal Refs:

Cross Refs: Board Policy DJF



COMMUNITY INCLUSION PROGRAM

PM-075

I. Purpose

The purpose of this procedure is to document the programmatic processes by which the District's Community Inclusion Program is governed.

II. Scope

This procedure applies to all district procurements.

III. General

The DBOE, by resolution, adopted the DPSD Community Inclusion Program as an effort to ensure that qualified workers, providers of goods and services, suppliers, contractors, subcontractors have an equal opportunity to participate in DPS procurement opportunities

III. Responsibility

It is the responsibility of Purchasing and Administration to develop and implement processes and procedures to effectively implement the Community Inclusion Program; and to report the results of these efforts to the Board, Administration and Community.

IV. Procedure

A. Participation Goals

The goal of the Program is to achieve 20% participation in DPS procurements at all levels by Economically Disadvantaged Business Enterprises. Further, the goal as it relates to on-site workforce participation by Local Residents is twenty-five percent (25%) participation. While the Owner encourages Economically Disadvantaged Business Enterprises and Local Businesses to participate in the Project as Prime bidders, all Bidders, whether they are themselves an Economically Disadvantaged Business or not, are required by the Program to use good faith efforts to locate and engage the services of Economically Disadvantaged Business Enterprises and (to employ Local Residents) that are ready, willing, and able to supply labor, materials, and services in connection with the Project. These goals are not race-based or gender-based quotas or set-asides.

B. Good Faith Effort

Each Bidder must demonstrate its good faith efforts to meet or exceed these goals. Although, failure of a Bidder to meet these goals shall not be a reason for rejection of bid, **failure to meet good faith effort requirements will be considered in the determination of bidder responsiveness and/or responsibility.** Criteria for Determination of Good Faith Effort will be included in all formal solicitations. Good faith efforts and utilization will be included in the evaluation criteria for District procurements as appropriate.

COMMUNITY INCLUSION PROGRAM cont'd

PM-075

Determinations will include, but not be limited to the following:

1. Each Bidder will be required to complete the DPS EDBE Participation Form contained within the specifications and follow the CIP Instructions to bidders. **Failure to submit required documentation at the time of bid may be used as a determination of responsiveness:**
 - (a) The completed DPS EDBE/EDGE Participation form; should document in detail supplier/subcontractors said Bidder intends, in good faith, to use who are Economically Disadvantaged Business Enterprises and/or an EDGE Business; or
 - (b) Provide a description of a joint venture said low Bidder intends, in good faith, to enter into with an Economically Disadvantaged Business Enterprises and/or an EDGE Business; or
 - (c) Certify as to good faith efforts made; including but not limited to all EDBE/EDGE contractors contacted, if not used, reason why; attempts to negotiate with EDBE/EDGE contractor, attempts to carve out a smaller scope of work for which the EDBE/EDGE contractor can perform., and the intent to use local residents. (A complete list of criteria for determining good faith efforts is attached to this procedure)
2. The DPS Participation Form must be signed by an authorized agent of the company, as well as signed and sealed by a certified notary public, documenting the attempts to meet the goals of utilization of Economically Disadvantaged Business Enterprises and/or EDGE Business.

C **Forms Required.**

Each Bidder shall submit with the bid, a DPS EDBE/EDGE Provider and Workforce Participation Form indicating the Bidder fulfills the requirement of the DPS Community Inclusion Program. In addition, all Bidders who are awarded a contract may be required

- 1 To submit periodic reports during the term of the Contract to the Office of Purchasing & Contract Administration detailing services provided and payments made
- 2 If this proposal results in contracted firm's employees working at a DPS site, a Manpower Utilization form will be required monthly (see copy in this section)
- 3 All Bidders who are awarded a Contract with the Owner may be required to submit a Contract Completion Survey (to be provided by the Owner after all work is completed).
4. Failure to provide any requested information about utilizing Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents during the Contract term, can be a determination of contractual deficiency and may require a remedy, or contract termination as determined by the owner.

COMMUNITY INCLUSION PROGRAM cont'd

PM-075

D. Race-Neutral Devices

The Owner supports the use of race-neutral devices to aid Economically Disadvantaged Business Enterprises and Local Businesses in the bidding process, to the extent that such devices are legal and economically feasible. In order to facilitate the participation of such businesses, the Owner will do the following:

- 1 Advertise and promote the availability of Project prime contracts, subcontracts and employment in a broad-based manner to include Economically Disadvantaged Business Enterprises and Local Businesses;
- 2 Hold meetings and provide other resources to acquaint Economically Disadvantaged Business Enterprises and Local Businesses with the requirements and Scope of Work, and coordinate such efforts with organizations familiar with and willing to reduce the problems Bidders may experience in getting quotes from Economically Disadvantaged Business Enterprises and Local Businesses in the course of bidding the Work;
- 3 Provide apprenticeship support and referral resources to Local Residents who maintain a certain level of participation and are actively seeking licensure and assistance;
- 4 Publicize capacity building programs in a broad-based manner for the purposes of notifying Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents and coordinate efforts with other organizations such as MCBAP, SCOMBC, and NAACP, among others, in the Dayton area that have capacity building programs;
- 5 Break down the scope of large prime Contracts within the Project into smaller contractual parts to facilitate the participation of Economically Disadvantaged Business Enterprises and Local Businesses;
- 6 Arrange adequate time for the submission of bids and specifications review so as to facilitate the participation of Economically Disadvantaged Business Enterprises and Local Businesses;
- 7 Require bidders on Project prime contracts to use good faith efforts to locate and engage the services of Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents ready, willing and qualified to supply labor, materials and services in connection with the Project. The Goals include no less than thirty-five (20%) participation of Economically Disadvantaged Business Enterprises. and Local Businesses and twenty-five percent (25%) workforce participation by School District Residents.



COMMUNITY INCLUSION PROGRAM Cont'd

PM-075

- 8 Develop and implement outreach programs for the economically disadvantaged business community;
- 9 Actively seek out and include qualified Economically Disadvantaged Business Enterprises and Local Businesses on bid invitation publications that are also available to the public in general and ensure that Goals are understood by all Bidders; and
- 10 Provide resources and information to Economically Disadvantaged Business Enterprises, Local Businesses and Local Residents seeking opportunities to participate on this Project.

Legal Refs: Refs:
Board Policy DI, DJF

QUOTATIONS

PM-100

I. Purpose

The purpose of this procedure is to provide a procedure for solicitation of competitive quotations.

II. Scope

This procedure applies to transactions for materials and/or services, with an estimated cost of \$10,000.to \$50,000.

III. Procedure

A. Quotations are encouraged for expenditures over \$1,000. and required for expenditures over \$10,000, or where otherwise deemed necessary by Purchasing & Contract Administration.

1. The Buyer/Requester, when purchasing materials and/or services requiring written requests for quotations, shall solicit a minimum of three (3) price quotations on material and/or services that are expected to exceed \$10,000. In case of proprietary items, more than one price may not be possible; this fact must be documented and submitted to Purchasing for vetting.
 - a) Identical request for quotations must be provided to all potential respondents providing the same details including the response deadline.
 - b) The solicitation should contain enough details to make an informed decision of the best value, including but not limited to: quantity, description, delivery requirements, special conditions, drawings, specifications, date information required, etc. The district currently uses a web-based software tool for informal quotes \$10,000-\$50,000. New users must contact Purchasing for login/password.
2. All pricing provided should be documented and submitted as an attachment to the purchase requisition in the FMS to serve as backup documentation.
3. Buyer/Requester, when obtaining quotations, should keep in mind other segments of the District that may be able to provide the desired materials or services, i.e. Distribution Center, Duplicating Services, Educational Technology, Media Services, etc. If there are any questions, contact your Buyer for referrals.

QUOTATIONS cont'd

PM-100

- B. Quotations should only be solicited from vendors who are qualified or can be qualified to meet all requirements. The financial condition of a company, its ability to perform and its facilities should be a part of any criteria for an acceptable vendor.
1. Unless a specific exception by the Treasurer has been obtained, quotations will not be solicited from, nor any order placed with a company that:
- a. Is owned, controlled or actively influenced by any District employee.
 - b. Employs in a management, consulting or sales capacity any person who is a District employee.
 - c. Employs in any capacity a person who is in a position to influence the selection of or conduct business with, such a supplier.
- C. When circumstances warrant the solicitation of quotation inappropriate, the Purchasing and Contract Administration Department will review the recommendation made by requesting department and make a determination as to whether an exception to this procedure is appropriate. Any problems of interpretation should be referred to the Director of Purchasing and Contract Administration Department.

Legal Refs:

Cross Refs: Board Policy DJF

[illegible]

FORMAL SOLICITATIONS

(BID/PROPOSALS/QUALIFICATIONS)

PM-110

I. Purpose

The purpose of this procedure is to provide a process for the solicitation of competitive bids, proposals, and request for qualifications.

II. Scope

This procedure applies to transactions for material and/or services with an estimated cost of \$50,000.00 or greater .

III. General

When appropriate, the District will take advantage of volume buying to maximize value of each dollar spent. Purchasing and Contract Administration will utilize Cooperative Purchasing agreements when it is determined in the best interest of the District for services, suppliers, and equipment which the board may otherwise lawfully purchase for itself. When the District determines that it will solicit formal bids, the following shall considerations shall govern the process:

- Vendor notification/invitation
- Criteria for bid responsiveness
- Bid summary/award analysis
- Bid bonds
- Instructions to bidders
- Pre-proposal conference and tours
- Standard and applicable terms and conditions
- Bid Specifications
- Statement of Requirements
- Deliverable Schedule
- Service Level Agreements
- Recommendation and approval of bid
- Insurance/Bond Requirements
- Power-of-attorney forms
- Tax affidavit
- Non-collusion statements
- District's Community Inclusion Program Requirements (see PM-075)
- Sealed bid requirements

IV. Responsibilities

- A. The Purchasing and Contract Administration Department has the Responsibility for maintaining a uniform set of procedures and forms to support the bidding process.

FORMAL SOLICITATIONS cont'd

PM-110

- B. The Requester is responsible for:
 - 1. Acquiring project budget
 - 2. Providing Scope of Services/Specification
 - 3. Providing solicitation documentation to Purchasing in sufficient time for the process to be completed by required delivery date (see timeline below)
 - 4. Preparing Purchase Requisition
 - 5. Coding requisition for Board Recommendation (see PM-311)
- C. The Buyer is responsible for:
 - 1. Advertising solicitation
 - 2. Preparing and submitting legal notice
 - 3. Preparing and posting the solicitation
 - 4. Managing the bid process
 - 5. Managing the Evaluation process
 - 6. Preparing Executive Recommendation Summary
 - 7. Collecting and maintaining all pertinent bid/contract documentation
 - 8. Processing/approving purchase recommendation applicable
 - 9. Negotiating final contract, and obtaining partially executed contract from vendor
 - 10. Disseminating and maintaining copy of fully executed contract
 - 11. Assisting Cost Center in Implementation/Management of Contract as required; including documenting contract performance/compliance
- D. The Buyer is also responsible for ensuring that the criteria for award meets governing requirements listed above, as well as includes factors for determination of the lowest, responsible, responsive bid/proposal. Factors to be utilized in reviewing solicitation responses and awarding contracts may include, but are not limited to:
 - 1. Responsiveness of service/product offerings, pricing, quality, and availability
 - 2. The quality personnel, and facilities of the firm's organization, as determined solely by the DPSD
 - 3. The firm's relevant experience, qualifications, and success in providing a service of the type described in this document
 - 4. The firm's reputation for quality service and problem solving within the marketplace
 - 5. The agreement terms proposed by the firm which would govern any contract relationship with the DPSD
 - 6. The firm's capability to provide requested services in a timely manner as agreed upon
 - 7. The firm's financial stability
 - 8. The firm's references from three major commercial accounts

FORMAL SOLICITATIONS cont'd

PM-110

9. The firm's ability to meet the requirements of the District's Community Inclusion Program; and
10. Firm's capability and willingness to partner with DPSD goals and initiatives.

V. Procedure

- A. Ohio Revised Code 3313.46 (B) expressly exempts the acquisition of computer hardware and computer software, for instructional purposes, acquisition of educational materials used in teaching and purchases made under contracts of the Department of Administrative services from the competitive bid. Other than the noted exceptions, all procurements for goods/services, including building construction improvements, repairs, furnishings, and services in amounts \$50,000.00 and above will be put to bid through procedures established by law. The requirements may be waived only in case of an emergency or urgent necessity, or approved documentation of a sole provider.
 - 1) Please note: All federal funded procurements must meet EDGAR requirements – the above ORC exceptions do not apply. See EDGAR Compliance PM-111.
- B. If bidding is not feasible, the buyer will seek other methods to ensure fair and reasonable pricing including, Cooperative Purchasing, price quotations, price comparisons, etc. When circumstances warrant the solicitation of competitive bids inappropriate, the Buyer shall document the facts and will issue recommendations.
- C. Solicitations should be prepared using a standard format when feasible. Complete information should be provided including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, date information required etc. Also, if responses are to conform to a certain format, this should be indicated. The Requester/Buyer must be thorough and address all known variables.
- D. It is the responsibility of the Requester to provide adequate description/specifications as required for procuring in the most expedient economical manner.
- E. The Buyer will ensure that provided specifications do not restrict competition or preclude the most economical purchase of the required items, and/or is in the best interest of the District.
- F. When a Vendor proposes an alternate as equal to that specified, it is the responsibility of the Buyer to determine, and document whether the proposed substitution is, in fact, an equal. Such decisions will be based on evaluation and concurrences of both the Buyer and the Requester.
- G. If the solicitation response is deemed inadequate, the District reserves the right to re-solicit for competitive bids. In the case of proprietary items, competition is often not possible and should be noted on the purchase requisition/order.

FORMAL SOLICITATIONS cont'd

PM-110

- H. The Requester/Buyer when obtaining bids should keep in mind other segments of the District that may be able to provide the desired materials or services. If there are any questions, contact the Purchasing & Contract Administration Department.
- I. Responses will be solicited only from vendors that are deemed qualified or can be qualified to meet all requirements. The financial condition of the company, its ability to perform, and its facilities should be part of the criteria for an acceptable vendor to receive contract award.
- J. Purchasing must coordinate all responses to vendor queries and ensure all potential suppliers are provided the same information. The buyer will consult with the Requester and/or another subject matter expert prior to answering technical questions arising during the bidding.
- K. After the published bid close date, all bids that have been received and deemed responsive will be examined for completeness. A summary is to be prepared noting all the pertinent data and discrepancies. Determination of the best response and award of the contract and/or purchase order will be submitted by Purchasing & Contract Administration only after all aspects including input of the Source Selection Committee have been considered. The information gathered will be retained on file. In cases of bids for estimating purposes, a copy of each bid response is to be sent to the Requester along with the summary. In addition to the specification requirements the following documents are required with all formal solicitations:
 - 1) Affirmative Action Assurance Letter from City of Dayton Human Relations Council
 - 2) Non Collusion Statement
 - 3) Affidavit on Disclosure of Delinquent Personal Property Taxes (RC 5719.042)
 - 4) DPS Community Inclusion EDBE/EDGE and Workforce Participation Form
- L. A solicitation may also require a bid guaranty to be filed with the bid, in these cases, DPSD will accept:
 - 1) A bond for the full amount of the bid;
 - 2) A certified check, cashier's check, or letter of credit pursuant to chapter 1305 of ORC. The amount of the certified check, cashier's check, or letter of credit shall be equal to ten per cent of the bid. The certified and/or cashier's check will be held by the Treasurer until the bid award, at which time they will be returned to all vendors. The low bidder will be required to submit a bid bond for the full amount of the project as condition of award.
- M. It is a good practice to notify unsuccessful vendors that the bid has been closed and awarded. At minimum, the DPS website will be updated to advise of bid award, and include the Purchasing contact for questions.
- N. Unless a specific exception by the Treasurer has been obtained, quotations will not be solicited from, nor any order placed with a company that:

FORMAL SOLICITATIONS cont'd

PM-110

- 1) Is owned, controlled or actively influenced by any District employee or immediate relative of said employee.
 - 2) Employs in a management, consulting or sales capacity any person who is a District employee.
 - 3) Employs in any capacity a person who is in a position to influence the selection of or conduct business with, such a supplier.
 - 4) When circumstances warrant the solicitation of quotation inappropriate, the Purchasing and Contract Administration Department will review the recommendation made by requesting department and make a determination as to whether an exception to this procedure is appropriate.
- O. Responses determined to be non-responsive; i.e. received after bid close date, non-conforming responses, will be logged as non-responsive with Rationale. The Buyer will seek concurrence with the Purchasing Manager/Legal prior to notification to non-responsive bidder.
- P. The Dayton Board of Education reserves the right to reject all solicitations, waive formalities and contract terms in the best interest of the District.
- Q. Sole/Single Source Procurements
- When possible, maximum effort will be made to secure competitive bids. However, when it is determined by the Purchasing Director that competition is not feasible, Requester must seek Treasurer's authorization to waive the requirement for competitive quote/bid using "single source Justification form." Single source procurements will only be utilized in the following circumstances:
1. Only one source is capable of providing the supplies/services required because of unique or highly specialized requirement
 2. Delay of procurement would cause significant cost/schedule delay causing burden to DPSD
 3. Sole-source because items or technology is proprietary or patented
 4. Bids/Quotes were sought, only one source responded
 - a. When possible, the buyer will re-solicit or source through viable sources that meet competitive solicitation requirements.
 5. A statute/settlement expressly authorizes or requires that the purchase be made from a specified source
 6. Urgent necessity for repairs required to keep staff/students warm, safe and/or dry
 - a. When possible, competitive quotes will be sought in lieu of formal bid process

Date: Adopted, (Revised 7.1.18)

Legal Refs: ORC 3313:46, 3327.08, 153.54

Cross Ref: Board Policy DJE, DJF

FORMAL SOLICITATIONS cont'd

PM-110

BIDDING PROCEDURE TIME LINE

<u>ACTIVITY*</u>	<u>RESPONSIBILITY</u>	<u>TIME LINE**</u>
Provide project scope/specifications	Requester	1-2 weeks
Prepare solicitation	Buyer	1-2 weeks
Prepare and submit legal advertisement	Buyer	3 day advance notice
Publish Solicitation (minimum 2 week)	Buyer	2-4 weeks
Pre-bid conference*	Buyer	1-2 days
Bid Opening*	Buyer/ Requester	1 day
Evaluate bids and make selection	Source Selection Team*	1-2 weeks*
Negotiation & Contract Preparation	Buyer/Requester/Legal	2 weeks
Submit requisition and contract for Board agenda	Requester	1-3 days
Board approves Recommendation	Superintendent	Monthly Board Meeting
PO approval/Award notification	Buyer	2 -5 days
Contract Administration	Requester/Buyer	Contract Term

***Not required for all solicitations**

****Time lines are approximations, as many of these activities will run concurrently**

Uniformed Guidance Procurement Standards (EDGAR)

PM-111

I. Purpose

To ensure that purchasing of goods and services using federal funds are done in accordance with DPSD policy and procedures in accordance with all federal requirements including allowable costs.

II. Scope

This procedure applies to transactions for material and/or services which are funded with federal grants.

III. General

Per Federal guidelines, DPSD must ensure that all federally funded purchases must be reasonable and free of conflicts of interest and conducted in a manner providing full and open competition.

IV. Procedure

- A. No purchase will be made using federal funds unless the District verifies that the contractor is not suspended or debarred.
- B. To determine which procurement method type is required, the District will look back at the last three years of expenditures for the specific goods or services to be purchased with federal funds and determine which method of procurement/contract type is applicable to the individual situation based on the average aggregate amount spent with the providing vendor in a fiscal year or another similar method.
- C. Once the threshold has been established, the following methods of procurement will be used for all purchases of goods and services made with federal funds.
 - 1. Micro-purchases are purchases up to \$10,000 and may be made in accordance with District purchasing procedures when the costs are reasonable. To the extent practicable, these purchases are distributed equitably among qualified suppliers.
 - 2. Small purchase are purchases between \$10,000 and \$50,000. Prior to authorizing the purchase, the District will try to obtain price rates or quotations from a minimum of 3 vendors or providers. The District will obtain these price rates or quotations in writing, using price listing on websites, etc.
 - 3. Sealed bid procedures are used for firm fixed price contracts over \$50,000 and is used as the preferred method for construction projects. Bids are solicited from an adequate number of known suppliers, which cannot be less than two responsible bidders. The District will solicit bids by formal solicitation. The contract will be awarded to the lowest responsive and responsible bidder.

4. Competitive proposals are used for all purchases over \$50,000 for which sealed bids are not appropriate and must be used for architectural or engineering services. Contracts entered into for competitive proposals may be fixed-price or cost-reimbursement. The District will publicize a request for proposal by using various advertising methods including but not limited to, DPS website, newspapers, etc.). The District will evaluate proposals in order to award the contract to the most advantageous proposal when considering cost and other factors. The District will evaluate proposals by scoring responses based on established and published criteria.
 5. **Non-competitive solicitations** Sole source procurement is used only when the goods or services are only available from a single source; a public exigency or emergency exists; there is inadequate competition and the applicable pass through entity approves this method.
- D. All solicitations must include clear and accurate description on the technical requirements for the material, product or service to be procured. This description sets forth the minimum and essential characteristics the material, product or service must meet:
1. Will not contain specifications that unduly restrict competition.
 2. Identify all requirements offerors must fulfill and all other factors to be used in evaluating bids or proposals.
 3. The District maintains records to verify selection of procurement type and compliance with applicable procurement requirements.
- E. All contracts for managed service providers for Medicaid related contracts must include the following language:
1. The contractor will allow the representatives of the US Department of Human Services, ODM, ODE, or their respective designee access to the subcontractor's books, documents and records.
 2. The contractor acknowledges that they or their principles are not suspended or debarred
 3. The contractor will comply with the requirement of 45 CFR 164.504 (1) for safeguarding and limiting access to information containing beneficiaries

[Date Adopted: July 1, 2018]

Legal Refs: 2 CFR 200

Cross Ref: Board Policy DJR

DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS cont'd

PM-115

I. Purpose

The purpose of this procedure is to provide procedure for disclosure, protection and marking of contractor bid or proposal responses and source selection information.

II. Scope

This procedure applies to all Dayton Public Schools employees and Contractor personnel involved with or having access to contract or bid/proposal information.

III. Responsibility

It is the responsibility of the assigned buyer to manage the bid process and to ensure that the solicitation specifications identify how contractors are to mark responses for protection of proprietary information. In addition, all participating DPS parties and vendors must fully disclose any relationships and state findings that would preclude participation or contract award.

IV. Procedure

- A. Except as specifically provided for in these procedures no person or other entity may disclose contractor bid or proposal information or source selection information to any person other than a person authorized, in accordance with applicable DPSD Purchasing procedures, by the Treasurer or designee, or the contracting officer, to receive such information.
 - 1. The Buyer will be responsible for obtaining signed copies of the NADPSE from all source committee members
- B. Contractor bid or proposal information and source selection information shall be protected from unauthorized disclosure in accordance with the following procedures:
 - 1. All responses (including modifications) received before the time set for the formal bid close date shall be kept secure. Except as provided in paragraph (III.B.2) of this policy, the bids shall not be opened or viewed, and shall remain in a secured, restricted-access bid area. All necessary precautions shall be taken to ensure the security of the bids. Before bid opening, information concerning the identity and number of bids received shall be made available only to DPSD employees or their designated representatives. Such disclosure shall be only on a "need to know" basis. When bid samples are submitted they shall be handled with sufficient care to prevent disclosure of characteristics before bid opening.

DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS cont'd

PM-115

2. Envelopes marked as bids but not identifying the bidder of the solicitation may be opened solely for the purpose of identification, and then only by an official designated for this purpose. If a sealed bid is opened by mistake (e.g., because it is not marked as being a bid), the envelope shall be signed by the opener, whose position shall also be written thereon, and delivered to the designated DPSD Purchasing official. This official shall immediately write on the envelope (a) an explanation of the opening, (b) the date and time opened, and (c) the invitation for bid number, and shall sign the envelope. The official shall then immediately reseal the envelope.
- C. In determining whether particular information is source selection information, use the following definition: **Source selection information is material, including data stored in electronic, magnetic, audio or video formats, which is prepared or developed for use by DPSD to conduct a particular procurement and the disclosure of which to a competing contractor would jeopardize the integrity or successful completion of the procurement concerned and-is required to be secured in a source selection file or other facility to prevent disclosure.** Source selection information is NOT limited to bid prices submitted in response to a DPSD solicitation for sealed bids, or lists of those bid prices prior to public bid opening, but includes the following:
1. Proposed costs or prices submitted in response to a DPSD solicitation (for other than sealed bids), or lists of those proposed costs or prices;
 2. Source selection plan;
 3. Technical evaluation plans;
 4. Technical evaluation of proposals;
 5. Cost or price evaluation of proposals;
 6. Competitive range determinations which identify proposals that have a reasonable chance of being selected for award of a contract;
 7. Rankings of bids, proposals, or competitors;
 8. The reports and evaluations of source selection panels or boards or advisory councils; or
 9. Purchasing staff is responsible for receipt, storage and securing of all source selection information as indicated in paragraph "C" above.
- D. Other information marked as "SOURCE SELECTION SENSITIVE" based upon a case-by-case determination by the Treasurer, designee, or the contracting officer that the information meets the standards of this policy.

DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS cont'd

PM-115

E. Nothing in this section restricts or prohibits:

1. A contractor from disclosing its own bid or proposal information or the recipient from receiving that information.
2. The disclosure or receipt of information, not otherwise protected, relating to a DPSD procurement after it has been cancelled by DPSD unless DPSD plans to resume the procurement;
3. Individual meetings between a DPSD official and an officer or potential officer for, or a recipient of, a contract or subcontract under DPSD procurement, provided that unauthorized disclosure or receipt of contractor bid or proposal information or source selection information does not occur; or
4. DPSD's use of technical data in a manner consistent with the DPSD's rights in the data.

F. Nothing in this section shall be construed to authorize;

1. The withholding of any information pursuant to a proper request from US or Ohio Governmental agencies, except as otherwise authorized by law or regulation. Any such release which contains contractor bid or proposal information or source selection information shall clearly notify the recipient that the information or portions thereof are contractor bid or proposal information or source selection information related to the conduct of a DPSD procurement, the disclosure of which is restricted;
2. The release of information after award of a contract or cancellation of a procurement if such information is contractor bid or proposal information or source selection information which pertains to another procurement; or
3. The disclosure, solicitation, or receipt of bid or proposal information or source selection information after award where such disclosure, solicitation, or receipt is prohibited by law.
4. DPSD employees or employees of organizations or firms with legally binding contract/agreements to represent or handle DPSD business affairs as partners, vendors, consultants, etc.; herein referred to as Contractor employees, may be required to sign a non-disclosure agreement which will legally bind them to the terms and conditions of the Purchasing Procedure PM-115.

Legal Refs: ORC 149.43

Cross Refs: Board Policy DJF, GBCA



NONDISCLOSURE AGREEMENT FOR DPSD EMPLOYEES

Solicitation Number

Project Title

I _____(print or type name), an employee of Dayton Public Schools, agree not to disclose any DPSD procurement information, including, but not limited to, any sensitive or proprietary information or data to any person or entity who has not signed a disclosure agreement. I further agree to handle all information and data according to DPSD Purchasing Procedure PM 115.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary by responding firms. The employee's responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in DPSD Purchasing Procedure PM 115, attached. Pursuant to DPSD Purchasing Procedure PM 115, I agree not to appropriate such information for my own use or to release or discuss it with third parties unless specifically authorized in, writing to do so, as provided above.

This agreement shall continue for one year after the full term of any resultant contract, and shall include all information except as deemed public by the Freedom of Information Act. Upon expiration of this resultant contract, I have a continuing, obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the Superintendent of DPSD or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil, and criminal sanctions.

Signature of DPSD Employee

Date

Position/Title

Employee Telephone No.



NONDISCLOSURE AGREEMENT FOR DPSD CONTRACTOR EMPLOYEES

Solicitation Number

Project Title

DPSD Contractor Employees are employees of organizations or firms with legally binding contract/agreements to represent or handle DPSD business affairs as partners, vendors, consultants, etc.

I _____ (print or type name), an employee of _____ (insert name of company), agree not to disclose any DPSD procurement information, including, but not limited to, any sensitive or proprietary information or data to any person or entity who has not signed a nondisclosure agreement. I further agree to handle all information and data according, to DPSD Purchasing Procedure PM 115.

I understand that information/data I may be aware of, or possess, as a result of my assignment under this contract may be considered sensitive or proprietary by _____ (insert name of company). The contractor's responsibility for proper use and protection from unauthorized disclosure of sensitive, proprietary and source selection information is described in DPSD Purchasing Procedure PM 115, attached. Pursuant to DPSD Purchasing Procedure PM 115, I agree not to appropriate such information for my own use or to release or discuss it with third parties unless specifically authorized in, writing to do so, as provided above.

This agreement shall continue for one year after the full term of any resultant contract, and shall include all information except as deemed public by the Freedom of Information Act. Upon expiration of this resultant contract, I have a continuing, obligation not to disclose sensitive, proprietary, or source selection information to any person or legal entity unless that person or legal entity is authorized by the Superintendent of DPSD or the contracting officer to receive such information. I understand violations of this agreement are subject to administrative, civil and criminal sanctions.

Signature of DPSD Contractor Employee

Date

Print Name/Position Title

Company Name

Phone Number

Email Address



APPROVAL REQUIREMENTS

PM-120

I. Purpose

The purpose of this procedure is to define approval requirements for purchase commitments

II. Scope

This procedure applies to all procurement transactions.

III. General

- A. The system of authorization and approval is an important element of internal control. Appropriate approval is required of each purchase transaction prior to the establishment of a firm order or contract. The purchase requisition will include review/approval by Budget, appropriate Cost Center Manager, and/or Executive Cabinet approver, and Purchasing. Additional approvers may be required based on commodity and/or coordination requirements; i.e., technology purchases will be routed to Director(s). Educational or Information Technology, Capital facilities improvements, will be routed to Director of Maintenance, etc.
- B. The Buyer and/or Purchasing Director will be the final approval on all purchase requisitions and will ensure all appropriate approvals, and/or documentation is obtained and attached to purchase requisition. **However, only the Treasurer as designated by the Dayton Board of Education may commit the district for a purchase, and Treasurer signature affixed to the official copy of the purchase order prior to forwarding to the vendor validates this requirement.**

IV. Procedure

Monies under the jurisdiction of the Dayton Board of Education may not be expended except upon a warrant drawn against a specific appropriation and against a specific fund. Therefore, no contract or Purchase Order for the expenditure of money will be made unless there is affixed to it signature/certification by the Treasurer that the amount required to meet the contract or Purchase Order has been appropriated and is in the treasury, or is in the process of collection and that it is free from previous encumbrance.

APPROVAL REQUIREMENTS cont'd

PM-120

A. Purchase Request for Board Approval

Any contract, and all procurements over \$25,000.00, except for textbooks, educational equipment and supplies, and Educational Consultant Services \$5K and below, must be submitted for approval by the Board of Education.

1. After a purchase requisition is created and properly coded for submission to agenda for Board approval, the purchase order will be routed through workflow to cabinet level approver. Cabinet member must approve prior to requirement being pulled to Board Agenda (See PM-311).
2. All pertinent quotes, bids and other supporting documentation should be uploaded to the Purchase Requisition for review by the Purchasing Department.

B. Approval of Contracts

If in addition to the formal purchase order, contracted goods or services are required, the following guidelines should be followed:

1. The Requester must submit the contract details and rationale electronically into the BPlus Financial Management System, coded as a contract (see PM 311) to be routed to appropriate approvers, Legal Dept., and Purchasing for review/approval prior to submission on Board Agenda.
2. The Requester/Buyer will attach a partially executed (signed by vendor) copy of the contract agreement for review/acceptance by all approvers. The buyer will be the last approver of the contract PR, and will not approve until approval by Board consensus at the scheduled board meeting.
3. Please note, it is critical to ensure that contract requisitions are entered in time for review/approval by all, as the requisition will not be pulled to board recommendations until reviewed by Legal (final approval before Buyer approval in workflow)
4. Upon majority approval by the Board, the contract will be forwarded for required signatures. **The Board of Education President and District Treasurer are the ONLY persons authorized to enter into and sign contracts. Any contract not signed by the required officers will be void. See PM 120.**

5. An original fully executed (signed by all authorized vendor agents and DPSD Treasurer and Board of Education President will be forwarded to vendor email address on record for purchase order receipt electronically (when applicable) upon buyer approval along with the purchase order document and a contract signature page, with the Treasurer and Board President's affixed signature
6. The fully executed contract, will be attached to purchase requisition upon acquisition of all signatory authorizations for DPSD employee access.

C. Prior Release

If needs of the business dictate the purchase order is required prior to Board Approval, the Requester must secure authorization from the Superintendent for prior release through the following process:

1. An Authorization to Release Purchase Order Prior to Board Approval" form must be completed with rationale for prior release and signed by Superintendent and Treasurer for review/approval.
2. Once signature authorization is received, requester will provide a copy of the document to Purchasing for approval and release of the purchase order.
3. Buyer will attach authorization and complete approval/processing of purchase requirement to formal purchase order.

D. General Service/Rental Agreements

There are vendors that are used consistently by multiple District users that require signed agreement for general services; e.g. facility rentals; equipment rental; consignment of goods for school fundraising, etc. When, appropriate, the Treasurer will seek 'global' or annual approval of a contract/agreement for vendors in order to mitigate unauthorized signing of these agreements. The following process should be followed to obtain these signatures.

1. Purchasing & Contract Administration will work with District customers, and review historical data for identification of any requirement to sign a general service/lease agreement. Any additional identification of these agreements should be forwarded to Purchasing & Contract Administration immediately.
2. The Purchasing Department will work with Legal and the vendor to assure standard terms and agreement's meet District and ORC, and other legal requirements.
3. This approved agreement will be submitted to the board for annual approval, and document processed with appropriate signature as required.
4. District users will be required to submit a purchase requisition to the vendor advising any pertinent details/copy of quotes. A copy of the pre-approved signed agreement will be mailed with each individual purchase order. A list of these service/rental agreements will be maintained by Purchasing and published in a general location so that it can be readily accessed by District Users.

E. Educational Consultant Services

Board procedure requires that all Educational consultant services, including professional development agreements and associated purchase order be approved by the Superintendent. Educational consultant services over \$5K also require approval by the Board of Education.

1. If a former employee is to perform consulting services, the requester must contact Human Resources Office for specific instruction and guidelines to ensure payments are correctly coded.
2. All proposed consultants are required to complete Section I of form #19863, "Consultant Services Proposal/Contract"- Dayton City School District, affirming that they are not a current/former teacher. Social Security or Tax Identification number must be included
3. The District Requester is to complete Section II of the "Proposal for Consultant Services" form. Include the appropriate fund code information and
4. The Requestor should prepare a purchase requisition for consultant services using object 412 so that requirement routes to Superintendent for approval. If over \$5K, and requires board approval, the requisitions must be coded as CS on requisition (see PM-31). Buyer will approve purchase requisition only after consultant contract approved by Board.
5. Upon Board approval, the buyer will approve consultant proposals which will be forwarded to vendor with a copy of the purchase order and signed consultant agreement

Legal Refs: ORC 3313, 5705.41

Cross Refs: Board Policy CK, DJF



Shelia Burton, Ph.D.
Associate Superintendent

PUBLIC SCHOOLS

115 S. Ludlow Street · Dayton OH 45402-1812
Tel. (937) 542-3189 · Fax (937) 542-3188
E-Mail: sburton@daytonpublic.com

October 1, 2019

TO: All District

FROM: Shelia Burton, Ph.D., *Associate Superintendent*

RE: Purchasing Limit Increase

Effective immediately, purchase requisitions \$25,000 and below **do not** require board approval. Board members will continue to receive monthly reports on all expenditures above \$5,000, however, approval of these purchases will be authorized through the normal workflow process.

This change does not apply to any other Business Plus items. **All** contracts/agreements, regardless of the value, and consultant contracts above \$5,000 still require board approval.

Please contact Terri Allen (542-3020) if you have questions about the change in procedure.

Thank you.

cc: Board Members
Terri Allen, *Purchasing Director*

Mission Statement

To equip our students to achieve success in a global society by implementing an effective and rigorous curriculum with fidelity

VENDOR FILE

PM-210

I. Purpose

The purpose is to establish a uniform procedure for maintaining and updating the (FMS) Financial Management System's Vendor File.

II. Scope

This procedure applies to all requests for new Vendors as well as maintenance for established Vendors.

III. Procedure

Management of vendor records is an essential element of control for the Districts FMS. In order to ensure accurate and complete updates, District users and vendors should follow below instructions:

A. Request for Addition Update of External Sources of Goods/Supplies

1. External sources desiring to do business with or currently doing business with the District should register at the following link <https://dom2-public.dps.k12.oh.us/dps/PublicForms.nsf/vendor> for registering or updating vendor information. Directions for completing the registration process follow this procedure, and can also be found the DPS website.
2. Once an external source has been identified as a viable source for goods/services, the requestor should send an email to DPSVend@daytonpublic.com requesting the vendor be added to the DPS database. Use **NEW/UPDATE VENDOR** as the subject line for immediate identification by Purchasing
3. The request should include the vendor name, Registration number (vendor will receive this number upon completion of registration) and a contact email for the vendor.
4. If it is determined by Purchasing that the vendor is to be added to the DPS Purchasing database, the FMS will be updated with the appropriate information and a PEID (vendor) number provided to the requester by email. The District will notify the Vendor in writing of their acceptance and advise vendor of DPS business practices and procedures delivering goods/services and prompt payment of invoice.
5. If it is determined that the District already has adequate sources of the required goods/services, a list of alternate providers of the goods/services will be provided to the requester.
6. **IMPORTANT INFORMATION:** All new vendors or current vendors registering a **name change** must provide a current W9 (form also attached). The W9 form can be downloaded and submitted to DPSVend@daytonpublic.com (referencing the DPS Registration number) simultaneously. This will expedite the registration process.



VENDOR FILE cont'd

PM-210

B. Request for Add/Update of Athletic Officials

Athletic Official Providers for Dayton Public Schools will be generated a DPS vendor number only at the request of the DPS Athletics Department. These providers will be required to complete a DPS Athletic registration form with basic contact information and a completed W9 prior to addition to the DPS vendor database and subsequent payment. These forms will be disseminated only through the DPS Athletics department and/or a designee (see form on following pages)

C. Request for Add/Update of Reimbursement Vendors

DPS **staff, parents, students and Board members** requiring reimbursement must be provided a vendor ID number which will be identified by the respective corresponding security code; i.e. "Parent". Requests for additions to these groups should be emailed to DPSVend@daytonpublic.com, indicating NEW/UPDATE VENDOR RECORD in email subject line; and shall be handled in the following manner:

1. DPS Staff requiring reimbursement –Requests to add employee as vendor should be emailed to DPSVend@daytonpublic.com Requests must include Employee name, current address, city, state, zip, and social security number, email and phone contact. All updates to employee records made in Employee Online are reported to Purchasing via report. This report is monitored by Purchasing for updates to employee vendor records as required.
2. Parents – Request for parents to be added/updated to the DPS vendor file should include the following information, complete legal name, address, city, state, zip, social security#. NO W9 is required for parent records. VALIDATION OF INFORMATION through use of Departmental forms is suggested. Only the internal record of request will be maintained by Purchasing Services. It is suggested that a single request for multiple entries be submitted on a spreadsheet (see sample provided on following pages).
3. Board Members - Request for board members to be added/updated to the DPS vendor file should include the following information complete legal name, address, city, state, zip, social security#. NO W9 is required for Board Member records.
4. Students - Request for students to be added/updated to the DPS vendor file should include the following information Vendor # (if current provider), complete legal name, address, city, state, zip, social security#. NO W9 is required for student records.

VENDOR FILE cont'd

PM-210

D. Vendor Database Entry/Maintenance

1. The responsibility of vendor database entry and maintenance is critical. The Director of Purchasing and Contract Administration will assign authority to Purchasing personnel and limited others on an as needed basis to protect the integrity of the process and database records.
2. Purchasing Personnel with authorization and security to add and maintain vendor records will be careful to identify and include the following information:
 - a. Searchable Name
 - b. Vendor Legal (W9) Name
 - c. Complete purchasing address
 - d. Remit to address if different
 - e. Corresponding contact information; i.e. email/web site/phone/contact name
 - f. NIGP commodity code and product/service description
 - g. Social security number/Federal Tax ID*
 - h. W9 (as required, see above for determination)
 - i. Diversity certifications (copies of certifications are not required at time of registration but should be updated as contracts/purchase orders issued.)
3. Vendor records should be annotated for W9 status according to Federal guidelines. Purchasing Personnel will indicate in the vendor record 1099 status as follows:
 - a. Incorporated/Corp. – no 1099 required
 - b. Reimbursement vendors (see C above) – no 1099 required
 - c. All other vendors require 1099
4. **Inactivating Vendor Records**

The director of Purchasing and Contract Administration will make determination to inactivate vendors as the dictated by the needs of the business. Prior to deactivating a vendor, a determination should be made by the Purchasing Department as to the duration and extent of deactivation required; i.e. short term deactivation from future purchase orders/payments until issued/complaint resolved. Criteria to be considered for vendor deactivation include, but is not limited to the following:

- a. Vendor business process does not meet/facilitate DPS policy, financial process, and/or terms and conditions
- b. No business has been conducted with vendor for 24 consecutive months
- c. Vendor is disqualified from doing business with DPS based on state disbarment and/or excessive documented cases of complaints regarding delivery of goods/services

VENDOR FILE cont'd

PM-210

5. **Additional considerations to keep in mind:**

- a. **Vendors registering to do business with DPS are not entered into the DPS vendor database except and until a request is made by an internal DPS customer.** If a Vendor number is not received in a reasonable period of time, please contact Purchasing at 542-3560.
- b. STRS and SERS restrictions generally prevent current and previous employees from being added as vendors to receive purchase orders. Any request for DPS employees, retirees to be added to the vendor file should be forwarded to Human Resources and/or DPS Legal for determination.
- c. Incomplete or inaccurate data may prevent a Vendor record from being added to the DPS database, vendors requiring W9s will not be entered until receipt of W9.
- d. Various vendor reports are available with vendor information on the FMS system; please contact Purchasing for any requirements needed that cannot be accessed by current reports.
- e. DPS Purchasing staff can facilitate identification of available sources of goods and supplies if required.

Legal Refs:

Cross Refs: Board Policy DJF



ON-LINE VENDOR REGISTRATION INSTRUCTIONS

To: All DPS Current/Potential Vendors

Please follow instructions below for completing on-line vendor registration process:

1. Go to DPS website, www.dps.k12.oh.us; from top line menu choose **Resource Center**, then **Public Vendor Request Form** or copy and paste the following link in web browser, and hit enter: <https://dom1-public.dps.k12.oh.us/dps/PublicForms.nsf/vendor>
2. If you are a new vendor trying to establish or do business with DPS, click **New Vendor**.
3. Current vendors will select "Update Vendor Information" at the top of the form and provide the appropriate vendor number. This vendor number can be obtained from a DPS purchase order, check, or by emailing DPS Purchasing at DPSVend@daytonpublic.com.
4. Enter this vendor number in the appropriate space on the form.
5. Enter the formal name of your business (the name entered on the W9); if you are in an independent contractor, enter your name in the following form: last name, first name title or suffix
6. Enter complete address for the main company location.
7. Enter phone number of person/department that handles firm's customer service.
8. Enter company's federal tax identification number; if none, enter social security number of majority owner of firm.
9. Enter firm's Website URL
10. Select the "Ownership" type for the company
11. If purchase orders processing address same as above, click yes. If not, enter address of purchase order processing office.
12. **Enter fax number of person/department that receives purchase orders.****
13. **Enter name of contact person/sales rep for DPS purchase orders.****
14. **Enter email address of person/department that is responsible for purchase order processing.****
15. Certifications – Please select all applicable certifications held by the firm (and attach appropriate certifications).
16. Gender – choose appropriate gender for majority owner of the firm.
17. Ethnic Code – choose appropriate ethnic code for majority owner of the firm.
18. NIGP Code – follow steps **a** thru **d** below to choose appropriate NIGP codes
 - (a) Click on down arrow key and select category from listed choices
 - (b) This will populate classifications within selected category, click down arrow key and select appropriate "class"
 - (c) To select additional classes, hit the "add class" button to the right of this field until all appropriate classes selected
 - (d) To select additional categories, follow steps **a** thru **c** above.
19. Hit the submit button to complete the registration process. A Registration number will be provided upon completion of the electronic form. Please retain this information for future use.
20. **IMPORTANT INFORMATION:** All new vendors or current vendors registering a **name change** must provide a current W9. The W9 form can be downloaded and submitted to DPSVend@daytonpublic.com simultaneously. Please reference the DPS Registration number to ensure that the W9 is associated with the correct registration and help to expedite the process.

Please email questions to DPSVend@daytonpublic.com. Thank you in advance for your cooperation.

<div style="display: flex; justify-content: space-between; align-items: center;"> <div style="text-align: left;"> <h1 style="margin: 0;">DAYTON</h1> <p style="margin: 0;">PUBLIC SCHOOLS</p> </div> <div style="text-align: right;"> <h2 style="margin: 0;">ATHLETIC DEPARTMENT VENDOR REGISTRATION FORM</h2> </div> </div>	
<p><small>DPS Vendors requesting payment for athletic officiating services must complete this form and submit to the Athletic department ; <i>note payments can not be processed until receipt of completed form</i> . Please contact Yolonda Davis at 937-542-4072 or email ydavis@dps.k12.oh.us if questions or concerns.</small></p>	
NAME	
ADDRESS	
TELEPHONE NUMBER	
CITY	
STATE	
ZIP	
PHONE NUMBER	FAX NUMBER
EMAIL	
SOCIAL SECURITY/ TAX ID #	
SERVICES PROVIDED	

Form W-9
(Rev. December 2011)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

<small>Print or type See Specific Instructions on page 2.</small>	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
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 the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 5.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

--	--	--	--	--	--	--	--	--	--

Employer identification number

--	--	--	--	--	--	--	--	--	--

Part II Certification

Under penalties of perjury, I certify that:

- 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
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here

Signature of U.S. person ▶

Date ▶

CONTRACT ADMINISTRATION

PM-220

I. Purpose

The purpose of this procedure is to provide process for conducting evaluation of contract performance.

II. Scope

Purchasing will facilitate oversight and management of significant third-party relationships to ensure soundness and increased fiscal responsibility.

III. Procedure

- A. The Purchasing and Contract Administration Department will perform due diligence to obtain and document contract performance of vendors with significant relationships, especially those acquired by formal solicitation and negotiation. The assigned Buyer will work with the Cost Center Manager to establish contract performance reviews at minimum, annually. The reviews will consist, but not be limited to:
 - 1. Review of Service Level Agreements (SLAs)
 - 2. Past/Planned Activities (Schedule of Work)
 - 3. Schedule of Deliverables
 - 4. Required Reports
 - 5. Terms and conditions; i.e. financial condition, insurance/bond requirements, renewal, etc.
 - 6. Customer Satisfaction
- B. Purchasing and Contract Administration will investigate documented occurrences of reported contract deficiencies and:
 - 1. Forward Cure Letter
 - 2. Follow up to ensure remedy; if not
 - 3. Contact legal for next actions per contract terms and conditions
- C. Purchasing and Contract Administration will
 - 1. Ensure that all actions are properly documented,
 - 2. File with contract and/or
 - 3. Vendor records to ensure prior performance is documented for future bid opportunities
 - 4. Utilize attached template to solicit information from District users as required

Legal Refs: ORC 153.12

Cross Refs: Board Policy DJF



CONTRACT ADMINISTRATION cont'd

PM-220

Vendor Performance Evaluation Form

NAME: _____ TITLE: _____

DEPT.: _____ TELEPHONE#: _____

VENDOR: _____ VENDOR #: _____ DATE: _____

PURCHASE ORDER NUMBER(S) INVOLVED: _____

PRIMARY AREAS OF CONCERN	Always	Often	Sometimes	Seldom	Never
Continually suggests cost-saving possibilities					
Has competitive prices					
Holds backorders to a minimum					
Supplies Catalogs/Website pricing					
Prompt /accurate on technical assistance					
Advises of potential troubles					
Promptly replaces rejected items					
Delivers without constant follow-up					
Has knowledge of products and industry					
Provides specified quality products					
Handles complaints properly					
Meets required delivery schedule					
Marks packages correctly					
Includes shipping list					
Correctly Invoices					
Prompt resolution of discrepancies					
Quality of Goods/Services provided					
Others					
Comments: _____					

Submit to: Purchasing and Contract Administration

FREIGHT AND HANDLING COSTS

PM-230

I. Purpose

The purpose of this procedure is to establish a process to handle freight/shipping and handling charges.

II. Scope

This procedure applies to all freight charges.

III. Procedure

A. Inbound freight

1. The general freight cost will be charged to the Purchase Order
2. Freight cost resulting from free, or otherwise no-cost items, will be charged to the user's account. A Purchase Order will be required.
3. The Requester should add freight for a specified cost, or 12% of the total order, as a separate line item on the purchase order. Note: In the BPlus financial system, the freight (shipping) cost should be entered with the "cost" entered in the quantity field, and use \$1.00 as the unit cost. This will allow DPS Accounts Payable to pay for multiple shipments against a purchase order.

B. Outbound freight:

1. Freight cost for materials being returned to the vendor due to receipt of damage or incorrect items as a result of vendor error will be returned at the vendor's expense.
2. Freight cost for materials returned to the vendor for reasons other than vendor error will be charged to the responsible cost center.

Legal Refs:

Cross Refs: Board Policy DJF

ACCESS TO FINANCIAL MANAGEMENT SYSTEM

PM-300

I. Purpose

The purpose of this procedure is to establish a process for obtaining/granting access to BPlus financials for entering/approving purchase requirements, and obtaining required reports/documents as appropriate for employee function or supervisory level.

II. Scope

This procedure applies to all employees assigned to cost centers with budgets requiring access to BPlus Financials for entering purchase requirements.

I. III. General

The issuance of a formal purchase order has a three-fold purpose: (1) first it notifies the vendor of requirement for specific goods or services (2) the Purchase Order is written certification that funds are available and have been encumbered for required goods or services, and (3) in the absence of a written contract, the purchase order serves as the District's legal agreement for the tendering of funds for goods and services received. Only persons with assigned duties regarding management of District funds and entering purchase requisitions, or other related financial duties will have access to the FMS system for entering requisitions and/or accessing reports. Personnel with these duties will gain access to FMS using the following steps:

- A. Upon assignment to a DPSD position requiring access to BPlus financials for entering/approving purchase requirements, the assigned supervisor will:
 - 1. Have employee review online training for Entering/Approving purchase requisitions
 - 2. Employee must complete and pass on-line test of materials
 - 3. Upon employee passing test, assigned Supervisor will submit a request to IT through DPSD Infonet.
 - 4. IT will grant secured access as appropriate for cost center/level
 - 5. IT will forward a monthly report to Assistant Treasurer and designated stakeholders.
- B. Purchasing will provide supplemental training on BPlus the 4th Tuesday of each month following DPSD board meeting for new hires and/or refreshers to current users September-March, or as required.
 - 1. It is recommended that new employees be directed to on-line test prior to this date if appropriate.

PURCHASE ORDER PROCESSING

PM-310

I. Purpose

The purpose of this procedure is to provide detailed information for entering a purchase requisition in the Financial Management System.

II. Scope

This process applies to all non-credit card procurements, with exception of payroll and benefits.

III. Procedure

The Financial Management System (FMS) has two purchase order types: open (B) type purchase orders and itemized (P) purchase orders:

A. Use B option to input purchase orders for:

- **Open (non-specified) purchase requirements**
- **Participant requirements**
- **Services, Contract, and Agreements**
- **Consultant contract requirements**
- **Tuition Reimbursements**
- **Transportation Services**
- **Utilities**
- **Telephone Services**
- **Food Services**
- **Payment Enclosed**
- **Subscriptions**
- **Bus Trips/Admission Fees**
- **District Membership Dues**
- **Reimbursements (Mileage*, Parent)**

**Please note, mileage reimbursements require a purchase order, and Vendor number for Employee prior to payment. Requester should contact Purchasing to verify activation of employee Vendor number .*

1. An open order is intended to be used for local purchases whereby quantity, specific item requirements, price, etc.; is not known in advance.
 - a. Open Purchase Orders will be used when the Requester: cannot readily identify the product, quantity, or price of item/service being procured.
 - b. Believes that more favorable pricing can be achieved by comparative shopping at the supplier's location.
 - c. Will purchase repetitive, non-specified services or items, or categories of items from a specified supplier during a specified period.

PURCHASE ORDER PROCESSING cont'd

PM-310

2. Open Purchase Orders shall not be used:
 - a. To purchase any type of equipment or
 - b. For catalog purchases or any procurement when the quantity, price and type of goods or services can be identified.
3. Requirements that meet the conditions for an open purchase order should be entered into the FMS (see BPlus Training manual for detailed instructions) selecting the “B” purchase order type on the detailed tab, and enter a not-to-exceed amount in the Blanket tab field, and shall include the following information in the description
 - a. Description of items or services to be included
 - b. The effective period, with beginning and ending dates. Note: In most cases the effective period should not exceed 90 days, with the following exceptions except for agreements/contracts where there is a reasonable expectation for an on-going requirement (utilities, annual maintenance services not covered by contract, etc.).
 - c. Not to-exceed amount printed on this document.
 - d. Authorized person (s) to sign or pick up.
4. Participants – In the case of multiple reimbursements for the same purpose, use the vendor “Participants”. The P.O. description should state the purpose of the reimbursement.
5. Service, Contracts, Agreements – The description should show what service is being purchased, the purpose, period of service (effective dates), the user (if applicable) and authorizing signatures
6. Consultant Contracts – The Purchase Order description must show the purpose of the consultant services, location(s) where services will be provided, date (s) of service and who the services are intended to benefit. Also, in the comments, provide the rate-cost of services by hour, day, or job. For details refer to PM-120, Approval Requirements, E-Consultant Services
7. Bus Trips – The description on a Purchase Order for a bus trip must state where the bus will be leaving from and where the bus will be going (if round trip, please state so.) It must show the travel dates, the purpose of the trip, and approximate number of individuals that will be traveling. Also, indicate “students” or “staff personnel.” List the primary contact person, telephone number, and other appropriate information.

B. Itemized (Detailed) Purchase Order

The requester should use the itemized or detailed purchase requisition to order all equipment, supplies and/or materials where specific information regarding model, quantity, description is required and/or available. When ordering equipment, supplies and/or materials, enter information into the FMS System as an itemized purchase order by selection the “P” type purchase order on the detail tab.

PURCHASE ORDER PROCESSING cont'd

PM-310

1. When ordering equipment, the requester should enter a detailed description for the merchandise requested including, but not limited to the following:
 - a. Name of item
 - b. Make & Model
 - c. Size or Capacity
 - d. Part Number (if known)
 - e. Manufacturer (if known)
 - f. Unit of Purchase
 - g. Quantity
 - h. Unit Price
 - i. Other pertinent information as applicable
2. Description for supplies and materials should show:
 - a. Name of item
 - b. Size, Color, Type, etc.
 - c. Quantity
 - d. Unit of Purchase
 - e. Unit Price
 - f. Other Information (if applicable)

C. Computer Hardware/Software

Purchase requirements for computer software or hardware must be reviewed and approved by Information Technology (IT) prior to submission to Purchasing and Contract Administration. Upon receipt of quote/approval from IT, Requester should enter a purchase requisition using 55160000 for software and/or 5644000 (computer equipment) object codes. The use of these object codes will route the purchase order through IT for proper approval.

- D. The Requester should also ensure and examine each purchase requisition for accuracy and completeness prior to releasing to the approval routing cycle. Once the requester releases the requisition for approval, edits can no longer be made unless rejected back to the requester, or by a buyer.
 1. If a purchase requisition is rejected by anyone in the approval cycle, the requester must make changes and resubmit for approval.
 2. The buyer is the last approver on the routing cycle. Upon approval by the buyer, the purchase order will be emailed or mailed to the respective vendor, and an OFFICE ONLY COPY of the document will be emailed to the requester. At no time should the requester mail, email, fax, phone a purchase requisition number or OFFICE ONLY COPY to the vendor.
 3. Only Purchasing is authorized to contact the Vendor to change Purchase Order requirements. Any unauthorized changes could result in payment being withheld from the vendor and disciplinary action being taken against the abuser as established by the Treasurer and Dayton Board of Education





PURCHASE ORDER PROCESSING cont'd

PM-310

- E. It is the responsibility of the Requester and/or Receiving Department to acknowledge receipt of all merchandise in a timely manner (see PM-410 for detailed procedure). The person(s) receiving and/or acknowledging receipt of goods should contact the Buyer to resolve all shortages, partial shipments and discrepancies

IV. Purchase Order Distribution

Upon final approval by the Buyer, the Treasurer's signature will be affixed to all purchase order. Purchase orders will be forwarded to the vendor after approval by:

- A. Email - Purchasing will submit approved purchase by email to all vendors that report acceptance of electronic purchase orders; and/or
- B. Postal Mail-Vendors that do not accept electronic receipt of purchase orders will be mailed a copy after approval. Only Purchasing will have access to the signed Purchase order copy. Other Departments/Employees may access an electronic "Office Use Only" copy through the FMS.

V. Purchasing with a Credit Card

The Treasurer is responsible to oversee the approval and distribution of District credit cards. See DPS Credit Card Manual for detailed procedures. A copy of the current manual can be obtained by contacting the Treasurer's office.

Legal Refs:

Cross Refs: Board Policy DJH

SUBMISSIONS FOR BOARD APPROVAL

PM-311

I. Purpose

The purpose of this procedure is to define the coding necessary for purchase requirements to appear on agenda for Board approval

II. Scope

All new requisitions and revised purchase orders that require Board approval see PM-120

III. Procedure

- A. All new requisitions and revised purchase orders that require Board approval MUST HAVE proper coding to appear on the CDD report which will be added to the Board Recommendations for approval.
 1. **Details Tab** - the following information should be entered:
 - a. Enter date(s) of engagement for professional development and/or contract term for consultant agreements and contracts
 - b. Bid# -Enter DPSD bid/proposal number
 - c. Contract#-Enter Cooperative name and/or contract number
 2. **Dates Tab** - the following information should be entered
 - a. Required Date -The Board business meeting date. If this date is incorrect it will not appear on the Board Agenda report.
 - b. Expiration Date - The end of the contract term for consultant agreements and contracts
 3. **Requisition Tab**- Indicate the proper requisition code in the **fourth** Req. Codes field
 - a. "BR" for purchase requisitions over 5,000 (classroom materials/equipment excluded see PM-)
 - b. "CA" for all non-educational consultant contracts and agreements regardless of dollar amount. NOTE: Memorandums of Understanding (MOUs) and affiliation agreements should be coded CA
 - c. "CS" for educational consultant services (only PR's over 5K will be submitted for Board review).
 - d. "TN" for Then and Now \$3,000 and above. A "Then and Now" is any requirement for which services were rendered prior to receipt of purchase order.
 4. **Items Tab/Description Field.** A description of goods and services to be procured should be entered under this section. Please be sure to include all pertinent information including any descriptive information required to clarify why, when, and where the product or services will be used, such as:
 - a. Start description for "Contracted Services" or" Consultant Services" for easy identification
 - b. Include effective periods, dates of service, and/or contract term period
 - c. The board agenda date should be included for recognition that PO should not be released prior to Board approval.
 5. **PR Notes Tab** The summary description/ rationale of procurement should be entered in this section. Remember, this information will appear as the description on the Board agenda and should be sufficient data for the Board to make a determination to approve. In some cases this may differ from purchase order description. Additional data which might be included in this section is:
 - a. Current board agenda date
 - b. Board agenda date of prior purchase order and/or contract approval
 - c. Additional information, such as "funds to follow or no cost to general fund, etc.

SUBMISSIONS FOR BOARD APPROVAL

PM-311

B. Contract Information

Only the Board of Education has the authority to bind the District contractually. Consider the following when contracting with a vendor and/or agency:

1. **Proper Name** - All agreements and contract documents must include the proper name, "The Dayton Board of Education." For example, "This Agreement is between The Dayton Board of Education and Miami Valley Child Development Center."
2. **Contract Signature Page** - DPS signatures will not appear in the contract document. See Exhibit B. A report bearing pertinent contract information bearing the Treasurer and Board President signature will be forwarded electronically to the vendor (when capable) along with the Purchase order and attached consultant agreement/contract documentation. (This is the reason a partially executed document bearing vendor signature is required prior to Board approval) This signature page has been vetted by DPS Legal as being binding agreement.
3. **DPSD Contracts /Consultant Agreement**-When appropriate, use DPSD contract terms and/or consultant forms, as these have been vetted by DPSD council. Other and/or additional terms must be reviewed/approved by DPSD legal. Please plan sufficient time for this review.
4. **Review Legal Guidelines** – Legal guidelines regarding DPSD required terms and conditions are available on Google Docs, and should be considered and/or shared with a vendor prior to accepting partially executed contract document.

C. Board Agenda Dates

The District annually publishes the scheduled Business meeting date; along with submission cut-off and Review session dates. To ensure goods and services can meet required service/delivery dates please be aware:

1. Except for special meetings, and/or as determined by the Board, the published business meeting date is the only session that the Board votes for agenda items.
2. Always use the next Business meeting date in the required date field, even if a special meeting date or approval is planned for the Review session.
3. With the exception of final Purchasing approval, all required approvals must be received in Bplus prior to submission cut-off date to ensure inclusion on agenda.

D. Board Agenda Reports

To ensure your purchase order requirement is included on agenda, please follow these guidelines:

1. Print and review a copy of BPlus CDD reports listed below prior to submission cut-off dates; Run the reports using the date after the last scheduled Business meeting through Required date (Date of next scheduled business meeting). Reports can be accessed from the BPlus-Requisitioner tab:
 - a. **PO10105CR Cabinet Review Session PRs for Board approval (General Fund)** – Will show workflow approval status for all approvals for general funded requirements.
 - b. **PO10105CRa- Cabinet Review Session PRs for Board approval (non- General Fund)** – Will show workflow approval status for all approvals for non-general funded requirements.
 - c. **PO10107-Contracts for Consultant Services for Board Approval**, will list all requisitions/purchase orders coded as CS for board approval for the required date indicated.
 - d. **PO10106-Contracts and Agreements for Board Approval**, will list all requisitions/purchase orders coded as CA for board approval for the required date indicated.
 - e. **PO10105-PRs for Board Approval General funds**, will list all (including non-general funded) requisitions/purchase orders coded as BR for board approval for the required date indicated.



SUBMISSIONS FOR BOARD APPROVAL

PM-311

2. Contact Purchasing and/or Superintendent designee with questions regarding submission items missing from report. Note, the report will run requirements for specific Cost Centers for which you have access.
3. Seek prior approval from Superintendent, for any unexpected or last minute items submitted near (day of) and/or after submission cut-off date. Remember, the Purchasing personnel is not authorized to add items to Board agenda, and will correct required date to next regularly scheduled Board Business Meeting date, unless instructed otherwise by Superintendent office.

Legal Refs:

Cross Refs: Board Policy DJF

MANAGING ENCUMBRANCES

PM-320

I. Purpose

The purpose of this procedure is to provide specific steps that should be taken to ensure Purchase Orders (P.O.) are closed in a timely manner and removed from the encumbrance listing.

II. Scope

This procedure applies to all open/blanket (B type) Purchase Orders and itemized (P type) Purchase Orders.

III. Responsibility

It is the responsibility of the Cost Center Manager and or designee to track and monitor encumbrances to ensure timely receipt of required goods and services; and advise Purchasing when encumbrance can be closed.

IV. Procedure

- A. The Requester should frequently run an Encumbrance report to identify and manage open encumbrances. A copy of the annotated report indicating purchase orders that are to be closed should be forwarded to the buyer for processing as required.
- B. Buyer will at minimum, check with internal customers quarterly, to review open encumbrance listing.
- C. The buyer /cost center manager shall review to close all “open” purchase orders (90-day limit) within 45 days after expiration of effective period.
- D. If the Purchase Order was never used and/or needs closing, the Requester should notify the Buyer by email indicating total dollar amount spent or “never used” and please close.
- E. If an itemized order has partial or no receipt within 30 days after purchase order, the Requester should contact the buyer for follow-up.

Legal Refs:

Cross Refs: Board Policy DJF

PAYMENT ENCLOSED REQUEST

PM-340

I. Purpose

To establish a procedure for requesting remittance to a vendor when pre-payment is required prior to delivery of goods/services.

II. Scope

This procedure applies District-wide

III. General

It is the practice of the Dayton Board of Education to make all purchases using a certified purchase order. However, occasionally there will be a requirement for an advanced-payment prior to delivery of goods/services, as a down-payment and/or due to business policy of the vendor. When feasible, Purchasing will attempt to establish a "credit" relationship with the supplier for acceptance of DPS purchase order or seek an alternate source.

IV. Procedure

A. When vendors require pre-payment of the Purchase Order, the following steps should be taken:

1. Requester should complete a "Payment Enclosed Request Form" (located on "Google" drive), and attach the form to the requisition prior to forwarding for approval. Requester must annotate in the body of the Purchase order "Payment Enclosed" on the final line of the purchase order description.
2. The Requester affirms that where applicable, they will present all corresponding receipts and/or invoices with 60 days, or are responsible for the repayment of all such funds to the Board of Education should the vendor fail to deliver or refund monies within 60 days. The form requires Cost Center Manager approval prior to processing of pre-payment.
3. Requester should advise buyer by email notification of the payment enclosed request, indicating purchase requisition number.
4. Purchasing will coordinate with Accounts Payable for issuance of check and purchase order to Requester and /or Vendor.

Legal Refs:

Cross Refs: Board Policy DJF



REQUEST FOR PURCHASE ORDER CHANGE

PM-350

I. **Purpose**

The purpose of this procedure is to establish purchase order change procedures

II. **Scope**

This procedure applies to all change requests.

III. **Procedure**

- A. All changes affecting purchase orders and/or all changes regarding specifications, **prior to any commitment or obligation to vendor**, shall be submitted for review to Purchasing and Contract Administration.
 - 1. All changes must be submitted in writing.
 - 2. Under the discretion of the Buyer, additional requirements may necessitate the submission of a new purchase order.
- B. If there is an increase on a Board-approved Purchased Order, the additional amount must be submitted to the Board for approval.
- C. If a written confirmation is required, the Vendor will be sent a revised copy of the purchase order.

Legal Refs:

Cross Refs: Board Policy DJF

PURCHASE ORDER EXPEDITING

PM-400

I. Purpose

The purpose of this procedure is to establish a uniform method of assuring prompt completion of purchase requests.

II. Scope

This procedure applies to all purchases.

III. Responsibility

A. It shall be the responsibility of Purchasing and Contract Administration to follow-up on all overdue, back-ordered purchase orders, and/or receiving/invoice discrepancies. Follow up will be initiated when:

1. Requester or vendor calls and identifies a discrepancy/issue with a purchase order.
2. A discrepancy/issue is identified by the Receiving and/or Accounts Payable Departments.
3. Cost Center/ Buyer determines a purchase order warrants follow-up.

IV. Procedure

A. It is the responsibility of the Cost Center Manager and or designee to track and monitor encumbrances to ensure timely receipt of required goods and services; and advise Purchasing when encumbrance can be closed.

B. In order to expedite customer requirements, and assist in the effective management of encumbrances, Purchasing and Contract Administration shall review Aged Purchase Order Listing and:

1. Check with the requester to ascertain:
 - a) If good/services are still outstanding
 - b) If good/services are still required
2. If Requester states that goods/services have not been received and are no longer required:
 - a) Have the Requester initiate a request for purchase order change via email.
 - b) Buyer will notify the vendor of cancellation.
3. If Requester states that good/services have not been received and are still required:
 - a) Contact Vendor and ascertain shipping date.
 - b) Note expected date of delivery along with any other pertinent information derived for Vendor. Suspend for follow-up.



PURCHASE ORDER EXPEDITING cont'd

PM-400

4. If Vendor states that order has been shipped.
 - a) Obtain tracking information.
 - b) Contact carrier and initiate a trace on item(s).
 5. If it is ascertained that goods were delivered, obtain name of receiver and date delivery slip was signed; contact receiving location and have received in FMS.
 6. Purchasing will make every effort to obtain required goods/services. However in the event that cancellation is required. The Buyer will attempt to cancel at no charge to the district.
- C. Upon receipt of a follow-up request from a Requester, Purchasing will:
- a. Research Purchase Order using FMS Financial System and other resources as appropriate.
 - b. Contact Vendor to determine status of order and ability to expedite.
 - c. Depending upon results of the above two steps, take appropriate action(s) as required.

Legal Refs:

Cross Refs: Board Policy DJF

RECEIVING/RETURNS FOR CREDITS

PM-410

I. Purpose

The purpose of this procedure is to establish a process for receiving vendor goods.

II. Scope

This procedure will apply to all received materials.

III. Responsibility

- A. It is the responsibility of the requester/receiving clerk to inventory all delivered materials and acknowledge promptly in the Financial Management System (FMS) and advise of any discrepancies.
- B. It is Purchasing & Contract Administrations' responsibility to contact the vendor regarding discrepancies and arrange for return of materials and/or credit.

IV. Procedures

- A. Materials should be opened, inventoried and inspected immediately upon receipt. All acceptable materials must be received in the Business Plus POURC (Enter/View PO Receipt) applications in the FMS.
- B. Any discrepancy should be reported to the Buyer within three (3) business days of delivery using the PO Discrepancy application in the Infonet System. Receiving location must provide pertinent information regarding receipt to the Buyer, including the following:
 - 1. Vendor name
 - 2. Description of discrepancy (i.e. shortage, wrong item, damaged goods)
 - 3. Include attached copy of purchase order annotating items received and quantity; also
 - 4. a copy of vendor packing slip



RECEIVING/RETURNS FOR CREDITS cont'd

PM-410

- C. All returns of materials must be initiated through Purchasing & Contract Administration. The buyer will arrange for return authorization and proper invoice credit. Disposition alternatives considered by the buyer include:
1. Vendor furnishes suitable replacement at no charge, or negotiates cost differences to the company and arranges pick-up, handling and freight costs.
 2. Vendor will re-invoice or issue a credit memo to the District for negotiated price reduction.
 3. Buyer will provide disposition instructions to the Distribution Center.
 4. Return to Vendor for full credit, less restocking charge and freight, or return authorization authority.
- D. The Buyer will provide the appropriate receiving organization personnel with specific instructions concerning the return of such materials.

Legal Refs:

Cross Refs: Board Policy DJF

EQUIPMENT REPAIRS

PM-500

I. Purpose

The purpose of this process is to provide a procedure for requesting equipment repair services.

II. Scope

This procedure applies to equipment repairs provided through Purchasing & Contract Administration.

III. Procedure

A. Purchasing and Contract Administration provides for the repair of selected office equipment, i.e. typewriters, laminators, date-stamp machines, etc.

B. The Requester must provide a written request to Purchasing and Contract Administration via e-mail. Emergency repairs may be phoned to Purchasing; the caller should have the following information accessible:

1. School or Department and room number
2. Name of individual making request and contact number
3. Description of item including make, model number, and manufacturing serial number.
4. Description of repairs needed.

C. Purchasing and Contract Administration will then contact the appropriate supplier and arrange for

D. Exceptions to this procedure include the list below, and the responsible Department should be contacted to procure repairs:

1. Any item covered by warranty or a service
2. Educational Technology (contact Educational Technology)
3. Computers (contact the Help Desk Response Line)
4. Food Service equipment (contact Nutrition Services)
5. Copier repair (contact Information Technology)
6. Elevator repair (contact Maintenance Department)

Legal Refs:

Cross Refs: Board Policy DJF