GOOSE CREEK CONSOLIDATED ISD

PURCHASING MANUAL

- REVISED NOVEMBER 2020 -

PURCHASING AWARD OF MERIT
T·A·S·B·O
2018 Recipient

PURCHASING AWARD OF MERIT
T·A·S·B·O
2019 Recipient

PURCHASING AWARD OF MERIT
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2020 Recipient

PURCHASING AWARD OF MERIT
T·A·S·B·O
2021 Recipient

HERE, WE GROW GIANTS

GOOSE CREEK CISD · DEVELOPING THE WHOLE CHILD

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Overview

The purchasing department is responsible for the administration and organization of the district's procurement activities in accordance with state law and board policies (these policies may be found in their entirety on the GCCISD website). Purchasing issues all formal competitive solicitations, facilitates relationships with vendors, and establishes contracts so products, materials, and services may be obtained at terms that are most beneficial to the district.

Additionally, the purchasing department works closely with campuses and departments to assist and support all district staff with questions or concerns related to the purchasing function. This manual provides guidance on purchases made utilizing district funds; for specific instructions related to state/federal funds or student/faculty activity funds, please refer to those specific manuals located on the business services website.

Organization

The purchasing department is here to help! If you have any questions or need guidance making any purchase, please call us at the numbers listed below or email us at purchasing@gccisd.net.

Contact	Areas of Responsibility
Dr. Joseph Villalba, Director (281) 707-3869 | joseph.villalba@gccisd.net	Bids/co-ops, TEAMS troubleshooting, vendor issues, requisition processing, purchase orders
Keona Robertson, Senior Buyer (281) 707-3737 | keona.robertson@gccisd.net	Bids/co-ops, general purchasing questions, quotes
Ashley Pogue, Procurement Card Specialist (281) 707-3735 | ashley.pogue@gccisd.net	Maintenance of the district's procurement card program, issues credit cards
Heather Patt, Purchasing Specialist (281) 707-3707 | heather.patt@gccisd.net	Vendor setup/questions, general purchasing questions

Purchasing Ethics

All district employees should strive to conduct themselves in a professional manner understanding that their actions directly represent the Goose Creek CISD. Employees should:
- avoid any appearance of unethical/compromising practices in associations, actions and communications
- always demonstrate due diligence by adhering to the procurement guidelines, procedures and policies and exercising only the authority which has been delegated to you
- refrain from any private business or professional activity that would create a conflict between personal interests and the interests of the district
- refrain from soliciting or accepting money, discounts, gifts, entertainment, favors or services from current or potential vendors for personal gain
- handle confidential or proprietary information with care and proper consideration of ethical and legal ramifications and government regulations
- promote positive supplier relationships by always conducting business with professionalism and impartiality.
- be familiar with and follow established laws and guidelines that govern the purchasing function while remaining cognizant of the potential legal ramifications of all purchasing decisions

Legal Background

District purchases made from a category such as office, athletic or instructional supplies must be made using an awarded vendor since the aggregate amount of these purchases will exceed $50,000 over a twelve-month period. It is important to remember that individual schools and departments are not separate entities when determining the aggregate amount spent in any category, the aggregate amount applies to all district purchases. For example, the total amount spent for office supplies made by all departments and campuses in the district over a twelve-month period will exceed $50,000; therefore, those items must be purchased from a vendor who has been awarded in a competitive solicitation process (i.e. district-issued CSP or co-op contract) as required by the Texas Education Code 44.031. The Texas Education Code provides for criminal penalties for persons who intentionally circumvent this requirement by making split, separate, sequential, or component purchases. *Please note*: if federal funds are to be utilized, the end user must follow the State and Federal Grants Manual.

The following table, while not all-inclusive, provides some of the common categories that exceed the $50,000 threshold and require the use of awarded vendors:

Alarm Equipment, Maintenance & Service	Grounds Equipment, Supplies, & Repair
Art Supplies & Equipment	Health/Nurse Supplies, Equip. & Services
Athletic Flooring (Indoor & Outdoor)	HVAC Equipment, Maintenance & Service
Athletic Supplies & Equipment	Instructional Materials
A/V Supplies & Equipment	Janitorial Supplies & Services
Automotive Parts, Supplies & Service	Kitchen Equipment, Maintenance & Service
Awards, Trophies, Medals, Ribbons	Library Books, Supplies & Service
Building Maintenance & Repair Services	Maintenance Supplies & Repair
Building Materials & Supplies	Music Instruments Equip., Supplies, & Repair
Bus Parts, Supplies & Service	Office Supplies & Equipment
Cabling Services	Playground Equipment
Catering Services/Restaurants	Plumbing Supplies & Services
Classroom Supplies	Printing Services
Clothing/Apparel	Promotional Items & Incentives
Computer Software & Site Licenses	Public Safety/Police Supplies & Equipment
Computer/Tech. Accessories & Supplies	Radio/Telephone Equipment
Computer/Tech. Hardware & Peripherals	Reading Materials (books/ebooks/magazines)
CTE Supplies, Equipment & Services	Special Needs Supplies, Equipment, Services
Custodial Supplies, Equipment & Services	Spirit Wear (Embroidery/Screen Printing)
Electrical Supplies & Repair	Telephone Services & Supplies
Fine Arts Supplies & Equipment	Testing Materials & Services
Furniture (Classroom, Library, Office)	Uniforms (Grounds/Maintenance)
General Walk-In Commerce	Uniforms (Police/Security)
Grocery/Food Products	Uniforms (Student Groups & Athletics)

Purchasing Process

Quotes

It is strongly recommended that end users obtain three quotes from awarded vendors for any purchases that fall into any of the $50,000 aggregate categories listed above. If a purchase does not fall under an aggregate category, end users are required to obtain three written quotes from qualified vendors and complete the Quote Summary Sheet located on the district's purchasing website.

Requisitions

All requisitions are entered using the district's financial software system. Traditional requisitions shall include the following information:

- Awarded vendor
- Preferred shipping location
- Quotes or supporting documentation
- Contract reference
- Appropriate account number(s)
- Accurate quantities/unit pricing
- Shipping charges (if applicable)

Project requisitions differ from traditional requisitions and shall include the following information:

- Awarded vendor
- Appropriate account number(s)
- Preferred shipping location
- Quotes or supporting documentation (if applicable)
- Contract reference

Once all information has been entered in the district's financial software system, the requisition will be processed through a pre-defined workflow which begins with the approval of the campus/department administrator. Once the approval process has been completed, requisitions are received and analyzed by the purchasing department for final approval and purchase order creation. Secretaries/bookkeepers may view the status of their requisitions in the system to track workflow approvals.

End users shall allow ample time for requisition processing taking into account the time needed for all workflow approvals. As a general rule, end users should allow 48 hours from the time the requisition enters buyer analysis for PO creation. If any requisition is missing the information listed above or the purchasing department has additional questions/concerns, requisitions may be returned for clarification. It is the responsibility of the secretary/bookkeeper to promptly make necessary adjustments and resubmit the requisition for approval. *Please note*: a requisition that has been returned will encumber funds until it is resubmitted for approval or the requisition is voided.

Purchase Orders

Once a requisition has final approval and has been analyzed by the purchasing department, the secretary/bookkeeper will receive an email with the link to the purchase order which should be saved and forwarded to the appropriate vendor for processing. The purchasing department will not be responsible for forwarding purchase orders to vendors. *Please note*: orders should never be placed with a vendor until a purchase order has been issued.

Receiving/Releasing

Once goods have been received or services have been rendered, purchase orders must be "received" or "released" in the district's financial software system. If traditional purchase orders are shipped to the central receiving warehouse, items will be "received" in the system upon receipt by warehouse staff. However, if traditional purchase orders are shipped directly to campuses/departments, items must be "received" in the system immediately by the secretary/bookkeeper to avoid delays in payment of invoices. When items are shipped directly to the campus/department, extreme care and attention to detail shall be used to ensure all items ordered are actually received in acceptable condition. If damaged or otherwise unacceptable items are received, the vendor shall be notified immediately and the end user shall complete a Vendor Performance Evaluation to be filed in the purchasing department.

Prior to requesting payment on project/open POs, the secretary/bookkeeper must "release" funds in the district's financial software system, attach invoice/receipt to the PO, obtain appropriate approval on the Payment Request Form and submit the information to the accounts payable department.

Voiding Requisitions/Closing POs

Account funds are encumbered at the time of requisition entry in the district's financial software system. It is the responsibility of the secretary/bookkeeper to regularly monitor their accounts to ensure there are no lingering requisitions (those that have a status of not approved or not released). In order to avoid any confusion or unnecessary encumbrances, end users should immediately address any corrections needed on requisitions that have not been approved/released or void the item altogether. A PO will not be created in the system until all lines have been approved/released.
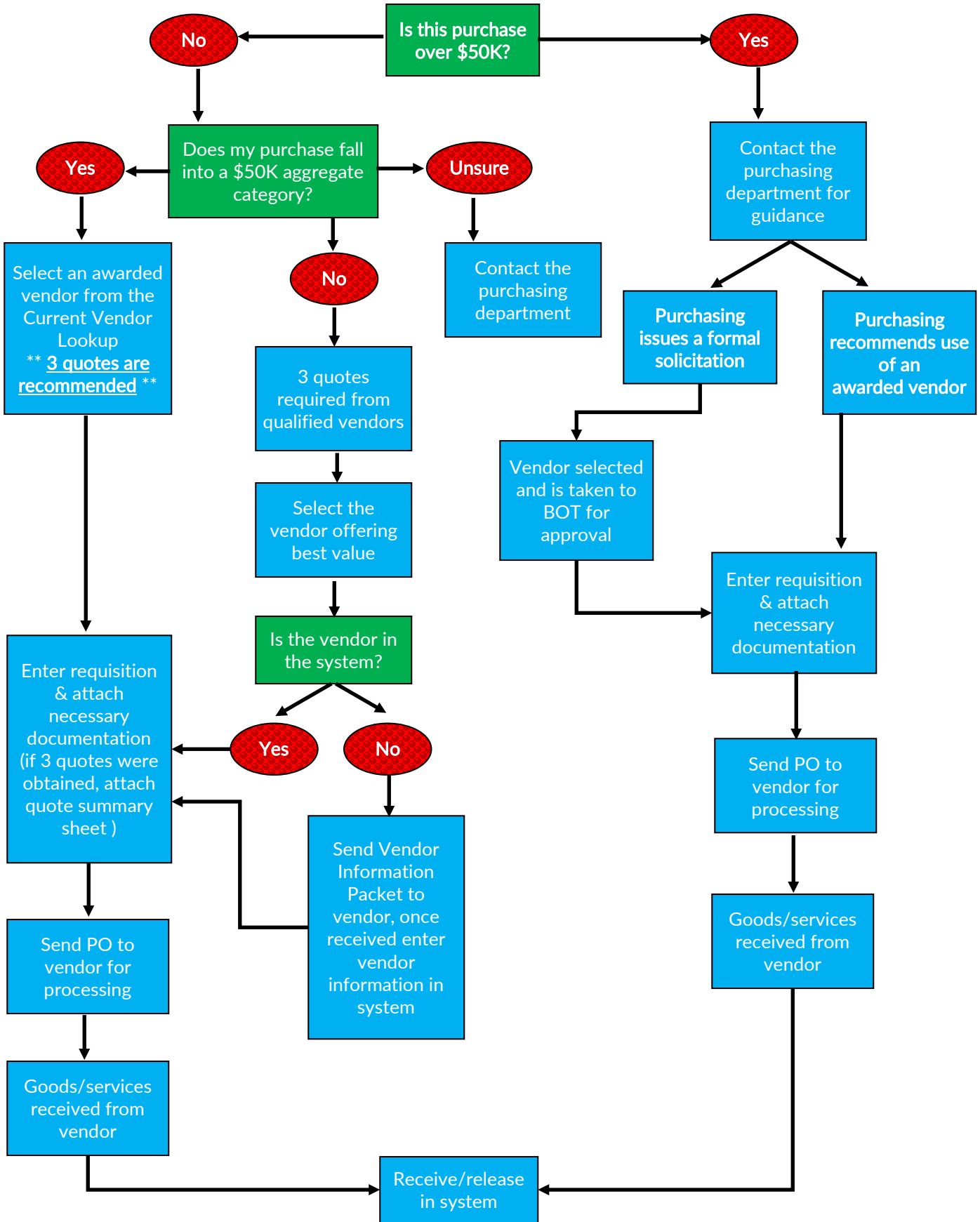
Accounts shall also be regularly monitored throughout the year to ensure funds are not being encumbered by old/unneeded POs. It is the responsibility of the secretary/bookkeeper to contact the purchasing department to request that a PO be force closed.

Credit Card Purchases

As a convenience, the district offers several store credit cards with which purchases may be made with project/open POs. Credit cards may be checked out from the campus secretary/bookkeeper or from the purchasing department. The following will apply when using any of the district credit cards:

- Personal purchases must be kept separate and never paid using district-issued credit cards
- Cards shall not be released over night or over the weekend
- No card should be released prior to ensuring funds are available on the PO and the information shall be provided to the shopper
- All purchases made on the card must be appropriate for the account used on the PO (technology items may not be purchased using a project/open PO without prior approval from the purchasing department)
- The purchasing department will conduct an annual verification of credit cards assigned
- Lost cards must be reported immediately to the purchasing department
- Failure to comply with any of these established rules may result in the immediate revocation of any cards held at the campus/department

Purchasing Process Flowchart

Is this purchase over $50K?

No → Does my purchase fall into a $50K aggregate category?

Yes (over $50K) → Contact the purchasing department for guidance

No branch (not over $50K)

Does my purchase fall into a $50K aggregate category?

Yes → Select an awarded vendor from the Current Vendor Lookup ** **3 quotes are recommended** **

Unsure → Contact the purchasing department

No → 3 quotes required from qualified vendors → Select the vendor offering best value → **Is the vendor in the system?**

- **Yes** → Enter requisition & attach necessary documentation (if 3 quotes were obtained, attach quote summary sheet)
- **No** → Send Vendor Information Packet to vendor, once received enter vendor information in system

Enter requisition & attach necessary documentation (if 3 quotes were obtained, attach quote summary sheet) → Send PO to vendor for processing → Goods/services received from vendor → Receive/release in system

Yes branch (over $50K)

Contact the purchasing department for guidance

- Purchasing issues a formal solicitation → Vendor selected and is taken to BOT for approval
- Purchasing recommends use of an awarded vendor

Enter requisition & attach necessary documentation → Send PO to vendor for processing → Goods/services received from vendor → Receive/release in system

Sole Source Purchases

For an item to be considered for purchase under a sole source justification, the purchasing department must first review the request based on the requirements set forth in Texas Education Code 44.031(j) and (k). The vendor must then be approved and added to the Current Vendor Lookup.

To be considered, the item must be available from only one source (not provided through distributors or dealers) and meet one of the following descriptions:
- an item for which competition is precluded due to the existence of a patent, copyright, secret process, or monopoly;
- a film, manuscript, or book;
- a utility service, including electricity, gas, or water; or
- a captive replacement part or component for equipment.

Vendors claiming sole source must complete a Sole Source Affidavit and have the form notarized along with a letter or listing of the items that qualify for the sole source designation. If approved by the purchasing department, the vendor's sole source status is valid for two years from the date notarized. Prior to entering requisitions for sole source purchases, the end user shall verify on the Current Vendor Lookup that the affidavit has not expired. If the affidavit is expired, the end user shall request that the vendor complete new paperwork (Vendor Update Packet and Sole Source Affidavit); purchases will not be approved until all paperwork is current. *Please note*: a vendor who markets a product through distributors, or more than one outlet, is not considered sole source since the products are available from more than one vendor. Additionally, care must be taken to avoid making sole source purchases based on a preference for a particular brand or product.

Vendor Relations

The purchasing department encourages all district staff to foster and maintain open and professional relationships with vendors. Purchases shall be made using awarded vendors ensuring that the products/services being purchased are of the best value to the district and vendor selection is impartial and unbiased.

Current Vendor Lookup
The purchasing department maintains a current vendor lookup on the district's purchasing website that includes the names of all active/approved vendors and provides the contract information for awarded vendors. The purchasing department regularly updates the current vendor lookup; however, end users shall be responsible for ensuring that contracts have not expired prior to entering requisitions.

Requests for New Vendor
There are certain instances that a new vendor must be added to the district's financial software system. Some examples include:
- Vendors who have been awarded a contract (co-op or district-issued) but are not in the system
- Sole source vendors
- Consultants, independent contractors, staff development presenters, etc.
- New workshop, membership or conference registration
- Vendors who will be paid using student/faculty activity funds (865 accounts)

End users shall be responsible for entering new vendor requests in the system. Secretaries/bookkeepers are expected to work directly with vendors to complete the vendor information packet. Once a completed packet is received, it is the end user's responsibility to enter the request for new vendor in the district's financial software system. All requests will be reviewed by the purchasing department and once approved, end users will be provided the newly created vendor number. *Please note:* to facilitate prompt processing of vendor requests, end users are expected to input all information provided on the packet in the system and attach the documents appropriately.

Vendor Performance
Monitoring vendor performance is an essential element of vendor relations. When determining best value of goods/services being provided to the district, a vendor's consistent adherence to all agreed upon terms is critical.

Any vendor issues shall be documented using the [Vendor Performance Evaluation](#) form located on the purchasing website. The form shall be completed to report issues including, but not limited to the following:
- Timeliness of deliveries
- Service availability
- Completeness and accuracy of order
- Quality of products or services received
- Any other vendor performance issues

Although the form will be submitted to the purchasing department, end users are responsible for resolving issues directly with the vendor and a record should be kept of all phone calls, including dates and what was discussed. If the problem is not resolved or continues to occur, contact the purchasing department for assistance.

Vendor Gifts
School district officials and employees cannot accept anything of value from a vendor, such as personal gifts or gratuities, which may be construed to have been given to influence the purchasing process. Although such practices may be legitimate and generally accepted in the private sector, giving and receiving gifts in the public sector may constitute a violation of law.

Guidelines for Specific Purchases

Meals for District Meetings
Employees must be cognizant of budget constraints when purchasing meals and refreshments for events/meetings to ensure that all purchases are necessary and follow the guidelines below. The use of district funds to provide meals to employees during the work day shall be limited. Whenever possible, meeting organizers shall allow time on the agenda for participants to break for lunch on their own. Organizers of meetings must use discretion when scheduling events that would interfere with employee lunch breaks.

Allowable Expenditures: The following guidelines will apply meal expenditures:
- When possible organizers should try to provide light refreshments rather than full meals for participants
- Meals may not exceed $15 per participant (to be all-inclusive of delivery fee, paper products, beverages, etc.)
- An agenda, anticipated list of participants, date/time, and purpose of the event shall be provided when entering a requisition
- When payment requests are submitted, a finalized list of participants must be included with the vendor receipt as well as an updated agenda (if changes were made)

Examples of meetings which may qualify for meal purchases include:
- Meetings in which employees are away from their home campus and serving on a district committee
- Meetings exceeding four (4) hours

Non-Allowable Expenditures: The purchase of meals shall not be allowed under the following situations (exceptions may be considered on a case-by-case basis):
- Meetings held for less than four (4) hours
- Any meeting scheduled to begin after 1:00 p.m.

Recognition Items for Staff
Appreciation/Incentives: Periodic purchases for staff appreciation shall be allowed throughout the year (i.e. teacher appreciation week, national library week, back to school, etc.) and may not exceed $10 per item.

Merit/Achievement Awards: Awards may be provided to recognize employees for a specific accomplishment or achievement (may include plaques, pins, etc.) and may not exceed $25 per award. Gift cards are **not** permitted for staff.

Spirit Wear/Gear: Campuses/departments may purchase spirit items (shirts, totes, jackets, etc.) for staff once during the fiscal year. Purchases shall not exceed $25 per item to include embroidery/screen print, setup fees, delivery, etc. All purchases for spirit wear/gear must be made through an awarded vendor.

Meals/Banquets: Different guidelines apply to campuses and departments for meal/banquet expenditures (i.e. back to school, holiday, end of year, etc.).   Campuses may provide two annual meals for staff utilizing campus activity funds. Departments may provide two annual meals for staff utilizing their departmental allotment. The cost of meals/banquets may not exceed $15 per person to be inclusive of the facility rental, meal, paper goods, beverages, utensils and delivery/setup fees, tips, etc.

Recognition Items for Students
Incentives: Periodic purchases shall be allowed to acknowledge students throughout the year (i.e. back to school, red ribbon week, 100th day of school, etc.) and may not exceed $5 per item. Additionally, meals/treats may be provided to students as a reward/incentive, may not exceed $10 per meal and must comply with state nutrition guidelines.

Merit/Achievement Awards: Awards may be provided to students to recognize a specific accomplishment or achievement (may include plaques, pins, trophies, etc.) and may not exceed $25 per award. Gift cards are permitted for students. *Please note*: requisitions must clearly indicate the number of gift cards purchased and the unit value.

Central Receiving Warehouse

The district operates a central receiving warehouse which maintains an inventory of commonly used maintenance and custodial supplies as well as paper products used district-wide. Campuses/departments have the option of having their orders either delivered to the warehouse or directly to their location. If items are shipped to the warehouse, items will be received in the system by members of the warehouse staff and delivered according to the established delivery schedule.

Warehouse Requisitions
End users shall create warehouse requisitions to have stocked items delivered to their campus/department. Upon submission of requisitions, warehouse staff will finalize orders and deliver.

Warehouse Staff
If you have any questions regarding your warehouse requisition or delivery status, please call any of the warehouse staff listed below or email us at central_receiving@gccisd.net.

Contact	Phone Number/Email Address
Rafael Cantu, Supervisor	(281) 707-3642 rafael.cantu2@gccisd.net
Sam Chapa, Foreman	(281) 707-3757 samuel.chapa@gccisd.net
Alondra Lopez, Support Specialist	(281) 707-3821 alondra.lopez@gccisd.net
Kevin Braxton, Associate	(281)707-3792 kevin.braxton@gccisd.net
Kimberly Carr, Mail Specialist	(281) 420-4446 kimberly.carr@gccisd.net
Alvaro Cossio, Driver	(281) 420-4446
Richard Ellis, Driver	(281) 707-3810 richard.ellis@gccisd.net

Glossary

Active/Approved Vendor – a vendor who has completed the vendor registration process and has been issued a vendor number in the district's financial software system. Note: active/approved status does not indicate that the vendor has been awarded a contract.

Aggregate – the total amount represented by all purchases made district-wide in any given category.

Awarded Vendor – a vendor who has participated in a competitive solicitation process, either through the district or a purchasing cooperative, and been awarded a contract. Note: a vendor status of active/approved in the district's financial software system does not necessarily indicate that a vendor is an "awarded vendor".

Best Value – a combination of factors which, when considered together, determines the good/service which is most beneficial to the district (not determined solely by lowest cost).

Competitive Solicitation – a formal document requesting submittal of bids or proposals for goods or services in accordance with the specifications. Examples of competitive solicitations include bids, competitive sealed proposals (CSP), request for proposals (RFP), request for qualification (RFQ), etc.

Contract – a written agreement where a vendor provides goods and/or services in accordance with established price, terms and conditions. Contracts can be established between the district and a vendor or between a cooperative purchasing organization (co-op) and a vendor.

Cooperative Purchasing Organization (Co-op) – an entity that facilitates the competitive solicitation process in accordance with state purchasing laws and allows member organizations to utilize the established contracts. Membership in these organizations must be approved by the board of trustees.

End User – for purposes of this manual, to be used interchangeably with secretary/bookkeeper.

Purchase Order (PO) – a document issued by the district which authorizes a purchase using district funds for goods and/or services. A purchase order is not finalized until it has been issued a number and been signed by the director of purchasing.

Quote – a document provided by a vendor which states information such as items to be purchased, quantity, price, contract being utilized, delivery information, etc. Quotes may include but not be limited to a formal written quote, an email, a shopping cart from an online vendor (using a district login), etc.

Receive – a function in the district's financial software system related to traditional POs where items are designated as having been delivered in acceptable condition and can be paid upon receipt of vendor invoice.

Release – a function in the district's financial software system related to project POs where end users report purchases made against available funds on the PO. This process must be completed prior to issuing a payment request to the accounts payable department.

Requisition – a request to make a purchase using district funds which is created in the district's financial software system. A requisition is not an authorization for purchase until appropriate approval has been obtained and a purchase order has been issued.

> **Project Requisition** – a type of requisition that is entered to encumber funds for multiple purchases that will be made throughout the fiscal year; once fully approved, these become "project POs" or "open POs".

> **Traditional Requisition** – a type of requisition that is entered when one-time purchases are to be made of specific line items and requires that quantities, vendor stock number, description and unit cost be entered on every line.

> **Warehouse Requisition** – a type of requisition that is entered to purchase items inventoried at the district's central receiving warehouse (maintenance, custodial and paper products).