
VENDOR EVALUATION PROCESS (PUR-P004)

DCSS – Purchasing Services

1.0 SCOPE:

- 1.1 This procedure outlines the process for evaluating appropriate vendors to the Dougherty County School System.

The online version of this document is official. All printed versions are uncontrolled copies.

2.0 RESPONSIBILITY:

- 2.1 Assistant Purchasing Director

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Purchasing Director

4.0 DEFINITIONS:

- 4.1 DCSS: Dougherty County School System

5.0 PROCEDURE:

5.1 General:

- 5.1.1 All vendors to the school system are evaluated through many methods including requisition approval, competitive bid process, etc.
- 5.1.2 Vendors already in the system as of December 2002 are considered to be acceptable through past experience.
- 5.1.3 School Board policy dictates that competitive bidding is required for purchases over a certain dollar volume.

5.2 Semi-Annual Vendor Evaluation:

- 5.2.1 Vendors who provide products and/or services to the Dougherty County School System in excess of \$50,000 in dollar volume. These vendors include only active vendors within the previous six (6) months.
- 5.2.2 Once these vendors are determined, an electronic Vendor Performance Evaluation is posted to the DCSS web site. All locations are notified, via email, to access this web site and complete the evaluation by the deadline.
- 5.2.3 After the deadline date has passed, the Purchasing Department will evaluate the information received in the evaluations. Actions taken will be documented in an evaluation report.
- 5.2.4 Any vendor receiving an average rating of (two) 2 or less will receive a corrective action request from the Purchasing Department according to DPM-P005.

- 5.3 Other inputs into the evaluation process may include complaints from locations concerning vendor problems and the vendor nonconformance log (SUP-F003).

- 5.4 Information concerning vendor evaluation and performance is submitted to the management review team.

6.0 ASSOCIATED DOCUMENTS:

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DCSS – Purchasing Services

- 6.1 Semi-Annual Vendor Evaluation Report
- 6.2 Vendor Performance Evaluation, PUR-F003
- 6.3 Vendor Nonconformance Log, SUP-F003

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Vendor Evaluation Report	Hard copy or electronic in the Purchasing Dept.	Minimum 2 years	Hard Copy Not required; Electronic, Back-up	Discard as desired.
Vendor Performance Evaluation	Hard copy in the Purchasing Dept.	Minimum 2 years	Not required	Discard as desired

8.0 REVISION HISTORY:

Date	Rev.	Description of Revision:
15-Dec-02	A	Initial Release
17-Sep-03	B	Made changes in Section 2.1, 3.1, 5.2.1, 5.2.4, 5.3.1, 5.3.2
03-May-04	C	Made changes in Section 5.2.2, 5.2.3, 6.2 and 7.0. Deleted Sections 5.3, 5.3.1, 5.3.2 and 5.3.3.
15-Nov-06	D	Added Sections 2.2 and 3.2.
18-Oct-07	E	Removed the wording "prior to use" in section 5.1.1.
17-May-09	F	Deleted Director of Purchasing/Supply Services in sections 2.1 and 3.1.

***** End of Procedure *****