



PURCHASING PROCEDURES MANUAL

Kansas City Kansas Public Schools

Revised – August 2017

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.

BusinessPLUS – District’s Financial Management System

Contract – a legally binding agreement between two or more 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 District/Board of Education

BOE – Kansas City Kansas Public Schools Board of Education/Unified School District #500

KCKPS – Kansas City Kansas Public Schools/Unified School District #500

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

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

Goods – any tangible product other than services.

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 KCKPS 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 an Invitation for Bid that describes the goods and/or services to be purchased.

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

PURCHASING PROCEDURES MANUAL

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 Kansas City Kansas Public Schools

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 Department.
- C. Revisions to the Purchasing Procedures Manual will be the responsibility of the Purchasing Department.
- D. District personnel will decline personal gifts or gratuities of whatever nature from supplier contractors or other representatives. The Purchasing Department will ensure that all vendors are aware of the District's policy and procedures regarding gifts and gratuities.

COMMITMENT AUTHORITY

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 \$20,000, except textbooks and certain proprietary technology equipment. Special arrangement can be made for ordering perishables and emergency repairs and supplies.
 - 2. Approve all contracts/agreements.
- C. Purchasing Department's control is centralized under the Finance Department, which ensures that all purchases must fall within budget and the proper budget category.
- D. The Director of Finance 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.
- E. Any exception to procedures outlined in this manual must be reviewed by Purchasing Director and the Director of Finance and accepted by the Executive Director of Operations and the Chief Operating Officer.

PURCHASING ASSIGNMENTS

I. Purpose

The purpose of this procedure is to assign buying responsibility for Schools and Departments.

II. Scope

This procedure applies to all budget managers, school-based principals and heads of departments, and all staff that are responsible for inputting requisitions and purchase orders for purchasing of goods and services.

III. Responsibility

Each school and department will determine who is responsible for inputting requisitions and purchase orders, and goods and services purchased shall be subject to the guidelines herein.

QUOTATIONS

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 \$1 to \$20,000.

III. Procedure

A. Quotations are required for expenditures over \$3,000 up to \$20,000, or where otherwise deemed necessary by Purchasing Department.

1. The Requestor, when purchasing materials and/or services requiring written requests for quotations, shall solicit:
 - a minimum of two (2) price quotations on material and/or services that are expected to **exceed \$3,000, but are less than \$10,000;**
 - a minimum of three (3) price quotations on material and/or services that are expected to **exceed \$10,000, but are less than \$20,000;**
 - a) In case of proprietary items, more than one price may not be possible; this fact must be documented in a letter from the vendor and submitted to Purchasing for review.
 - b) Identical request for quotations must be provided to all potential respondents providing the same details including the response deadline.
 - c) 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. (See attached for formal quotations template).
2. All pricing provided should be documented and submitted as an attachment to the purchase requisition in BusinessPLUS to serve as backup

documentation.

3. Requestor, 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. Storeroom and Copy Center. If there are any questions, contact the Purchasing Department for guidance.
- 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 Purchasing Department 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 Department will review the recommendation made by requesting school or department and make a determination as to whether an exception to this procedure is appropriate.
- D. Any problems of interpretation should be referred to the Director of Purchasing.

FORMAL SOLICITATIONS (BID/PROPOSALS/QUALIFICATIONS)

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 greater than \$20,000.

III. General

When appropriate, the District will take advantage of volume buying to maximize value of each dollar spent. Purchasing Department will utilize board approved 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 considerations shall govern the process:

- Vendor notification/invitation
- Criteria for bid responsiveness
- Bid summary/award analysis
- Bid bonds
- Instructions to bidders
- Pre-bid 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
- Project Exemption Certificates
- Non-collusion statements
- Sealed bid requirements

IV. Responsibilities

- A. The Purchasing Department has the Responsibility for maintaining a uniform set of procedures and forms to support the bidding process.
- B. The Requestor is responsible for:
 - 1. Project Budget
 - 2. Providing Scope of Services/Specifications
 - 3. Providing solicitation documentation to Purchasing in sufficient time for the process to be completed by required delivery date (see timeline below)
- C. The Purchasing Department is responsible for:
 - 1. Preparing and posting the solicitation
 - 2. Advertising solicitation
 - 3. Preparing and submitting legal notice
 - 4. Managing the bid process
 - 5. Managing the Evaluation process (Facilitate)
 - 6. Preparing the Bid Tabulation
 - 7. Preparing the Recommendation for the Board Consent Agenda
 - 8. Collecting and maintaining all pertinent bid/contract documentation
 - 9. Processing board approved bid recommendation
 - 10. Entering requisition/purchase order into BusinessPLUS
 - 11. Negotiating final contract, and obtaining partially executed contract from vendor
 - 12. Disseminating and maintaining copy of fully executed contract
 - 13. Assisting School or Department in Implementation/Management of Contract as required; including documenting contract performance/compliance
- D. The Purchasing Department 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 firm's relevant experience, qualifications, and success in providing a service of the type described in this document
 - 3. The firm's reputation for quality service and problem solving within the marketplace
 - 4. The agreement terms proposed by the firm which would govern any contract relationship with the KCKPS
 - 5. The firm's capability to provide requested services in a timely manner as agreed upon

6. The firm's financial stability
7. The firm's references; and
8. Firm's capability and willingness to partner with KCKPS initiatives.

V. Procedure

- A. Other than the noted exceptions, all procurements for goods/services, including building construction improvements, repairs, furnishings, and services in amounts \$20,000.00 and above will be put to bid through procedures established by Kansas State Statute. The requirements may be waived only in case of an emergency or urgent necessity, or approved documentation of a sole provider.
- 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 Purchasing Department 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 Requestor/Buyer must be thorough and address all known variables.
- D. It is the responsibility of the Requestor to provide adequate description/specifications as required for procuring in the most expedient economical manner.
- E. The Purchasing Department 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 Purchasing Department 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 Requestor.
- 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.
- H. The Requestor 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 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.
- J. Purchasing must coordinate all responses to vendor queries and ensure all potential suppliers are provided the same information. The Purchasing Department will consult with the Requestor and/or another subject matter expert prior to responding to technical questions by addendum 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 Department only after all aspects, including input of the Source Selection Committee, have been considered. The information gathered will be retained in the bid file. In cases of bids for estimating purposes, a copy of each bid response is to be sent to the Requestor along with the summary.
- L. A solicitation may also require a bid guaranty (bid bond) to be filed with the bid, in these cases, KCKPS will accept:
 - 1) A bond for five percent (5%) amount of the bid;
 - 2) A certified check, cashier's check, or letter of credit. The amount of the certified check, cashier's check, or letter of credit shall be equal to five percent (5%) of the bid. The certified and/or cashier's check will be held by the Purchasing Department 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, Purchasing will update the KCKPS website to advise of bid award, and the Purchasing contact for questions.
- N. Unless a specific exception by the Chief Operating Officer has been obtained, quotations will not be solicited from, nor any order placed with a company that:
 - 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 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 Purchasing Department will seek concurrence with the Budget Manager/Legal prior to notification to non-responsive bidder.
- P. The KCKPS Board of Education reserves the right to reject all solicitations, waive formalities and contract terms in the best interest of the District.

BIDDING PROCEDURE TIME LINE

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

***Not required for all solicitations**

****Time lines are approximate, as any of these activities will run concurrently**

DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS

I. Purpose

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

II. Scope

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

III. Responsibility

It is the responsibility of the Purchasing Department 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 KCKPS parties and vendors must fully disclose any relationships and state any 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 KCKPS Purchasing procedures.
- 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 these guidelines, 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 KCKPS 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.

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 KCKPS 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 KCKPS 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 KCKPS 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 KCKPS 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 "CONFIDENTIAL" based upon a case-by-case determination by the Purchasing Department that the information meets the standards of this policy.

- 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 KCKPS procurement after it has been cancelled by KCKPS unless KCKPS plans to resume the procurement;
 3. Individual meetings between a KCKPS official and an officer or potential officer for, or a recipient of, a contract or subcontract under KCKPS procurement, provided that unauthorized disclosure or receipt of contractor bid or proposal information or source selection information does not occur; or
 4. KCKPS's use of technical data in a manner consistent with the KCKPS'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 Kansas 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 KCKPS 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. KCKPS employees or employees of organizations or firms with legally binding contract/agreements to represent or handle KCKPS 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.

APPROVAL REQUIREMENTS AND INTERNAL CONTROLS

I. Purpose

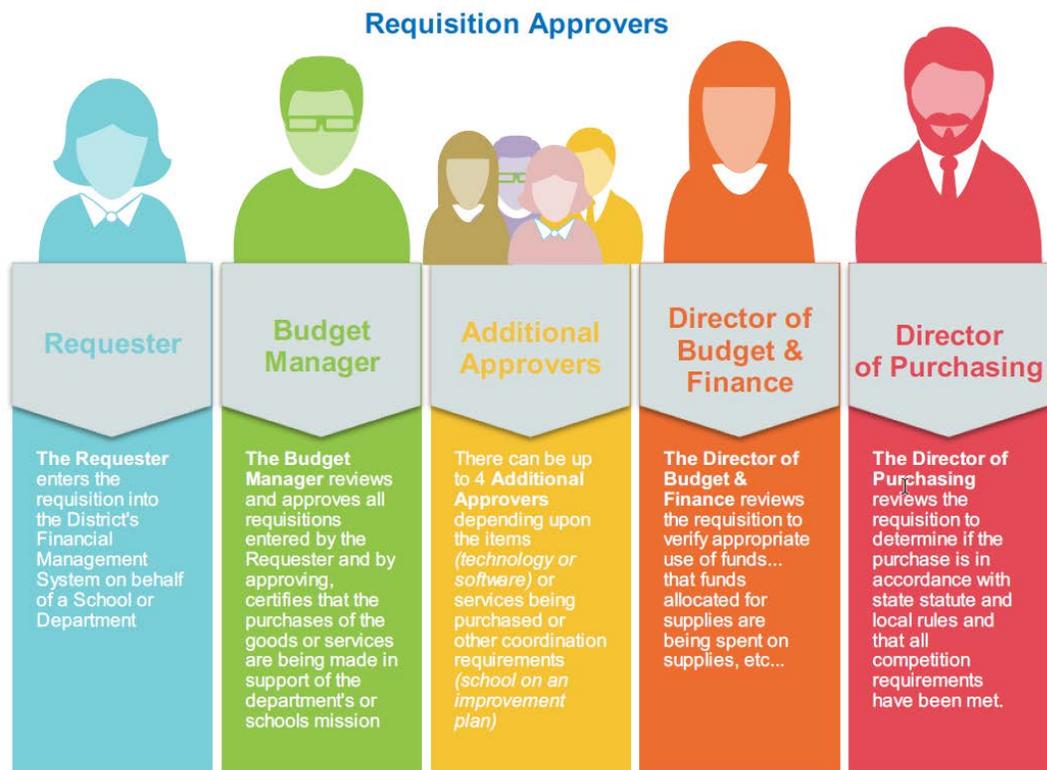
The purpose of this procedure is to define approval requirements and internal controls for purchase commitments.

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 the Budget Manager, Director of Budget and Finance, and Director of Purchasing, also known as Workflow. Additional approvers may be required based on commodity and/or coordination requirements; i.e., technology equipment purchases will be routed to Director of Technology. Software will be routed to the Director of Curriculum, Capital facilities improvements, will be routed to Director of Facilities; schools on an improvement plan will be directed to the Assistant/Deputy Superintendent(s), etc.



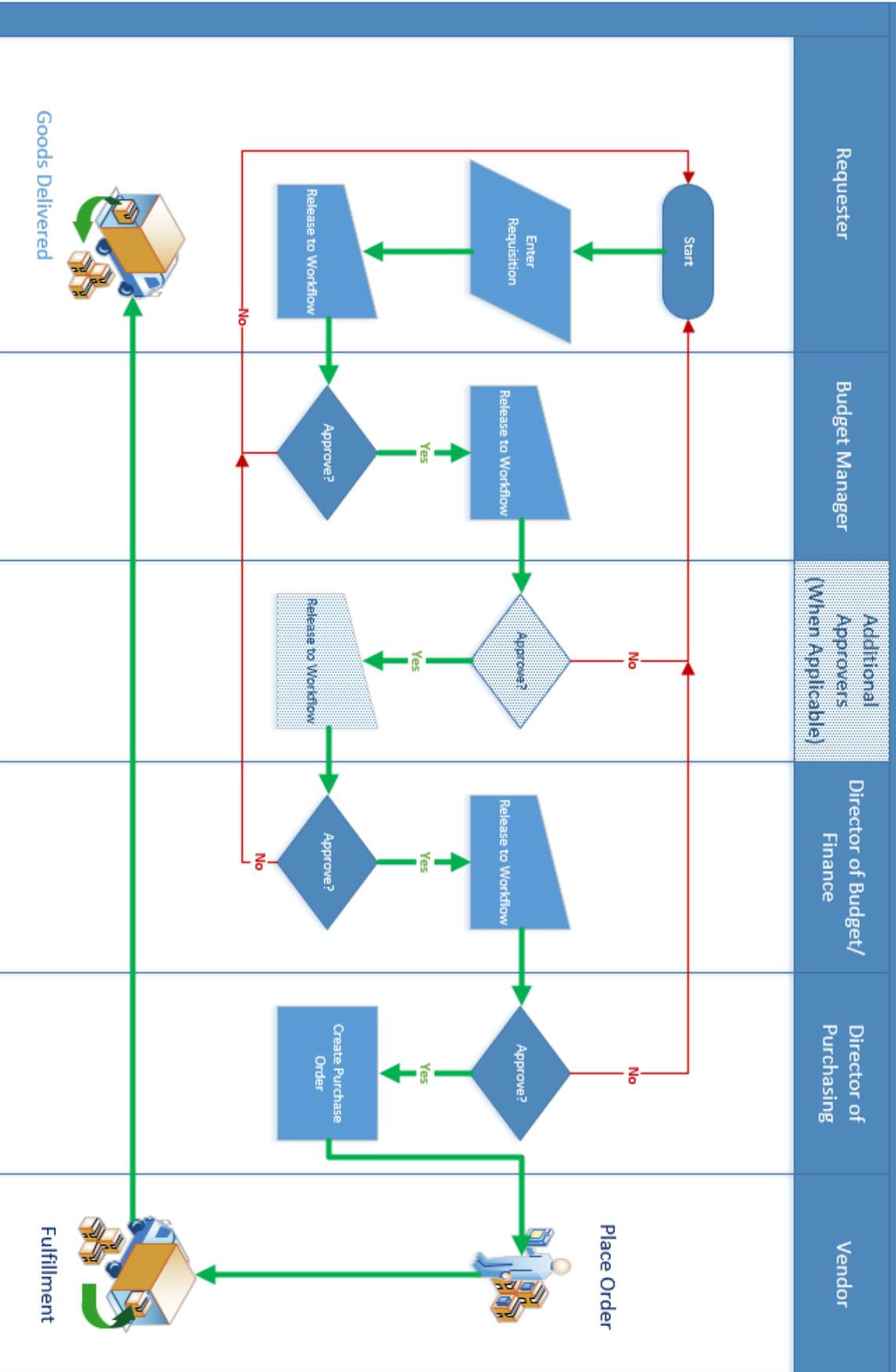
Typical Approval Workflow - Example

1. **Requestor Enters Requisition and Releases to Workflow**
2. **Budget Manager** – Reviews to determine the goods or services ordered are what is needed
3. **Director of Budget and Finance** – Reviews to determine that the budget selected by the requestor is appropriate
4. **Director of Purchasing** – Reviews to determine if the item or service is allowed under statutory and local procurement rules

Expanded Approval Workflow - Example

1. **Requestor Enters Requisition and Releases to Workflow**
2. **Budget Manager** – Reviews to determine the goods or services ordered are what is needed
3. **Director of TIS** – Reviews technology related equipment to determine and approve support by TIS department
4. **Director of Curriculum** – Reviews software requests to determine and approve if the software to be purchased is in line with curriculum programs
5. **Deputy Superintendent (Strickland)** – Reviews purchase requests for secondary schools receiving improvement funds.
6. **Assistant Superintendent (Clay)** – Reviews purchase requests for early childhood through elementary schools receiving improvement funds.
7. **Director of Budget and Finance** – Reviews to determine that the budget selected by the requestor is appropriate
8. **Director of Purchasing** – Reviews to determine if the item or service is allowed under statutory and local procurement rules

Requisition Process



- B. The 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 Director of Purchasing as designated by the KCKPS Board of Education may commit the District for a purchase, and his/her signature affixed to the official copy of the purchase order prior to forwarding to the vendor validates this requirement.**
- C. **Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The district must adequately safeguard all such property and must assure that it is used solely for authorized purposes. These guidelines constitute minimum controls, as outlined in the workflows above, in an effort to mitigate risk of misuse or fraud in the expenditure of funds.**

IV. Procedure

Monies under the jurisdiction of the KCKPS Board of Education may not be expended except upon a warrant/purchase order drawn against a specific appropriation and against a specific fund as required by the Kansas Cash Basis Law 10-1101. Therefore, no contract or Purchase Order for the expenditure of money will be made unless there is affixed to it signature/certification by the Director of Purchasing that the amount required to meet the contract or Purchase Order has been appropriated.

A. Purchase Request for Board Approval

All procurements \$20,000 and over, except for textbooks, proprietary equipment and items purchased under board approved cooperative agreements, must be submitted for approval by the Board of Education.

1. After receipt of bids or proposals in accordance with the requirements of this manual, all such bids and proposals shall be reviewed and evaluated by the Purchasing Department and/or evaluation committee members, to ensure conformance to the requirements of the solicitation, and state mandated requirements (when applicable).
2. The results of the review/evaluation will be tabulated and attached to a written recommendation to the Board of Education, requesting approval to proceed with the purchase of the goods or service.
3. Only upon Board of Education approval, the Purchasing Department will enter a requisition into the District's financial management system known as BusinessPLUS.

4. If there is an agreement/contract document, the Requestor should complete a legal review request form and forward the document to the District's legal representative for review.

B. **Approval of Contracts Over \$20,000 (Consultants)**

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

1. The Requestor must submit the contract details and rationale electronically to be routed to the Chief Operating Officer, appropriate approvers, and Purchasing for review/approval prior to submission on Board Agenda.
2. The Requestor will provide a copy of the contract agreement for review to the office of the Chief Operating Officer and upon Superintendent Council approval, a copy of the contract will be forward to legal for review.
3. Upon majority approval by the Board, the contract will be forwarded for required signatures. **The Board of Education President or designee are the ONLY persons authorized to enter into and sign contracts. Any contract not signed by the required officers will be void.**
4. 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 Director of Purchasing may authorize it to be paid without the ratification or affirmation of the Board. Under certain conditions, the law also allows the Director of Purchasing to issue a certification, subject to limitations of time and amount as set by law.
5. An original fully executed (signed by all authorized vendor agents and KCKPS Board of Education President will be forwarded to:
 - a) Purchasing to be secured and filed
 - b) Vendor for their records
 - c) Superintendent or designee will maintain an electronic copy in an accessible file for KCKPS employee access

C. **Prior Release**

If needs of the business dictate the purchase order is required prior to Board Approval, the Requestor must secure authorization from the Superintendent or

designee for prior release through the following process:

1. Print a Recommendation and submit to the Superintendent for review/approval.
2. Once signature authorization is received, Requestor will provide a copy of the document to Purchasing for approval and release of the purchase order.
3. The Requester will attach authorization and complete approval/processing of purchase requirement to formal purchase order.

D. **Consultant Services**

Board procedure requires that all consultant agreements and associated purchase order be approved by the Superintendent's Council; and Board of Education for those exceeding \$20,000 in value.

1. If a former employee is to perform consulting services, the Requestor must contact Human Resources Office for specific instruction and guidelines to ensure payments are correctly coded.
2. All proposed consultants are required to complete the appropriate Consultant and Professional Contract Services agreement located at www.kckps.org/index.php/vendor-information .
3. The District Requestor is to submit the appropriate completed agreement to the Superintendent's Council for review and approval. The Superintendent's Council generally meets one time per week, generally Friday mornings.
4. All Consultant Services requests exceeding \$20,000 must also be submitted for Board approval.
5. The Requestor should prepare a purchase requisition for consultant services. When creating the requisition, the Requestor should include the date of Board approval in the description field (ex: *"Approved by Board Action 05/01/17"*). All approvers in Workflow will approve purchase requisition only after consultant contract approved by Board.
6. The Superintendent will recommend the consultant proposal to the Board of Education. Upon Board approval, the Superintendent or designee will

forward the consultant proposal for the required signatures.

7. Accounts Payable will pay consultant invoices after the following required documentation received:
 - a. Approved purchase order and consultant contract.
 - b. Consultant invoice(s) approved by Requestor.

VENDOR INFORMATION MAINTENANCE

I. Purpose

The purpose is to establish a uniform procedure for maintaining and updating the BusinessPLUS 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 District's BusinessPLUS system. 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: <http://form.jotform.co/form/51764711968870> for registering or updating vendor information. Directions for completing the registration process follow this procedure, and can also be found the KCKPS website.
2. If it is determined by Purchasing that the vendor is to be added to the KCKPS Purchasing database, the BusinessPLUS system will be updated with the appropriate information and a PEID (vendor) number will be assigned to the vendor. The District will notify the Vendor in writing, only if there are any issues that prevent entry as a vendor in the BusinessPLUS system.
3. **IMPORTANT INFORMATION:** All new vendors or current vendors registering a **name or address change** must make such changes on the same site identified in Subsection 1 of this Section A. This will expedite the registration process.

B. Request for Add/Update of Athletic Officials

Athletic Official Providers for KCKPS will be generated a KCKPS vendor number only at the request of the School or District Athletic Directors. These providers will be required to complete a KCKPS Athletic registration form with basic contact information and a completed W9 prior to addition to the KCKPS vendor database and subsequent payment. These forms will be disseminated only through the district athletic director's office KCKPS Athletics department and/or a designee (see form on following pages)

C. Request for Add/Update of Reimbursement Vendors

KCKPS **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 vendor@kckps.org indicating NEW/UPDATE VENDOR RECORD in email subject line; and shall be handled in the following manner:

1. KCKPS Staff requiring reimbursement – Requests to add employee as vendor should be emailed to vendor@kckps.org. Requests must include Employee name, current address, city, state, zip, email and phone contact. All updates to employee records made in the same manner.
2. Parents – Request for parents to be added/updated to the KCKPS vendor file should register at: <https://form.jotform.com/70438179108964>
3. Board Members - Request for board members to be added/updated to the KCKPS vendor file should be emailed to vendor@kckps.org and include the following information complete legal name, address, city, state, zip.
4. Students - Request for students to be added/updated to the KCKPS vendor file should register at: <https://form.jotform.com/70438179108964>

D. Vendor Database Entry/Maintenance

1. The responsibility of vendor database entry and maintenance is critical. The Director of Purchasing 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 Name (as shown on Vendor's W9)
 - 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)
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 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 KCKPS 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 KCKPS based on state disbarment and/or excessive documented cases of complaints regarding delivery of goods/services

5. Additional considerations to keep in mind:

- a. KPERS restrictions generally prevent current and previous employees from being added as vendors to receive purchase orders. Any request for KCKPS employees, retirees to be added to the vendor file should be forwarded to Human Resources and/or KCKPS Legal for determination.
- b. Incomplete or inaccurate data may prevent a Vendor record from being added to the KCKPS database, vendors requiring W9s will not be entered until receipt of W9.
- c. Various vendor reports are available with vendor information on the BusinessPLUS system; please contact Purchasing for any requirements needed that cannot be accessed by current reports.
- d. KCKPS Purchasing staff can facilitate identification of available sources of goods and supplies, if required.

ON-LINE VENDOR REGISTRATION INSTRUCTIONS

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

1. Go to KCKPS website, www.kckps.org,
2. Click on **Vendor Information** button,
3. Click on **Online Vendor Registration** button,
4. If you are a new vendor trying to establish or do business with KCKPS, click **New Vendor**.
 - (a) Current vendors will select "Update Existing Information" at the top of the form,
5. NAME: Enter the formal name of your business;
6. PARENT COMPANY: Enter the formal name of your parent company;
7. BUSINESS NAME/DBA: Enter the formal name under which your company does business
8. ORDER ADDRESS: Enter complete address for the main company location where purchase orders are to be sent.
9. REMIT ADDRESS: Enter complete address for the main company location where purchase payments are to be sent.
10. ORDER PHONE NUMBER: Enter phone number of person/department that handles orders.
11. PURCHASE ORDER E-MAIL: Enter email address to where purchase orders are to be sent.
12. PURCHASE ORDER FAX NUMBER: Enter fax number to where purchase orders are to be sent.
13. POINT OF CONTACT NAME: Enter the name of the sales person or representative to whom purchase orders are to be sent.
14. FEDERAL TAX CLASSIFICATIONS: Select appropriate tax classification. This will be the same as vendor files taxes with the IRS.
15. TAXPAYER IDENTIFICATION NUMBER: Enter company's federal tax identification number; if none, enter social security number of majority owner of firm; also, enter Dun & Bradstreet number, if applicable.
16. DESCRIPTION OF PRODUCT(S) OR SERVICE(S) PROVIDED TO KCKPS: Enter a brief description of the products or services that are to be sold the KCKPS
17. NIGP CODES: Vendor is to enter the appropriate NIGP code(s) that identify the goods and services that will be provided to KCKPS.
18. KCKPS STAFF CONTACT: Vendor is to enter the name of its primary contact at KCKPS.
19. KCKPS CONTACT PHONE: Vendor is to enter the telephone number of its primary contact at KCKPS.
20. KCKPS CONTACT EMAIL: Vendor is to enter the name of its primary contact at KCKPS.
21. BUSINESS SIZE: Vendor is to select its business size.
22. OWNER GENDER: Vendor is to select the gender of its ownership; OR if it is a corporation.
23. VENDOR CLASSIFICATION: Vendor is to select its vendor classification or identify if other.
24. FEDERAL CERTIFICATION: Vendor is to self-certify/select the appropriate federally recognized small business/diversity designation.
25. PAYMENT: Vendor is to select if it would be interested in receiving payment electronically via ACH
26. CREDIT CARD: Vendor is to select if it would accept payment via Visa card.
27. Hit the **Submit** button to complete the registration process.
28. Registering Vendor will receive Thank You message indicating successful submission of registration, and telling them that they will be contacted if any further information is required.

CONTRACT ADMINISTRATION

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 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 Purchasing Department will work with the Budget Manager to establish contract performance reviews on an as needed basis. 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 Department will investigate documented occurrences of reported contract deficiencies and:

1. Forward Notice to Cure
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

VENDOR PERFORMANCE EVALUATION FORM

Name:		Title:			
Dept:		Phone:			
Vendor:		Vendor ID:			
PO's		Date:			
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 Department

FREIGHT & HANDLING COSTS

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 Requestor should add freight for a specified cost, or 10% of the total order, as a separate line item on the 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 budget.

PURCHASE ORDER PROCESSING

I. Purpose

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

II. Scope

This applies to all procurements requiring purchase orders.

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.

III. Procedure

The BusinessPLUS system has two purchase order types: Blanket (B-Type) type purchase orders and Itemized (P-Type) purchase orders:

- A. Use B option to input purchase orders for:
- Transportation Services
 - Utilities
 - Reimbursements (Mileage*, Parent)

**Please note, mileage reimbursements require a purchase order, and Vendor number for Employee prior to payment. Requestor should contact Purchasing to verify/request activation of employee Vendor number to facilitate process. Employee's home address required.*

1. The "Blanket" "B" type requisitions/purchase orders should be used where quantity, specific item requirements, price, etc.; is not known in advance.
 - a. Will purchase repetitive, or categories of items from a specified supplier during a specified period.
2. Blanket Purchase Orders shall not be used:
 - a. To purchase any type of equipment or furniture
3. Requirements that meet the conditions for a blanket purchase order should be entered into the BusinessPLUS (see BusinessPLUS Training manual for detailed instructions) selecting the "B" purchase order type on the detail tab, and entering an not-to-exceed amount on the blanket tab format and shall include the following information:
 - a. The effective period, with beginning and ending dates. Note: In most cases the effective period should not exceed ninety (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.).
 - b. The not-to-exceed dollar amount.
 - c. Description of items or services to be included.
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 (ex. Mileage).
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 requisition/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, Approval Requirements, E-Consultant Services
7. Bus Trips – The description on a requisition/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 Requestor should use the itemized or detailed purchase requisition to order 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 BusinessPLUS as an itemized purchase order by selection the "P" type purchase order on the detail tab.

1. When ordering equipment the Requestor 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. Name of the User/School/Department
 - j. Other Relevant Information (if applicable)

You should always include sufficient detail to assist an auditor (internal or external) in finding the item identified on the requisition/purchase order.

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. Name of the User/School/Department
 - g. Other Information (if applicable)

C. Computer Hardware/Software

Purchase requirements for computer software or hardware will be reviewed in Workflow by the Director of TIS (Equipment) and by the Director of Curriculum (Software). The use of these object codes used will route the requisition through the proper workflow.

- D. The Requestor should also ensure and examine each purchase requisition for accuracy and completeness prior to releasing to the approval routing cycle. Once the Requestor releases the requisition for approval, edits can no longer be made unless disapproved/returned to the Requestor, or by a buyer.
1. If a purchase requisition is disapproved by anyone in the Workflow, the Requestor must make substantive changes (quantity, amount or budget) and resubmit to Workflow.
 2. The Director of Purchasing is the last approver in the Workflow. Upon approval by the Director of Purchasing, the requisition will be converted to a purchase order, and the purchase order will be emailed or mailed to the respective vendor, unless otherwise requested by the Requestor. At no time should the Requestor mail, email, fax, phone a purchase requisition number 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 Director of Purchasing.
- E. It is the responsibility of the Requestor and/or Receiving Department to acknowledge receipt of all merchandise in a timely manner (see PM-160 for detailed procedure). The person(s) receiving and/or acknowledging receipt of goods should contact the Purchasing Department to resolve all shortages, partial shipments and discrepancies.

IV. Purchase Order Distribution

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

1. Email – Purchasing will submit approved purchase by email to all vendors that report acceptance of electronic purchase orders; and/or
2. Vendors that do not accept electronic receipt of purchase orders will be mailed, or faxed, a copy after approval.
- 3.

V. Purchasing with a P-Card

See P-Card Manual for detailed procedures. A copy of the current manual can be obtained at the Purchasing Department website, or by contacting the Purchasing Department

CLOSING PURCHASE ORDERS

I. Purpose

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

II. Scope

This procedure applies to all Purchase Orders

III. Responsibility

It is the responsibility of the Budget 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 Requestor should frequently run an Open Purchase Orders 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 Purchasing Department for processing as required.
- B. Purchasing Department will at minimum, check with internal customers quarterly, to review Open Purchase Orders report.
- C. The Purchasing Department/Budget Manager shall review to close all "open" purchase orders (90 days limit) within 45 days after expiration of effective period.
- D. If the Purchase Order was never used and/or needs closing, the Requestor should notify the Purchasing Department by email indicating total dollar amount spent or "never used" and to "please close."

PAYMENT ENCLOSED REQUEST

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 Kansas City Kansas Public Schools 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 KCKPS 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. Requestor should contact the Director of Purchasing by email to request a pre-payment.
2. The Requestor affirms that where applicable, they will present all corresponding receipts and/or invoices with five (5) business 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 thirty (30) days. The form requires Budget Manager approval prior to processing of pre-payment.
3. Purchasing will coordinate with Accounts Payable for issuance of check and purchase order to Requestor and/or Vendor.

REQUEST FOR PURCHASE ORDER CHANGE

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 Department.
 - 1. All changes must be submitted in writing, email preferred
 - 2. Depending upon the change requested and the status of the PO, additional requirements may necessitate the submission of a new purchase order.
- B. If there is an increase on an approved Purchase Order that exceeds \$100, the additional amount must be re-submitted to Workflow.
- C. If a written confirmation is required, the Vendor will be sent a revised copy of the purchase order.

RECEIVING/RETURNS FOR CREDITS

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 Requestor/receiving clerk to inventory all delivered materials and acknowledge promptly in BusinessPLUS and advise of any discrepancies.
- B. It is Requestor's responsibility to contact the vendor regarding discrepancies and arrange for return of materials and/or credit; or timely report damage

IV. Procedures

- A. Materials should be opened, inventoried and inspected immediately upon receipt. All acceptable materials must be received in the BusinessPLUS.
- B. Any discrepancy should be reported the vendor as soon as possible. Failure to meet Vendor's shortage or damage reporting requirements in a timely manner will obligate the district to pay for the shorted or damaged items.
- C. All returns of materials will be initiated by the Requestor. The Requestor will arrange for return authorization and proper invoice credit. Disposition alternatives considered by the Requestor 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. Return to Vendor for full credit, less restocking charge and freight, or return authorization authority.