



## Ongoing Planned Initiatives, presented through Frequently Asked Questions 1<sup>st</sup> Quarter 2022 Edition

### *What do purchase requesters most value?*

a. Individualized care and attention

Procurement Services offers i) individualized training for new employees, ii) tailored training for departments/divisions and iii) strategic planning for large, complex and/or multi-year procurements. We additionally perform market/product/vendor research to ensure end-users receive best value and lowest possible costs.

b. Prompt processing of procurement requirements

When end-users take advantage of our services offered above in 1.a, procurement processing time is prompt and streamlined. In comparison to other U.S. school districts<sup>1</sup> Procurement Services' processing time meets or is significantly better than other districts. We digitally updated and store hundreds of bids/contracts that can quickly be used/piggybacked. If unavailable, we have digital solicitation templates to quickly process and issue new competitive solicitations: Request for Quotes, Request for Qualifications, Invitations to Negotiate, and Invitations to Bid.

c. Best value procurements

Must I purchase at the lowest cost item? **No**. Procurement Services pro-actively works with requesters/end-users to develop their requirements which may go beyond "lowest cost". For example, factors such as quality, delivery/completion date, previous performance, warranty coverage/response time, normal service coverage/response time can be included in the award/evaluation criteria. Consequently, Procurement Services may often recommend a "best value" solicitation versus a "low bid-wins" solicitation.

d. Managing Supplier Relationships

What if a supplier's performance becomes unsatisfactory? What if a supplier requests a price increase? For both questions above, notify Procurement Services. We will take the lead in helping you resolve these situations.

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<sup>1</sup> Council of Great City Schools, Key Performance Indicators, October 2021 Report, pdf pages 64-65

e. Preventing audit findings & financial “claw-backs”

If you received Federal or State grant funds, did you know your procurement could be audited? If there is a major procurement discrepancy, can the Federal/State entity require the District/school to pay back funds? The answer to both questions above is “**Yes**”. What is the best way to prevent audit discrepancies and financial claw-backs? Answer: Pro-active planning with Procurement Services. This will allow time to look for another government agency bid/contract to use/piggyback or to issue a competitive solicitation. See our suggested times to submit your procurement requests to allow for sufficient processing time.

**Minimum**

**Working Days Procurement Description\***

3-4	Purchase requisition, <b>no</b> contract to sign, competitive pricing <b>attached</b> or <b>referenced</b>
10-15	Purchase requisition, contract <b>must</b> be reviewed/signed and/or there is <b>no</b> competitive pricing*
10-20	Contract*

\*If a new bid must be issued, plan on **45** working days. Legal reviews, alone, can take from **5-20** working days depending upon their complexity.

Procurement Services looks forward to working with you. Please call or email us early for any of your procurement needs.

**Procurement Services Vision**

*“To invest in the future of our community through strategic support of **student success!**”*



Quality Public Procurement Department Accredited