

SECTION 8: WAREHOUSE PROCEDURES & DISPOSAL OF NON-FIXED ASSETS

8.1 GENERAL WAREHOUSE STORAGE

Internal requisitions for items stocked in the warehouse are requested in the Oracle system through iProcurement using a “shopping cart” method. These requisitions will follow the appropriate campus or departmental approval hierarchy. After final approval, an internal Sales Order will be generated and picked by warehouse personnel. Delivery will be on the next scheduled delivery day.

The warehouse is a distribution warehouse and will not be used for general storage.

8.1.1 Deliveries

Internal Sales Orders are printed at 8:00 AM each work day for delivery the following morning. Internal requisitions that have not been approved by 8:00 AM on the day before delivery will be processed for delivery during the next regularly scheduled day. For Example, if your scheduled delivery day is Wednesday, the Sales Orders will be printed at 8:00 AM Tuesday morning. Therefore, requisitions must be entered and approved prior to 8:00 AM Tuesday.

Orders are processed and delivered according to the schedules listed as follows:

Warehouse Delivery Schedule				
Monday	Tuesday	Wednesday	Thursday	Friday
N.G.H.S	G.H.S.	L.C.H.S.	N.F.H.S.	R.H.S.
Ethridge	Williams	Lyles	Webb	Steadham
Jackson	Park Crest	Shugart	Spring Creek	Schrade
Davis	Sam Houston	Toler	Abbett	Keeley
Hickman	Daugherty	Vial	Luna	Back
Cooper	Memorial	Handley	Lister	Dorsey
Bussey	O'Banion	S.G.H.S.	Sachse	Sellers
Freeman	Heather Glen	Club Hill	Armstrong	Shorehaven
Golden Meadows	Montclair	Brandenburg	Hudson	Rowlett E.
Walnut Glen	Roach	Centerville	Sewell	Stephens
Bullock	Southgate	Watson	Weaver	Coyle
Bradfield	Caldwell	Austin	Northlake	Herfurth
Beaver	PIP	Kimberlin	Print Shop	Pearson
William Stadium	Transportation	Hillside	P.D.C.	Liberty Grove
Risk Management	AEC	Tax Off.	C.C.C.	
Athletics	Technology	Couch	GISD Clinic	
Parsons	Harris Hill	Carver	GISD Bond	
	Cisneros		CATE	
	CBC		Natatorium	
	Student Service		Gilbert Reed	

8.1.2 Backorders

Items not available at time of order will be automatically placed on backorder and delivered on the next scheduled delivery day after receipt of goods.

8.1 GENERAL WAREHOUSE STORAGE – continued

8.1.3 Returns

Items returned for credit must be in the original packaging along with a copy of the pick ticket. Please specify the reason for your return on the pick ticket. Warehouse delivery personnel will pick-up your returned item(s) on your designated delivery date. Ensure completed paperwork and returned item is prepared prior to arrival of warehouse personnel. Returns must be made within thirty (30) days of delivery date.

8.1.4 Emergency Pickup Orders

Pickup orders should be utilized for true emergencies **only**. Emergency orders will be picked up at the Warehouse Dock B receiving area. Those picking up orders must take a copy of the requisition number to the Dock B receiving office. The Sales Order will be printed, and the order picked.

8.2 SALVAGE EQUIPMENT/FURNITURE (NON-FIXED ASSETS)

Equipment /furniture which no longer performs the original purpose may be discarded at the campus/department if the item(s) meet the following criteria:

1. Must be a non-capital item (not a fixed asset – see Section 7)
2. Estimated repair cost exceeds the current value
3. BA-511 completed and forwarded to the Finance Office (for items listed on local inventory)

Do not dispose of items purchased with Federal Funds without written approval from the administrator responsible for the fund. The Finance Office Project Accountant should be notified of all such disposals.

8.3 SURPLUS TRANSFER

Surplus items are usable goods that can be used by other campuses/departments or that can be placed in the district's auction.

Each administrator is responsible for the assets (capital and non-capital) assigned to his/her building or area of responsibility. Refer to Section 7 for guidance on completing the appropriate forms before capital assets are removed from the building. The following steps are required to have non-capital assets removed:

1. Using School Dude, enter a work order using 'moving', and follow the information listed below:
 - a. Detailed description and quantity of the items ready for pick-up
 - b. Requested date of pick-up
 - During the school year, submit a work order at least 3 business days before the service is required. Allow 5 business days before Winter Break and 10 business days during the month of August. These are estimated times based on previous work load data.
 - c. Location of items
 - d. BA-511 (non-capital)

8.3 SURPLUS AND SALVAGE TRANSFER – continued

e. Special Instructions

- Example: Remove 18 blue stacking chairs, 34 student desks, two rolling carts, and one cabinet from the library. The cabinet is attached to the wall and will require some disassembly before it can be removed.
2. Ensure the items are in the specified location on the date in which the service is requested. If possible, place the items in an area that will not require personnel to disrupt the educational process.
 3. Ensure the BA-511, Property Transfer/Surplus/Salvage Declaration is completed and have the appropriate signatures before moving personnel arrive. Items identified on the work order must match the items listed on the BA-511 (moving personnel will not transfer equipment or items without a properly executed work order and the appropriate forms).

8.4 MOVING/TRANSFER

Planning for the move of an office or single piece of furniture does not have to be an unpleasant or overwhelming experience. With proper planning, these suggested guidelines can be smooth and problem free.

8.4.1 Forms

To initiate a move, please submit an on-line Maintenance Work Order Request (Use School Dude and select 'moving'). These forms are necessary for tracking property asset movement. BA-511 forms to move items to the auction, must be attached to the items to be moved. Warehouse personnel cannot move items to the auction without this paperwork signed by the Administrator.

8.4.2 Time Requirements

Please allow (2) weeks after the appropriate request forms have been completed and received by Warehouse for the move. This time is necessary to schedule the work and to make arrangements for office moves, which includes moving heavy furniture/equipment or computers that may require securing a professional moving company. This type of move may require up to one (1) month lead time after arrangements have been made. This time is also necessary to process a Purchase Order and schedule the move with a contracted mover if needed.

8.4.3 Office Preparations – Prior to Move:

Prior to the scheduled time for moving furniture and equipment, the following tasks must be performed and completed by the requesting parties:

1. The maintenance department will need a work order if electricity needs to be disconnected, items bolted to walls need to be removed, or disassembly of furniture. The work order is required before warehouse personnel or contracted movers can move the items.
2. Desk and cabinets must be emptied prior to the scheduled move. This is to prevent drawers and locking devices from becoming damaged, which may cause them not to work properly at their new location. The contents of file cabinets must be removed and boxed for moving.
3. All items in or on desks, cabinet tops, etc., must be boxed. Boxes will be provided by GISD Facilities Operations upon request.
4. Personal items must be moved by the owner. Movers will not be responsible for any damage to personal items.

8.4.4 Contact

Please contact Celia Contreras (972 487-4176) for assistance. **“Teamwork leads to the best results.”**

SECTION 9: PROCUREMENT/PAYMENT METHODS

9.1 GENERAL INFORMATION

Below is a brief summary of all District procurement methods:

Purchase Orders (POs)	<ul style="list-style-type: none"> • Are created through Oracle iProcurement Module • Shall have a minimum value of \$100¹ • May be changed (by request) within seven calendar days of issuance² • Are valid 60 days from issuance (finally closed July 31st of each year)
Purchasing Cards (P-Cards)	<ul style="list-style-type: none"> • Can be requested from the Purchasing Department • Requires use of approved/contracted suppliers (similar to POs)⁴ • Must be reconciled through Oracle iExpense Module • Have spending limits (transaction/daily/total balance)

¹ **Controlled Assets** (audio visual equipment computers – desktop and laptop; mobile technology devices e.g. smartphones, tablets, and other hand-held devices) **must always be purchased using a PO**, regardless of cost.

² Requests should be submitted through iProcurement. See Section 9.2 for more details.

³ Includes requisitions automatically approved through punch-outs, templates, and/or the Main Store. See Section 9.2 for more details.

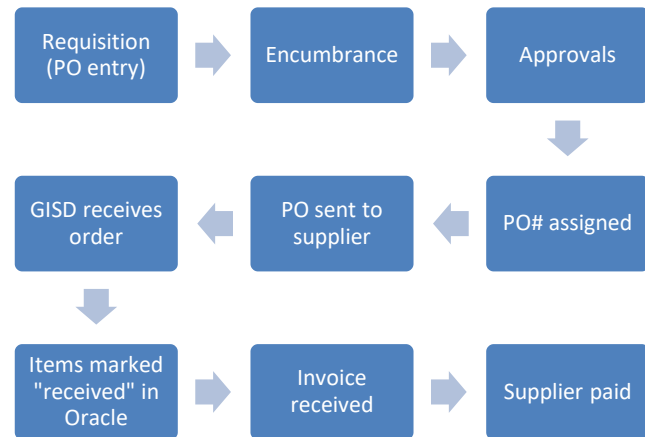
⁴ **Written requests** All requests to use an unapproved supplier will be initiated by using the [P-Card Request Form](#) at least 3 business days **prior** to the date planned for the purchase. See [P-Card Manual](#) for detailed instructions.

All tangible items and services, except those included in Section 9.4, must be ordered using a Purchase Order (PO) or a Purchasing Card (P-Card). Issuance of the Purchase Order **must precede** the ordering of such goods and services. A purchase order may be issued after the invoice date for multi-year contracted purchase agreements provided the purchase order is issued within

three business days the budget is available. Ordering using any other method is considered a violation of policy and may result in personal liability for the purchase or non-reimbursement.

9.2 PURCHASE ORDERS

The diagram below illustrates the Purchase Order process:



9.2 PURCHASE ORDERS – continued

The PO process begins when a **requisition** is submitted through Oracle iProcurement. The following information should be noted while submitting a requisition:

- Provide a detailed description of product/service (even when a quote is present)
- No line items can be added with zero pricing. If you have a free item, you

can request for it to be integrated to another line item with a dollar value.

- The “Note to Buyer” section should be used to provide contract information and any special instructions/notes
- **Similar items with different prices must have different descriptions** to prevent Oracle from combining like-items.
- **Internal Requisitions** require the “shopping cart method and will generate an Internal Sales Order. See Section 9.3 for more information.
- Changes (after submission) can be requested according to the following guidelines:
 - **Quantity** changes for **tangible items** must be made **within seven days of issuance**
 - **Price** changes for **tangible items** may be requested **until the PO is closed**
 - **Any** changes for **services** may be requested **until the PO is closed** but must be approved **prior to delivery of service**.

As information is entered, the system automatically creates an **encumbrance** which reduces the available budget in the account codes being used. This encumbrance remains until a matching invoice is input or the purchase order is finally closed.

Requisitions **approvals** are determined by Oracle workflow as established by management. Once approved at the initial campus/department level, requisitions are automatically routed to the next level. The Purchasing Department has final approval of all requisitions and will notify the submitter if one is not approved.

Once a requisition has been finally approved, a **purchase order number** is assigned and the **purchase order is sent directly to the supplier**. Items/services ordered should be delivered to the site indicated on the purchase order. If a site does not **receive the order** within a reasonable time, the vendor should be contacted regarding the status of the purchase order and shipment.

The District has afforded schools and departments a maximum of **72 hours** to review and inspect goods prior to receiving in Oracle. Items may not be used until properly inspected and received in Oracle. To avoid problems and/or financial penalties, the following should be verified during the receiving process:

- **Site** – ensure all packages are addressed to the site which ordered them
- **Number of Packages** – ensure number of packages received agrees to packing slip
- **Contents** – match items received against those orders and check for any damages

9.2 PURCHASE ORDERS – continued

Only the items (and quantities) actually received should be indicated as such in Oracle. Receiving may take place prior to receipt of goods or services if prepayment is required by the contract. If the order has issues (overages, damage, wrong products, etc.), contact the supplier to coordinate return. Complete the [Supplier Performance Report](#) Form for any issues that cannot be resolved with the supplier.

Once a purchase order has been received on in Oracle and an **invoice is received**, the Finance Office matches the charges to the items received. At this point, the PO is closed, the original encumbrance is released, and an actual reduction in budgeted funds is created.

By law, the school district has 30 days after receipt of an invoice to present

Warehouse Items (internal requisitions)

- Requested using "shopping cart" method in Oracle iProcurement
- Follow same requisition approvals as external purchase order process
- Generate Internal Sales Order processed by warehouse personnel

GISD Print Shop Orders

- In-District department providing customized printing services
- Orders submitted through "Printing Quotation" form (GP-150)
- Charges for orders processed by Finance Office through monthly expense transfer

payment.

We intend to pay all invoices as promptly as possible. However, by acceptance of a Garland ISD purchase order, the vendor agrees to the 30 day payment policy. If there are no issues on the invoice (or once they are resolved), the **supplier is paid**. **Suppliers cannot be paid until the order has been received in Oracle**. Penalties assessed due to delayed Oracle receiving will be charged to the account code used in making the purchase. **NOTE:** The Finance Office may require completion of an Invoice Discrepancy Explanation Form to reconcile differences between invoices, receipts, and purchase orders.

Purchase Orders are valid from date of issuance until July 31st of each year. Final close is irreversible, and it is imperative that all receiving activity and invoicing occur prior to July 31st. Follow the instructions below to request a purchase order be manually finally closed:

1. Complete a "Request to Final Close Purchase Order(s)" form

2. Email completed form to Accounts Payable at finance@garlandisd.net for approval
3. Upon AP Supervisor approval, form will be forwarded to the Purchasing

Department to process the manual close

Purchase orders cannot be cancelled unless documentation is received from the vendor stating no further financial obligation is required.

ALL QUESTIONS OR ISSUES RELATED TO REQUISITIONS OR PURCHASE ORDERS SHOULD BE DIRECTED TO THE PURCHASING DEPARTMENT.

9.3 PROCUREMENT – INTERNAL

When ordering warehouse items, the following information should be considered:

- Items not available at time of order will be **automatically backordered** and delivered the next scheduled delivery date after they are received in-stock. **Food service backorders must be manually approved and released.**

- All Internal Sales Orders must be finally approved by 8:00 am the day before scheduled delivery.
- Returns must be made within 30 days of delivery. Returned items must be in original packaging. The reason for return should be written on the pick ticket which will be picked up by warehouse personnel along with the item(s)
- **Emergency orders** can be picked up at the Warehouse Dock B. A copy of the requisition is required for processing.

When ordering Print Shop items, the following should be considered:

- Completed Printing Quotation forms should be returned to the Print Shop along with samples of the document requested (if applicable). Obtain proper account code from the campus or department secretary or accounting clerk.
- Printing Services will produce a draft of the request and return it to the originator for approval
- If no corrections needed – sign and return the approval form
- If corrections needed – return the draft with corrections made in red ink. Corrections will be made. A second draft will be prepared and returned for approval.
- Production will only begin once approval has been received by Printing Services

9.4 PAYMENT METHODS – EXTERNAL SUPPLIERS

As part of the purchase order process described above, District suppliers/vendors are automatically paid when invoices are entered and matched to the receipt of items/services. This following describes payment methods that are necessary when a purchase order is not used:

<p>Check Requests</p>	<ul style="list-style-type: none"> • Requested through Oracle Check Request module • Should not be used for orders made on a Purchase Order or P-Card • Supporting documentation must be sent to finance@garlandisd.net • Requires approval from supervisor and Assistant Director of Finance
<p>Expense Reimbursements</p>	<ul style="list-style-type: none"> • Requested through Oracle iExpense module • Requires submission of itemized receipts • Supporting documentation must be attached to the iExpense reconciliation in Oracle • Should not be used in place of a Purchase Order

9.4.1. Check Requests may be used to pay for the items/services listed below and others as deemed appropriate by Finance Office. Exceptions to this list require **advance approval of the Executive Director or Assistant Director of Finance.**

- Purchase Order or P-Card are the preferred payment methods and must be used when accepted by the vendor. Approved vendors are still required when paying via check request (see section 10.3).Field-trip payments/Entry Fees
- On-site programs^{1, 2}
- Competition judges
- Accompanists
- Refunds/reimbursements
- Donations
- Game officials (non-GISD employees)
- Facility deposits²
- Hotel deposits²
- Conference registrations/Trainings.²
- Memberships²
- Energy Management Services
- Enterprise/EAN Holdings (Rental Car)
- Utilities
- Scholarships
- Certifications/licenses
- Postage
- Courier Services
- Payments to other governments
- Physical exam/drug-testing fees
- Attorney fees
- Tuition reimbursements
- Insurance deductibles
- Notary applications/renewals
- Interpreters
- Armored Car Services
- Medicaid Consulting Services
- Debt related fees

SECTION 9: PROCUREMENT/PAYMENT METHODS

¹ On-site instructional programs include: magicians; puppeteers; jugglers; DJ's

² These items/services should be procured using a PO or P-Card when accepted by the vendor

All check requests must be approved in Oracle and related supporting documentation received in the Finance Office by end-of-day Wednesday for checks cut Tuesday and end-of- day Friday for checks cut Thursday.

Check requests for items paid with federal funds will require proof of EDGAR compliance.

9.4.2 Expense Reimbursements for business-related travel and other business expenses must be submitted through Oracle iExpense. There are five types of expense report templates in iExpense:

1. Travel (Employees) – used for employee trips only
2. Travel (Student) – used for student trips (including chaperones/sponsors)
3. Expenses – used for all other expenses and to reconcile P-Card charges
4. Library – used for purchase of library books
5. Food Service – used for non-travel expenditures from Food Service Fund

9.4.3 New Vendor Setup through iSupplier

All new vendors for the District need to register through our [iSupplier vendor system](#). It is a quick three step process that includes entering the vendor name, Tax ID, contact information and uploading a copy of the W9. The Finance Department will no longer be setting up outside vendors other than listed below. Once the new vendor request has been approved by the Purchasing Department, the vendor will be a registered supplier. **This does NOT mean the vendor is approved to provide goods or services to our district.**

When the vendor creates their own account, this will give the vendor the ability to update their address, contact information and other vendor details. In addition, this will also provide stronger internal financial controls and protect the district against security concerns.

The following vendor types can be set up by the Finance Department: Parent/Student Refunds, Scholarships, Donations, Memberships (only if p-card option is unavailable), Certifications/Licenses (only if p-card option is unavailable), and Conference Registrations/Trainings (only if p-card option is unavailable).

If you have any questions or vendors need assistance registering, please contact our Purchasing Department at bids@garlandisd.net.

This information can be found in the [Campus and Department Accounting Procedures](#) (CDAP) Manual Section 10 and it is available to all GISD staff. It is located on the Finance Department Intranet Page.

9.5 CHECK CASHING

No GISD location is to cash checks out of daily receipts or petty cash. The District's depository bank will cash any check written on a GISD account for individuals presenting a valid Texas driver's license and a GISD employee ID.

To reduce the risk of fraud, information regarding all GISD checks issued must be received and processed by the bank **before** the checks become valid. This process (Positive Pay) may result in an overnight lag between check issuance and bank check-cashing availability.

9.6 PARENT/STUDENT REFUNDS

Refunds for items paid by cash or check are paid by check request and are paid by the Finance Office on Tuesday and Thursday after receipt of the necessary paperwork. They are to be paid out of the revenue line code associated with the deposit code used. Please send an email to the Accounts Payable manager with the parent/students name and address prior to entering the check request for the [refund](#).

Refunds for items paid by credit card can be refunded by contacting the Assistant Director of Finance. Please note items requested will be refunded minus the credit card usage fee. Once the item has been refunded back to the parent/student card, an email will be sent to the campus/department and the parent/student.

Refunds can be issued for canceled events from available balances in the activity account which the funds were collected and paid from. If a deposit is not being refunded by a vendor, we cannot refund the parent/student full amount. General campus cannot be used to pay the difference of any unreturned deposit. As noted in the field trip Parent Approval and Release Form, if it becomes necessary for Garland ISD to cancel student travel due to economic and global situations, the school district assumes no financial responsibility for any monies lost due to this action.

9.7 PAYMENT METHODS – INTERNAL (TRANSFERS)

Sometimes, one campus/department/activity owes another campus/department/activity for services provided or items purchased. In these situations, a Transfer Request form should be filled out and submitted (with supporting documentation) to the appropriate Finance Office campus/department liaison for processing.

Transfer Request forms should be submitted:

- To **Correct** an error in account coding
- To **Cost Share** the purchase of an item/service with another campus/department/activity
- To **Bill** a campus/department/activity for services/items provided
- To **Adjust** a negative Activity balance

Transfer Request forms should **not** be submitted:

- Until an expense is actually incurred (recorded in the account from which it will be moved)
- To adjust **budget** amounts

9.8 APPROPRIATE PROCUREMENT/PAYMENT METHOD REFERENCE GUIDE

To provide a practical reference for assisting principals/department heads in making decisions regarding appropriate procurement/payment methods, the following contains guidance on the most commonly questioned expenditures.

Description of Expenditure	Purchase Order (PO)	P-Card	Check Request ²	Exp. Reimb.
Most tangible items & services > \$100	YES	YES	NO	NO
Most tangible items & services < \$100	NO	YES	YES	NO
Immediate payments < \$100	NO	YES	NO	NO
Controlled Assets (any value)	YES	NO	NO	NO
Book Clubs (Troll, Scholastic, etc.)	YES	YES	NO	NO
Field-trip payments (admission, dining, etc.)	YES	YES	YES	YES (meals)
On-site performers (magicians/jugglers, DJ's, etc.)	YES	YES	NO	NO
On-site speakers/presenters	YES	YES	NO	NO
Competition judges	YES	YES	YES	NO
Accompanists/Mariachi instructors/Clinicians Non-employee	YES	YES	YES	NO
Refunds (parents/students)	NO	NO	YES	NO
Donations	NO	NO	YES	NO
Game officials (non-GISD employee)	NO	NO	YES	NO
Facility deposits	YES	YES	YES	NO
Hotel deposits	YES	YES	YES	NO
Conference/Registrations/Entry Fees ¹	YES	YES	YES	YES
Memberships/Dues ¹	YES	YES	YES	YES
Scholarships	NO	NO	YES	NO
Certifications/licenses	YES	YES	YES	YES
Postage	YES	YES	YES	NO
Courier services	YES	YES	YES	NO
Building permits	YES	YES	YES	NO
Physical exam/drug-testing fees	YES	YES	YES	NO
Attorney fees	YES	YES	YES	NO
Tuition reimbursements	NO	NO	YES	NO
Insurance deductibles	YES	YES	YES	NO
Notary applications/renewals	YES	YES	YES	NO
Interpreters	YES	YES	YES	NO
Catering services	YES	YES	NO	NO
Fundraiser payments (book fairs, etc.)	YES	YES	NO	NO
Contract labor/consultant fees	YES	YES	NO	NO
Periodicals/subscriptions	YES	YES	NO	NO
Lease/Rental payments	YES	YES	NO	NO
Musical productions	YES	YES	NO	NO
Prom/Homecoming	YES	YES	NO	NO

¹ Registrations, competitions, and memberships do not have to be an approved vendor.

² These items/services should be procured using a PO or P-Card when accepted by the vendor.

SECTION 10: PURCHASING POLICIES/PROCEDURES

10.1 PURPOSE

The Purchasing Department is responsible for designing and implementing a procurement system to efficiently provide goods and services to meet the needs of schools and departments and comply with state and federal law, and Board Policy. Contracts are established using one of the methods identified in Texas Education Code (TEC) §44.031 based on aggregated historical spend data for each purchasing category contained in the Oracle ERP system. Contracts are the cornerstone to establishing a functional procurement system.

10.1.1 Strategies for Improving Efficiency

Processes and procedures are reviewed annually to ensure a continuous improvement model is implemented to improve efficiencies in accordance with Code of Federal Regulations (CFR) §200.318. All purchases shall be procured from a variety of qualified suppliers with the ability to perform successfully under the agreed terms and conditions. The district shall strive to avoid acquisition of unnecessary or duplicative items.

The district shall implement the following strategies to maximize efficient expenditures of public funds:

- Consolidation of purchases to obtain volume pricing, as appropriate
- Evaluate the cost efficiencies of leases versus purchases of equipment
- Utilize cooperative purchasing agreements, as appropriate, to obtain volume pricing
- Utilize federal or state excess/surplus property supplies or equipment in lieu of purchasing new supplies or equipment, as appropriate
- Utilizing value-engineering in construction projects to seek cost reductions
- Develop evaluation criteria to select the best products and suppliers
- Develop a tracking system of all informal and formal procurements
- Avoid “time and materials” contracts if other alternatives exist
- Monitor supplier performance to ensure that the supplier provides the services and/or goods, as appropriate
- Ensure that all contract and supplier disputes are resolved in the most advantageous manner
- Minimize the risk of jurisdictional issues by ensuring that all contracts would be litigated in a court within the county, city and/or state, as appropriate

10.1.2 Extended Request for Proposal Review Committee

A committee will review new purchase request valued at \$5,000 or more for goods and services before they are procured to provide the following efficiencies:

- Ensure all expenditures align with strategic goals and plans
- Standardization of instructional material, technology, and services are enforced where applicable
- Contracts are not duplicated if needs can be met with existing approved suppliers
- Support departments would be involved to determine if the district technology and building infrastructure can accommodate the request
- Review existing procurement procedures and suggest process improvements

10.2 AUTHORITY TO OBLIGATE THE DISTRICT

All purchase commitments shall be made on a properly drawn and issued purchase order, procurement card, properly signed contract, or a check request in accordance with administrative procedures located in Section 9.4 of this manual. **Personnel are not authorized to place orders verbally or utilize any other method to obligate the district.**

10.3 SELECTING SUPPLIERS

Not every supplier in the Oracle database is a contracted supplier. An approved or contracted supplier is defined as a company which has been awarded a contract in compliance with Texas Education Code §44.031 or Government Codes 2254 or 2269.

Approximately 425 contracts and 1,500 suppliers have been approved through the use of competitive solicitations in accordance with local, state, and federal statutes; local board policy; and best business practices. Most goods and services required by the district can be obtained through one of the approved suppliers.

Each year, the district will add additional contracts to the iProcurement Module based on new contracts awarded throughout the year. Goods and services must be purchased using approved suppliers by the Purchasing Department. Requisitions submitted using approved/contracted suppliers will be approved within 24 hours if submitted using the correct category code and contract number.

Each employee should ensure that one of the 1,500 approved/contracted suppliers **cannot** provide a product or service which meets the intended purpose before submitting a requisition to use a non-approved/contracted supplier. **It is important to differentiate between meeting an educational purpose and a user preference.** Most employees have a preference to use a certain product or service which may not be available from a contracted supplier, but a similar product or service (which can meet the intended purpose) is available from an approved/contracted supplier. The approved contractor should be used. **Building principals and department administrators should ensure their employees are aware of the difference between purpose and preference.**

The two-step process listed below will assist you in determining which suppliers may be used:

1. Run the GISD Approved Supplier Report to view an extensive list of approved suppliers and associated contract number(s). It is recommended that a summary report is run first to provide a comprehensive list of all approved suppliers. A detailed report with specific ordering instructions may be run after obtaining the contract number or supplier name from the summary report.

The report may be accessed through Oracle iProcurement or GISD Employee Self Service by selecting the "Report" Tab. Instructions for running the report are available at: https://home.garlandisd.net/Purchasing-Documentsand_Links Specific ordering instructions are provided for each supplier.

2. Oracle iProcurement should be used to search for items in the Main Store utilizing the advanced search feature (refer to the Oracle iProcurement Training Material).
3. Items purchased through the iProcurement Store or Punch-out do not require approval by the Purchasing Department, and purchase orders will be immediately sent electronically to the supplier.

10.3 SELECTING SUPPLIERS- continued

4. Some approved suppliers may not be available in the Main store or through a Punch-out and ordering instructions from the Approved Supplier Report may require use of a non-catalog request.
5. If directed to use a non-catalog request, the requisition must be entered into Oracle and routed to the buyer for approval. As a minimum, the following should be included for a non-catalog request:
 - Provide a detailed description of the product or service, including: desired features, functionality, make/model #; ISBN #; item #; color; size; etc. (if applicable)
 - Provide contract information in the Note to Buyer section as instructed in the ordering instructions provided. Additionally, include any special instructions/notations needed (i.e., “This is special pricing not available for these items as loaded in the Main Store”), when applicable.
 - Include the quantity of items desired in the quantity field and the price in the price field
 - Select the appropriate purchasing category code

EXAMPLE:

Note to Buyer	Description	Qty	UOM	Price	Total Amount
CPA #5143727	“Gone with the Wind” by Margaret Mitchell, ISBN 0-446-36538-6	30	Each	\$7.99	\$239.70
	Shipping & Handling	1	Each	\$4.50	\$ 4.50

Category Code: Instructional Material. Books, Library

NOTE: In many cases the description is the only field which communicates what we are purchasing and subsequently must identify in detail the good or service. Purchasing Department reserves the right to approve or reject/return requisition(s) based on information provided.

10.3.1 Selecting Non-Approved Supplier for Purchases under \$20,000

EXCEPTIONS: Purchases for travel expenses, offsite dining, student/staff offsite instructional programs, professional memberships, registrations, postage, licensing/certifications, delivery services, public transportation and purchases made with fund 865 or 876 are exceptions to the requirement(s) stated for non-contracted purchases, and should be treated/processed in the same manner as any non-contracted purchase(s) under \$20,000, negating the requirement to search for approved suppliers

After searching at least two approved suppliers without finding the appropriate item or service, **submit a non-catalog request in lieu of a telephone call or e-mail requesting approval.** A properly submitted non-catalog request will provide the required information needed by the Purchasing Department to make a decision. The requisition will be routed to the appropriate buyer, and will require additional time based on the value of the purchase and other expenditures made in the same commodity category for the year. **Approval or rejection will occur within ten business days from receipt of the requisition.** If the requisition is returned, the end user will be provided instructions for obtaining the item through a competitive process.

10.3 SELECTING SUPPLIERS- continued

*Note to Buyer	Description	Qty	UOM	Price	Total Amount
Item not available through contracted supplier. Checked with: Staples and School Specialty	Easel Double Adjustable Dry Erase Panels, 4'x6', Item # 1234567-890	5	Each	\$13.49	\$67.45

***Do not submit the non-catalog request without the “Note to Buyer”**

10.3.2 Selecting Non-Approved Supplier for Purchases over \$20,000

After searching **at least three approved suppliers** without finding the appropriate item or service, submit a Bid Submission Form in lieu of a telephone call or e-mail requesting approval. Purchases of this value may require four to six months to complete if competitive bidding is required (refer to Section 10.5). Contact the Purchasing Department as soon as the need for the good and/or service is identified. Prior planning is paramount!

10.3.3 Monitoring the Approved Supplier Report

It is imperative to monitor expiration dates for each contract and communicate with the contract owner identified on the Approved Supplier Report to prevent gaps in coverage.

1. Schools and departments are encouraged to run the Approved Supplier Report at least monthly to identify new contracts and those which will be expiring.
2. Notify the contract owner if the school or department is using materials or services from a contract expiring within four (4) months. Request steps are taken to initiate a new contract and provide the contract owner with the expected annual expenditure amount for this contract. Information provided to the contract owner will assist in developing a not to exceed amount that will meet the needs of the district and reduce the number of service disruptions.

10.4 PURPOSE OF CSP/BID/RFP PROCESS (Exclusion--Request for Qualifications (RFQ) process will be in compliance with Government Code 2254 which does not allow bids for pricing to be received).

The purpose and intent of using a competitive process is to help Garland ISD secure the best work and materials at the lowest practical prices by stimulating competition. This is an open process which provides transparency in the public sector and is mandated by law. The appropriate procurement method-Competitive Sealed Proposal, Request for Proposal, Competitive Sealed Bid, or Request for Qualification will be determined by the Purchasing Department in conjunction with committee discussion.

All staff members responsible for writing detailed requirements/specifications, developing the evaluation criteria, scoring the Bid/RFP and making award recommendations will be required to complete a training program offered by the Purchasing Department prior to participating in the bid process. Individuals that only submit the Specification Development Form are not required to attend the training. The training program will provide guidance regarding specification development, establishing an evaluation rubric, evaluating responses and purchasing ethics. A Procurement Schedule and Process sheet are used to document milestone and historical events of the contract.

10.5 CSP/BID/RFP PROCESSING

The Purchasing Department in conjunction with the end user(s) are responsible for developing and maintaining a procurement calendar for each contract. E-mail notifications are sent to the contract owner/end user in sufficient time to review the old contract and permit modifications to the new bid package. Communication within the following timelines will ensure the district does not experience an interruption of service:

PROCESS	# Business Days Allotted (STANDARD)	# Business Days Allotted (COMPLEX)
Specification Development/Document Prep		
School/Department	10	15
Buyer	6	9
Review of Bid Documents/Bid Process		
School/Department	10	10
Buyer	2	3
Assistant Director	2	3
Executive Director	1	1
Preparation for Dissemination	2	3
Bid Advertisement Time (Supplier Response Time)	15	20
Prepare Bid Recap	2	5
Evaluation Phase		
Buyer	2	5
School/Department	10	15
Recommendation/Board Approval Process		
Buyer	2	3
Assistant Director	3	4
Executive Director	1	1
School/Department-Sign Board Documents	2	2
Purchasing Secretary prep	1	1
Management Review	5	5
Board Approval	12	12
Revise Contract Documents	5	7
TOTAL NUMBER OF DAYS REQUIRED	93	124
TOTAL NUMBER OF MONTHS REQUIRED	4	6

10.6 CSP/BID/SPECIFICATION DEVELOPMENT

All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of CFR §200.319. Developing a well-defined specification/requirement is the key to producing a solicitation document which meets the needs of the District and ensures the best goods or services are procured at the best possible price. A properly prepared specification/requirement will clearly communicate the requirements for the goods or services.

In order to ensure objective supplier performance and eliminate unfair competitive advantage. Suppliers that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from submitting an RFP or Bid. Do not accept or use detailed specifications or requirements from suppliers. The district shall not restrict supplier competition by requiring any of the following as selection criteria:

- Unreasonable requirements, such as excessive experience or bonding
- Use of only the brand name
- Geographic preferences that would unduly restrict competition among qualified suppliers

10.6 CSP/BID/SPECIFICATION DEVELOPMENT - continued

- Arbitrary restrictions that are not essential to the bid/proposal specifications

The District shall develop written technical requirements that are provided to every qualified supplier to ensure consistency in the procurement process. At no time shall the district allow a specific supplier to develop the bid/proposal specifications as this may provide a barrier to open competition among the qualified suppliers.

Avoid over- or under-specifying. Items should be able to perform as necessary without frills. Requiring unnecessary features can result in specifications so restrictive they defeat competition and increase the item’s cost. Remember that all purchasing activities are subject to public and supplier scrutiny. The Purchasing Department will prepare the specification document but will require input from the end-user to develop the documents. The appropriate information is communicated to the Purchasing Department by submitting a completed Specification Development/Bid Preparation Form.

10.6.1 Sources for Specification/Requirement Development

There are several sources available to assist in developing a specification. Listed below are a few that can be used:

- Experience and knowledge of employees that will actually use the product to determine the function and performance required of the good or service
- Internet: brochures, catalogs, and specifications
- Literature from professional organizations or trade journals
- Peers in other school districts

DO:

1. Review the Purchasing Code of Ethics (Section 10.14)
2. Focus only on requirements and performance
3. Contact purchasing personnel for assistance if needed

DO NOT:

1. Permit the supplier to write the requirements
2. Communicate with suppliers during the solicitation process (except as outlined in the solicitation document)
3. Become bias that only one product or service can meet your need

10.7 EVALUATION OF BIDS

Each bid or proposal should be evaluated based on the requirements/specifications listed in the solicitation package by at least two committee members. State procurement laws mandate nine criteria that must be evaluated for each competitive solicitation. End-users may recommend changes in point values but should exercise care in reducing cost by following the table below:

Type of Proposal/Bid	Price Point Range
Personal Property/ Goods	60-40
Services	50-40
Construction	40-30

Civil Work Projects	50 unless Board approves an amount not less than 36.9
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Purchasing must approve any deviation from this standard.

10.7 EVALUATION OF BIDS- continued

The table below identifies the criteria and examples of factors to consider for each. Remember, a well written specification will ensure that only products meeting the needs of the District enter the evaluation phase. A Buyer from the Purchasing Department will assist campuses and departments in determining weights for each criteria and providing the appropriate forms to complete.

EVALUATED CRITERIA	FACTORS TO CONSIDER	SUGGESTED POINTS
Purchase Price	Cost of the good or services	50
Reputation of the vendor and their goods or services	Results of reference checks; Internet search for pending litigation	10
Quality of the vendor’s goods or services	Evaluation of samples (if requested); results of reference checks	10
Extent to which the goods or services meet the District’s needs	Evaluation based on written requirement or specifications; identify unique features or qualities which are beneficial to the District	22
Vendor’s past relationship with the District	District standard is to award 0-3 points as follows: 3 – performed above contract standards 2 – performed to contract standards 1 – instances of substandard performance but deficiencies were promptly corrected when notified 0 – no previous experience with GISD Negative numbers, 1-10 may be assigned if the District experienced poor service, which the Purchasing Department documented. 1-3 – A letter was required to correct deficiencies 2-6 – Two letters were required 7-9 – Three letters were required 10 – Contract was cancelled due to deficiencies	3
Impact on District’s ability to comply with laws and rules relating to historically underutilized businesses (HUB)	Receives a weight of zero unless all other factors are equal. If all factors are equal, an HUB certified company may receive the award	0
Total long-term cost to the District to acquire the vendor’s goods or services	All other costs associated with the goods or services over the life of the contract (include: training; on-going maintenance/support costs; replacement parts and modules; costs of expansion	5
Whether the vendor (or their parent company/majority owner) has its principal place of business or employs at least 500 people in Texas **Only for contracts for goods and services other than those related to telecommunication/information services, building construction and maintenance, or instructional materials.	Consult with the buyer if you choose to evaluate this factor	0

Any other relevant factor specifically listed in the request for bids or proposals	The District may identify additional factors	0
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10.8 AWARD OF CONTRACTS

Contracts will be awarded based on the terms and conditions included in the solicitation document to include the evaluation criteria and weighted matrix. The Board of Trustees has delegated the authority to award contracts valued under \$75,000 to the administration of the district. All contracts over \$75,000 must be approved by the Board of Trustees. Refer to Policy CH Local for additional information regarding the award of contracts. The buyer for each contract will develop a procurement calendar for each solicitation, and it is imperative to meet the milestone events in the calendar to ensure we do not have a disruption of service. The Purchasing Department will verify recommended vendors are not listed on the state or federal debarment list. Records are maintained in each contract file.

10.9 PROTEST PROCEDURES

Any bidder or proposer who is aggrieved in connection with a procurement, excepting right of rejection, may protest in accordance with [Garland ISD Board of Trustees Policy CJ Local](#).

10.10 CATALOG LOADING

The procurement system is designed to provide automated approval of requisitions by obtaining a list of items/services (catalog) from the supplier and have the items added to the Main Store for ordering. Orders in the Main Store generally are approved within a few minutes after the requisition is approved. Items can be loaded into the system by the supplier using "Supplier Authoring" or by the Purchasing Department. Run the approved supplier report to identify whether the supplier or purchasing is responsible for loading the quotes. Supplier authoring is the most efficient and quickest method to update an existing list. Each supplier may access the system and make the adjustments. The system will notify the appropriate buyer that a change is pending and the buyer will review and approve the request if the request is in compliance with the contract.

If Purchasing is listed as the load method follow the steps below:

1. Check the main store to be sure the items are not already loaded
2. If the item is loaded but requires a price change, note that on the quote.
3. If some items are loaded but others need to be loaded, specify what needs to be loaded.
4. All quotes should come from the supplier with discounts calculated in the unit price.
5. Be sure the quotes are legible and include a detailed description of the item being purchased. All quotes should be an actual quote from the company.
6. If you have a free item, you can request for it to be integrated to another line item with a dollar value.
7. **All areas marked with an asterisk on the Laserfiche form must be filled in.** If you have multiple requests from the same vendor on the same day, number them. Example: Booksource #1, Booksource #2, etc.
8. **If you have multiple quotes from the same vendor at the same time, you can scan as one document then upload to Laserfiche.**
9. We receive multiple quotes daily, please allow up to 5 business days for quotes to be approved and loaded.
10. **Submit all load request by completing [the Main Store Load Request Form](#) or visiting the**

Purchasing intranet page. For assistance on completing the form please reference [Main Store Load Request Guidance](#).

10.11 USE OF INTERLOCAL AND COOPERATIVE CONTRACTS

Texas and federal law authorize public entities to utilize the contract of another governmental entity or purchasing cooperative in lieu of receiving proposals or bids if authorized by the Board of Trustees and provide best value for the district. The following process should be followed to request the use of a cooperative. (Exception to interlocal and cooperative contracts—Architects or Engineers services are not allowed to be procured by interlocal/cooperatives. Reference Government Code Title 7, Chapter 791.011 (h) An interlocal contract between a governmental entity and a purchasing cooperative may not be used to purchase engineering or architectural services.

All other departments must submit their request using the [Bid Submission Form](#). Allow the Purchasing Department **ten business days** after locating the contract to process the award. Contracts over \$75,000 will require Board of Trustee approval and will be processed according to timelines established by the buyer to meet the deadline set by the Executive Director of Purchasing.

10.12 CONTRACT REVIEW AND APPROVAL PROCESS

Purpose: The purpose is to establish a uniform process for review and acceptance of new or continuing contracts for any service or product submitted by a supplier/consultant/or contractor.

Definition: The words ‘Agreement’ and Contract’ are used interchangeably and is defined as any document requiring a signature or online acceptance regarding legal terms and/or conditions.

Applicability: All contracts, agreements, Memorandum of Understanding (MOU’s), or Statement of Works (SOW’s) must be submitted for review using the [Supplier Contract Checklist](#) and a [Video](#) is provided to guide you through the process. Service providers accepting the district standard Master Services Agreement (MSA) and Statement of Work (SOW), are excluded from this process.

10.12.1 Contract Signatory Authority

As adopted by the Board of Trustees, pursuant to purchasing policy CH (LOCAL), except for documents required by state law to be signed by the board president, [signature authority](#) is delegated to the Superintendent of Schools for all district contracts.

10.13 SUPPLIER PERFORMANCE

Purchasing will utilize Blanket/Contract Purchase Agreements (BPA/CPA) to ensure the vendor is adhering to the price terms of the agreement. Whenever problems are encountered with a supplier (i.e. a supplier fails to deliver certain items or delivery does not meet specifications), it is important to document the problem, noting the date and an accurate description of the problem. The supplier should then be contacted by telephone and told specifically how the District wants the problem corrected. The District should keep a record of all phone calls, including the dates and what was discussed.

Complete the [Vendor Review Form](#). Contact the Purchasing Department with any problems that cannot be resolved with the supplier. If the problem is not resolved or continues, written notification stating the problem should be forwarded to the Purchasing Department. A letter of concern will be prepared by the Purchasing Department and will include the corrective action required. Written documentation must be

on file in the Purchasing Department if a supplier is to receive a negative rating during the bid/proposal evaluation phase.

10.14 SOLE SOURCE

The Purchasing Department is responsible for determining if a supplier qualifies as a sole source provider. **A letter from the supplier in itself is insufficient.** The Purchasing Department must be reasonably assured that competition is precluded because the supplier is the exclusive supplier or provider of the item(s) or service(s). In addition, the supplier must hold the patent or copyright or the product(s) or service(s) is/are the result of a secret process or monopoly. Submit a completed [Sole Source Determination Form](#) to the Purchasing Department if you believe a good or service qualifies as a sole source. **Submission of the form provides the necessary information to make a determination and should not be construed as an approved purchase.**

Per FASRG Section 3.35 Single or Sole Source

References: TEC, §44.031(j–k)

A school district may choose to not follow the requirements of the TEC, §44.031, if it is determined by the district an item to be purchased is available from only one source, including:

- an item for which competition is precluded because of a patent, copyright, secret process, or monopoly
- a film, manuscript, or book
- a utility service, including electricity, gas, or water
- a captive replacement part or component for equipment

Sole Source – Federal Funds

- Requests for sole source determination shall be submitted to the Texas Education Agency (TEA) for approval as permitted by CFR 200.320 (C)(2). The [Sole Source Determination Form- Federal Funds](#) can be found on the [Purchasing Intranet](#). Documentation of TEA approval should be submitted to the Purchasing Department for final processing. When feasible the District will re-bid if only one response is provided. Profit will be negotiated as a separate item if a single response is selected.

This statute does not include services.

10.15 REQUESTING A NEW SUPPLIER

New suppliers should be directed to the [District Internet](#) for detailed instructions to register their company.

10.16 PUNCH OUT GUIDANCE

Other approved suppliers may have the same products with better warranties and delivery times. Be cautious in ordering from a third-party vendor as you may have delivery, performance or warranty issues.

10.17 RECEIVING

Items ordered with a Purchase Order will be delivered to the site from the Supplier. It is imperative to mark items as received in Oracle within 72 hours of physical receipt. Suppliers cannot be paid until the receiving activity has taken place. The district is required by law to pay bills in a timely manner or incur financial penalties for the delay. Penalties incurred will be charged to the budget code provided on the purchase order.

10.18 FINAL CLOSE PROCESS

1. Purchase Orders are valid from date of issuance until July 31st of each year. Final close is irreversible, and it is imperative that all receiving activity and invoicing occur prior to July 31st.
2. Complete the Request to [Final Close Purchase Order\(s\) Form](#) (available at Finance Office Intranet page) and ensure a building administrator signs the form
3. E-mail the completed form to finance@garlandisd.net
4. Accounts payable will approve or reject the request
5. Purchasing will manually close the purchase order (s) after Accounts Payable approval

10.18.1 PO Cancellation

Once Purchase Orders are issued, the District has an obligation to pay for the goods or services. Effective April 2, 2021 the cancellation of POs/PO lines will require the end user to attach documentation from the company that the District will not be liable for payment of the cancelled product/service. In the event cancellation requests are submitted with no required attachment will result in rejection by the Buyer. [Cancellation of Purchase Order](#) instructions are provided with an explanation on each one, providing for step-by-step guidance through this process. This process is implemented to ensure the District no longer has an obligation to pay for the goods or services.

10.19 PURCHASING CODE OF ETHICS

- Consider first the interests of the Garland Independent School District and the enhancement of its educational impact.
- Endeavor to monitor obtaining the greatest value for every tax dollar expended in a manner conducive to exemplary business practices and legal statutes.
- Strive for thorough knowledge of **approved** suppliers and products in order to requisition items that may reduce costs and/or increase the efficiency of the educational program.
- Give all responsible bidders or participants equal consideration and the assurance of unbiased judgment in determining whether their products meet the educational needs of the District. Avoid communicating with potential bidders during the bid process unless the communication is necessary to conduct routine business.

10.19 PURCHASING CODE OF ETHICS- continued

- Prohibit and decline the offer of gifts or favors which might influence, or create the appearance of influence, as regards the purchase of goods or services. This prohibition is applicable to a public servant who exercises discretion in connection with contracts, purchases, payments, claims, or other pecuniary transactions. State law specifies any gift of cash or negotiable instruments as influence and all gifts with a value in excess of \$50 as influence. A Public Servant who solicits and/or accepts a gift in execution of his/her job is guilty of a Class A Misdemeanor. ([DBD Legal](#))

- Employees/departments reporting to the chief financial officer are prohibited from soliciting sponsorship or donations from suppliers without written approval from the chief financial officer.
- Accord prompt and courteous reception to all individuals that represent legitimate business transactions.
- No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. In addition, no employee, officer or agent of the district may neither solicit nor accept gratuities, favors or anything of monetary value from contractors or parties to subcontractors. As part of the procurement process, committee evaluations are utilized in order to ensure the Garland Independent School District meets the needs of its end users through the procurement process administered by the Purchasing Department. As part of this fulfillment, it is necessary to seek the expertise of individuals to serve in this capacity. Board Policy [DBD](#) (Local) states that “An employee shall disclose to his or her immediate supervisor a personal financial interest, a business interest, or any other obligation or relationship that in any way creates a potential conflict of interest with the proper discharge of assigned duties and responsibilities or with the best interest of the District.” As part of required disclosure and compliant policies and practices, it is imperative that committee members submit a declaration of compliance with said policies prior to serving in this capacity.

10.20 PURCHASING WITH FEDERAL FUNDS

The federal government has established additional regulations, Education Department General Administrative Regulations (EDGAR) governing federal grants designed to increase efficiency, strengthen oversight, and reduce fraud and abuse. Compliance with all procedures must be followed to ensure compliance with these federal regulations.

A field has been added to the Garland ISD Approved Supplier Report titled “Federal Fund Compliant” to identify which contracts may be used for purchasing with federal funds. Contracts will be identified on the report in one of four categories dependent on the extent to which the contract is in compliance with the law. The Three codes are listed below and how they may be used:

“Yes”-Compliant with all regulations and may be used to purchase all items without restrictions

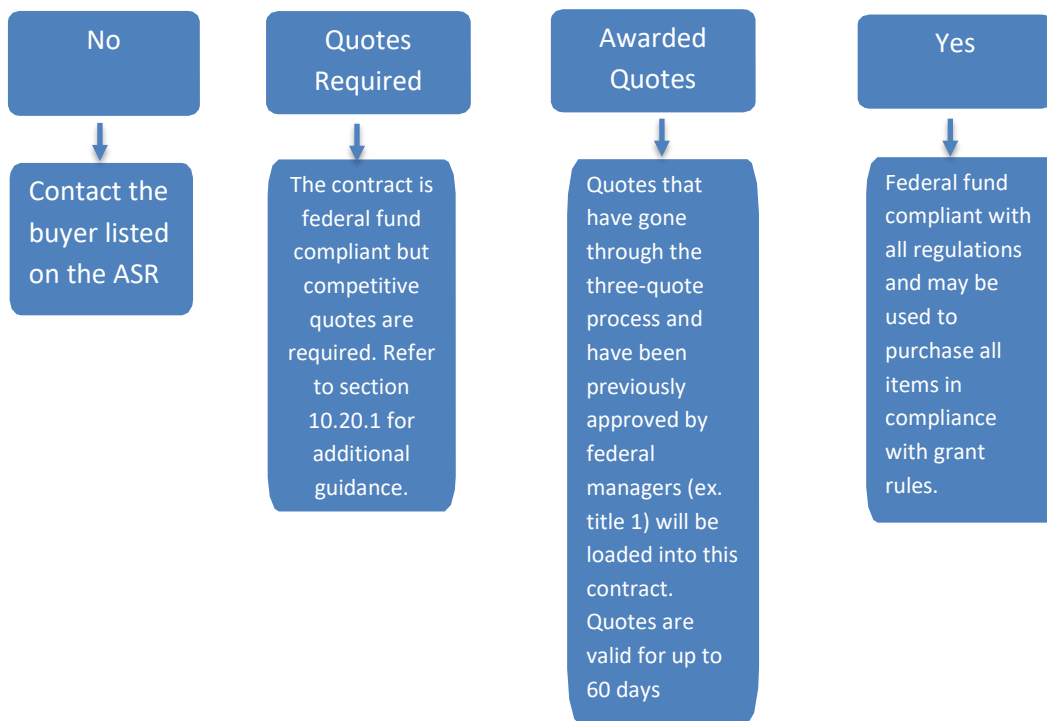
“Awarded Quote”- Contract for items that have been previously quoted, awarded a RFP/Bid, or cooperative and available to purchase without additional quotes but may not exceed \$250,000. A contract which meets all the requirements but was awarded to all qualified suppliers may exceed the \$250,000 threshold if an Independent Price Analysis was performed prior to issuance of the Bid or RFP. Items not found in the main store for this contract will need to follow the quoting process before loading.

“No”-This contract may not be used to purchase with federal funds

10.20 PURCHASING WITH FEDERAL FUNDS- continued

Helpful Tips for Federal Fund Compliant Statues

Run the Approved Supplier Report (ASR), identify the Federal Fund Compliant Field and follow the guidance listed below.



10.20.1 Federal Fund Quote Procedures

Federal Programs Department Obtain Quotes:

Each grant program shall be responsible for ensuring quotes are electronically attached to the requisition in Oracle along with a justification form if the low quote was not selected. The grant manager shall be responsible for reviewing and approving the requisition.

The Federal Programs department can assist Title I campuses with obtaining quotes. The campus end user must complete the Federal Programs Quote Request Form located on the Federal Programs Intranet page under Title I Program Forms section. The following information must be included:

- Provide a detailed description of the product or service, including: desired features and functionality, ISBN #; color; size; etc. (if applicable). Descriptions with insufficient information will be returned.
- Provide desired quantity.
- Include a list of suggested Federal compliant, approved suppliers.
- Submit request form to Federal Programs procurement clerk.
- Allow seven (7) business days to receive results of the quotes for review.

10.20.1 Federal Fund Quote Procedures - continued

- Return the recommending quote for award with a written justification if the lowest price quote is not selected.
- The Federal Programs Department will review the recommendation and approve or request additional information.
- The awarded quote will be sent to the buyer to be added to the Main Store for purchase approval.

“All quotes must indicate a start date and an end date, must be valid for at least 30 days. Quotes are valid for up to 30 days from the date of issuance, unless otherwise indicated by the supplier. If the supplier has listed an expiration date beyond 30 days, the quote will be valid until that date, or up to 60 days, whichever is the shorter length of time.”

Schools and departments must review the approved supplier report before making purchases to ensure compliance with the regulations. It is suggested that you run a summary report to identify the contracts which may be used and then print the detailed information based on the contract number to obtain additional contact information. The report may be assessed through Oracle.

End User Obtain Quotes:

When making a purchase which exceeds the micro purchase threshold- \$10,000, the district must comply with §200.319 of the Code of Federal Regulations stated below. “Competition”. The district must incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition.” In summation, the end user must transfer knowledge of the desired good or service to a quote document to ensure all companies have the same information: requirements for the material or service, quantities, and unit of measure to obtain a sufficient number of quotes.

Requirements

The end user must be able to communicate sufficient information to ensure all vendors are pricing the same or like material or service. The first step is to identify the minimum requirements. Please see the list below that contains some of the areas that have been previously quoted for federal funds and it includes the following: Area, Description and Examples (common items or services previously purchased)

Area	Description	Examples
Instructional Material	Provide a detailed description of the required items.	Books, supplies, and teaching materials.
Professional Development	Provide a detailed description of the specific training or workshop and the items that will be required for the training (supplies, books, etc.)	Speaker, author, consulting hourly, half day or full day training.
Software	Provide the requirements that will be needed for the specific software or subscription. Submit the requirements to technology to see if the Texas Data Privacy Agreement or VPAT are applicable.	Software, subscription, licenses.

10.20.1 Federal Fund Quote Procedures - continued

Requirement Example Instructional Workbook must meet the following requirements: Grade Level-4, Must comply with TEK §111.6 Mathematics, Content must include topic overview, instructions, practice questions, answer explanations. Qty-4,000 UOM-Each.

Quantities

Must be the same for each vendor, in our example we need 4,000 workbooks.

Unit of Measure (UOM)

Must be the same for each vendor, in our example it would Each
Commonly used UOM's are listed below:

Unit of Measure	Description
Each	Per Item
Kits	Make sure all the items of the kit are listed in the quote
Hourly	Services – examples Professional Development
Half – Day (4 hours)	Services – examples Professional Development
Full Day (8 hours)	Services – examples Professional Development
License/Subscriptions	Software – Individual, per campus or district

Following this guidance should result in competitive and comparable quotes.

End users may obtain quotes from suppliers by providing the same information to multiple approved suppliers. Review Section 10.6 – Specification/Requirement Development and 10.6.1.

Sources for Specification/Requirement of the CDAP for guidance to write quote requirements. As a minimum, the following should be included in the requirement:

- Provide a detailed description of the product or service, including: desired features and functionality, ISBN #; color; size; etc. (if applicable).
- Request solicitations from sufficient suppliers to ensure at least three quotes are received
- Scan all copies of returned quotes along with the completed Federal Programs Documentation form to the Federal Programs Procurement Clerk
- The email shall include the number of quotes solicited and written justification if the lowest price quote is not selected

10.20.1 Federal Fund Quote Procedures – continued

- The Federal Programs Department will review the recommendation and approve or request additional information
- The awarded quote will be sent to the buyer to be added to the Main Store

Simplified Acquisition Threshold - The Purchasing Department must perform a price analysis in connection with every procurement action in excess of the Simplified

Acquisition Threshold \$250,000. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the District must make independent estimates before receiving bids or proposals. (EDGAR §200.323)

10.20.2 Spending Thresholds

Procedures for spending federal funds vary depending on the amount of the expenditure as described in §CFR 200.320. A summation of the methods and the dollar thresholds are listed below.

Micro-purchase: Garland ISD has elected to obtain quotes in lieu of utilizing this method.

Small Purchase-Purchases under \$250,000 must be made using approved suppliers-and follow the quote process below when required. End users shall have the option of having the Federal Funds Department obtain quotes or obtain the quotes themselves. To improve operational efficiency, once a quote is awarded the item may be purchased districtwide without receiving additional quotes.

A cost of price analysis is required for all contracts which exceed the small purchase threshold.

10.20.3 Capital Equipment Purchases

In compliance with CFR 200.318 (f), Garland ISD is encouraged to review the Federal and State excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs. The State and Federal surplus list can be viewed at <http://www.tfc.state.tx.us/divisions/supportserv/prog/fedsurplus/index.html>

This requirement is mandatory for any procurement using federal funds to procure capital equipment valued at \$5,000 or more. The end user shall document this process by completing the Affidavit – Review of Texas Facilities Commission for State and Federal Surplus Property located at http://home.garlandisd.net/Purchasing-Documents_and_Links. Each Grant/Program Manager will be responsible for maintaining copies of the affidavit for audit purposes. The affidavit must be attached to each requisition submitted for capital purchases of \$5,000 using federal funds. In addition to attaching a copy of the affidavit to the requisition, campuses shall upload a copy to the Title I Crate as directed.

10.20.4 Change Orders

Once a contract has been awarded there may be a need to make changes by altering, adding to, or deducting from the contract, quote, or Purchase Order; the contract sum being adjusted in accordance with Texas Education Code §44.0411. No extra work or change shall be made unless in pursuance of a written order from the District and any claim for an addition to the contract sum will not be valid unless so ordered. Changes and amendments will be communicated by sending a revised copy of the purchase order or signed contract amendment.

10.20.5 Contracting with Minority, Small, and Women Owned Businesses

In compliance with CFR 200.321 Garland ISD will take the steps listed below to encourage minority, small and women owned businesses to participate in the procurement process.

- 1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

- 2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;
- 3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;
- 4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;
- 5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce;
- 6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

10.21 FREQUENTLY ASKED QUESTIONS

Do we have to buy from bid suppliers if the item can be purchased cheaper from another supplier?

As a general rule, items should be secured from contracted suppliers if the items are available. In some cases, the law permits the district to perform spot purchases from non-contracted suppliers. This procedure is complicated and specific factors must be considered before such a decision can be reached. The Purchasing Department should be consulted before such a purchase can be made in this manner. The fact that it can be purchased somewhere cheaper is not necessarily justification to purchase from the non-contracted supplier. Considering the time for the teacher is another reason to find it from a contract supplier and make the purchase from the awarded supplier.

How can I be assured that my favorite supplier is on the contracted list?

The district cannot assure any specific supplier will be awarded a contract. The district must evaluate each and every competitive process based on the factors identified in the contract documents. Suppliers should be encouraged to ensure their supplier file is updated with the correct contact information and then submit their bid on time when new bids are selected.

Can items be purchased from any supplier if they are not available from a contracted supplier?

A non-catalog request should be submitted to Purchasing for sourcing. Refer to Oracle iProcurement Training for details for completing a non-catalog request.

10.21 FREQUENTLY ASKED QUESTIONS- continued

How do we justify paying a higher price for certain items?

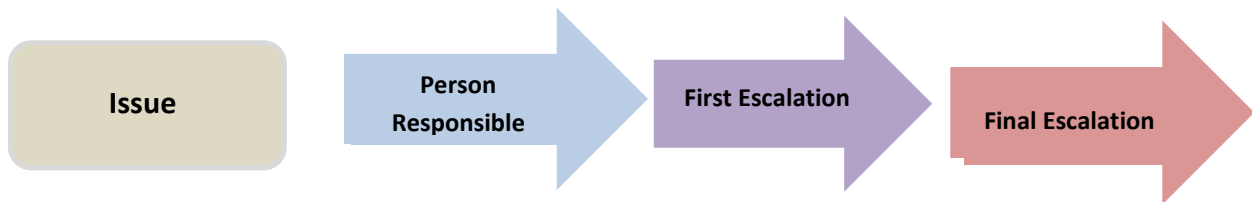
Legally, we may not have a choice. In addition to the legalities, we should understand that how we structure a contract determines what price we receive. Not every contract is designed to obtain the lowest purchase price. Example: The district currently uses a discount off list contract to purchase classroom furniture. Several years ago the district utilized line item pricing contracts to secure classroom furniture. The procedure was to collect all furniture requests for a period of time and then write detailed specifications for each item to submit a competitive bid. The bid was then advertised, evaluated, and awarded by the Board of Trustees. This process would take 8 – 10 weeks to complete the bid cycle and another 30- 60 days to receive the furniture. This process would be completed each six weeks throughout the year as requests were submitted. This process ensured the district receives

the best price each and every time. Why did we change from a line item bid to a discount off list type contract? Many schools and departments expressed dissatisfaction with the time it was taking to place a furniture order. The Purchasing Department responded to that concern by issuing a discount off list price type contract. Once the bid was awarded additional purchases could be made throughout the year for any item listed in the catalog. Are we paying more money for classroom furniture? Yes, if you only look at the price to buy furniture. Catalog discount bids are designed to allow users flexible choices, quick response time, and very competitive prices. This new contract type was so popular it was expanded to the administrative furniture bid. The district can always use a line item type bid if the best price is the only concern.

10.22 PURCHASING CONTACTS

The quickest response can be obtained by contacting the individual assigned to each specific area of responsibility as listed in our [Intranet](#). Call (972) 487-3009 if you are not sure who to contact.

Escalation Chart



P-Card	Secretary to Executive Director	Senior Buyers	Assistant Director
Catalog Loading	PO Expediter	Campus Liaison	Buyer
Supplier	Secretary Receptionist	Campus Liaison	Assistant Director
Contracts, POs, and Requisitions	Specialty Buyer	Maintenance and Operations Senior Buyer	Assistant Director
	SNS Buyer		
	Instructional Buyer	Business Technology Senior Buyer	Assistant Director
Warehouse	Warehouse Supervisor	Maintenance and Operations Senior Buyer	Textbook Coordinator
Bond	Construction Bond Specialist	Construction Bond Manager	Executive Director
Copiers	Warehouse Secretary	Business Technology Senior Buyer	Assistant Director
Laserfiche	Secretary to Executive Director	Assistant Director	Executive Director
All Others	Campus Liaison	Assistant Director	Executive Director

