



Purchasing Department Procedures

The primary function of the purchasing department is to meet the product and service needs of the district by:

- Meeting all state laws and district policies in the obtainment of products that provide the best value to the district.
- Ensuring fair competition among vendors.
- Allowing all vendors the opportunity to bid for district business on an equal basis.
- Providing the district's method of purchasing and basis of award to all vendors.
- Continuously seeking to identify and implement strategies and techniques that will enhance the level of service and integrity provided by the purchasing department.

The purchasing department processes bids, annual contracts and sole source agreements as prescribed by local policies and state and federal statutes. The terminology used in the competitive process is described below:

- Bids are released for one-time purchases.
- Contracts are released for items that we wish to establish a firm price to be held over a specified period of time. The time period is usually three months to one year.
- Annual contracts are released when the district wishes to establish a price over a period of a year and contains a renewal clause option in the terms and conditions requesting a two-year extension if the district and the vendor mutually agree.
- Sole source agreements are issued as written documentation is received that identifies their company as the manufacturer (or publisher) and the sole distributor. A notarized Sole Source Affidavit must be approved by the Purchasing Director before purchases are allowed.

The school board is presented with award recommendations at monthly school board meetings. An estimated 200 competitive bids or contracts are processed annually.

Responsibilities of the purchasing staff include:

- Purchasing stock for the Distribution Center
- Capital outlay expenditures (local funds, activity funds, bond funds, etc.)
- Purchasing support for the Maintenance and Operations Departments for parts and supplies used to maintain district facilities
- Fixed asset management
- Clerical support for the Distribution Center
- Furnishing and equipping new and renovated schools

PROCUREMENT PROCESS FOR GOODS AND SERVICES

The competitive procurement method used is based on the aggregate purchases of a bid commodity over a 12-month period. Four threshold levels are categorized below:

1. **Micro-Purchase** – Procurement by micro-purchase may be used for the purchase of goods or services that are less than \$3,000.
2. **Written Quotations:** Quotations are received from a minimum of 3 vendors when the purchase value is between \$3,000 and \$24,999.99.
3. **Informal Bid Process:** The district uses an informal bid process when the purchase of a commodity falls between \$25,000 and \$49,999.99. Specifications are prepared, vendors notified and the document is posted on the district's purchasing website. Responses are received until a posted date and time. All responses are then evaluated and award is made.
4. **Formal Competitive Bid/Proposal Process:** The district uses a formal bid/proposal process when the purchase sum or aggregate purchase of a commodity meets or exceeds \$50,000. This process is similar to the informal bid process but requires newspaper advertisements and award approval by the school board.

When federal funds are used and the purchase sum or aggregate purchase of a commodity meets or exceeds \$50,000 the department director or grant manager must complete the following forms:

Independent Estimate Determination Form: Completed prior to proposal release or accepting quotes from purchasing cooperatives.

Determination of Cost or Price Analysis (Reasonableness): Completed after proposal are received for each vendor being recommended for award.

Details of the **Formal Competitive Bid/Proposal Process** are described below.

Competitive bids and proposals are received on the following types of purchases:

- Bids for line item or "one-time" purchases
- Annual contracts for products and services
- Annual contracts for discount from catalogs or price lists

The purchasing department maintains an active vendor list that includes the business names of vendors who want to conduct business in Cy-Fair ISD. Vendors are asked to complete a vendor registration process found on the district's website.

<https://cfisdbid.ionwave.net/VendorRegistration.aspx?ReturnLoginURL=http://www.cfisd.net/en/about/financial-information/bids-and-proposals/>

Vendors make selections on the commodity or commodities that best match the products or services of their business. When a bid/proposal is released, the district sends an "Invitation to Bid" notice to all vendors listed for that commodity and the notice provides the internet link to the district's website containing the proposal.

The bid/proposal document contains the following items:

- description of item or service to be purchased with detailed specifications
- quantity or approximate quantity to be purchased
- installation, maintenance or repair services required
- name and location of delivery of goods or services
- delivery requirements
- date, time and place of bid/proposal opening
- right of the school board to reject any/all bids
- right to accept the response that provides the best value to the district
- any other terms and conditions stated in the bid/proposal

All bids/proposals are required to be advertised at least two times in two separate weeks in the Houston Chronicle. Bids/proposals are also posted on the district's website.

Responses to district bids/proposals are held until the bid opening date and time. Responses are opened, recorded and evaluated. Selection of the best proposal considers the following evaluation criteria:

- the purchase price;
- the reputation of the vendor and of the vendor's goods or services;
- the quality of the vendor's goods or services;
- the extent to which the goods or services meet the needs of the district;
- the vendor's past relationship with the district;
- the long-term cost to the district to acquire the vendor's goods or services;
- for a contract for goods and services, other than goods and services related to telecommunications and information services, building construction and maintenance, or instructional materials, whether the vendor or the vendor's ultimate parent company or majority owner: (A) has its principal place of business in this state; or (B) employs at least 500 persons in this state;
- and any other relevant factor specifically listed in the request for bid or proposal.

Recommendations of award are presented for approval at the monthly school board meetings.

The district posts bid awards online for all bidders to review to ensure that qualified bidders are encouraged to submit bids during future bid opportunities. The location of the award posting is included in bid solicitation. Bid protests should be submitted in writing to the Director of Purchasing.

<http://www.cfisd.net/bidawards/>

When making purchases of goods and services, and the goods or services are available through an awarded vendor, the good or service must be purchased from an awarded vendor regardless of dollar amount. Goods or services not currently awarded to selected vendors may also be made through purchasing cooperatives with which the district has established an interlocal agreement (e.g. BuyBoard, DIR, TCPN, HCDE, etc.).