
BID/REQUEST FOR PROPOSAL PROCESS (PUR-P005)

DCSS – Purchasing Services

1.0 SCOPE:

- 1.1 To establish and maintain a method of bidding and procuring materials, equipment, and services in a manner that is obtained efficiently, economically and in regard to affirmative action recognizing minority-owned and women-owned business for the Dougherty County School System.

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2.0 RESPONSIBILITY:

- 2.1 Assistant Purchasing Director

3.0 APPROVAL AUTHORITY:

- 3.1 Assistant Purchasing Director

4.0 DEFINITIONS:

- 4.1 ITB – Invitation to Bid
- 4.2 BOE – Board of Education
- 4.3 DCSS – Dougherty County School System
- 4.4 PO – Purchase Order
- 4.5 RFP – Request for Proposal

5.0 INSTRUCTION:

- 5.1 Request to purchase specific item(s) or service(s) that are \$5000.00 or more are received from DCSS schools or departments.
 - 5.1.1 Requestor provides Purchasing with written specifications of item(s) or service(s) to be purchased through the Invitation to Bid or RFP process.
- 5.2 Invitation to Bid or RFP is prepared using specifications provided by requestor and standard DCSS contract requirements.
 - 5.2.1 Invitation to Bid/RFP is e-mailed to DCSS Webmaster for posting on DCSS web site.
 - 5.2.2 Invitation to Bid/RFP is advertised in at least one newspaper.
 - 5.2.3 Invitation to Bid/RFP announcement is mailed to vendors that are available on the Purchasing Department's "Vendors" database for the item(s) or service(s) being solicited. A post card is mailed to vendors stating our web page address, description of INVITATION TO BID/RFP, opening date, opening time and DCSS contact name and telephone number.
- 5.3 Invitation to Bid/RFP is stamped with date received and filed in appropriate holding area when received by DCSS Purchasing Department.
- 5.4 Invitation to Bid/RFP's are opened on designated date and time in the presence of the Assistant Purchasing Director.

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- 5.4.1 Vendors attending, required documents and signatures are noted.
- 5.5 Invitations to Bid/RFP are tabulated and posted, documenting vendors' prices, brands, units of measure, and other pertinent information. Low bid item(s) or service(s) that meet required specifications will be awarded to vendor(s) meeting DCSS requirements.
 - 5.5.1 The Assistant Purchasing Director reviews Invitation to Bid/RFP process to assure DCSS guidelines are being adhered to. Invitation to Bid/RFP process continues if approved by the Director.
- 5.6 A recommendation is prepared for approval.
 - 5.6.1 If the Invitation to Bid/RFP total is more than \$40,000 a recommendation is prepared to go before the BOE for approval.
 - 5.6.2 If the Invitation to Bid/RFP total is less than \$40,000 a recommendation is prepared to go before the Executive Director of Finance and Operations, and Superintendent for their approval.
- 5.7 The Vendor Participation Report is prepared and accompanies all recommendations. This report notes vendors notified of bid and vendors responding to bid. The Bid Tabulation spreadsheet also accompanies all recommendations.
- 5.8 Once the Invitation to Bid/RFP has been approved by the Superintendent and the BOE, the award letters and the bid tabulation documents are emailed to the Webmaster for posting to the website.
- 5.9 Results of the Invitation to Bid are given to the school or department that requested the bid process.

6.0 ASSOCIATED DOCUMENTS:

- 6.1 Written request for item(s) or service(s) to be bid which will include specifications.
- 6.2 Bid Document or Request for Proposal
- 6.3 Bid Tabulation
- 6.4 Recommendation submitted to BOE or Superintendent
- 6.5 Vendor Participation Report
- 6.6 Purchase Order

7.0 RECORD RETENTION TABLE:

Identification	Storage	Retention	Protection	Disposition
Bid/RFP Documents	Bid Packet File, Warehouse	Minimum Seven (7) Years	Warehouse Security	Discard as desired

8.0 REVISION HISTORY:

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Date:	Rev.	Description of Revision:
31-Jan-03	A	Initial Release
18-Sep-03	B	Corrected Director's title in Section 2.1, 3.1, 5.4, 5.5.1. Deletions and additions in 5.2.2, 5.5 and 6.1.
06-Nov-03	C	Added the online red stamp.
20-Apr-05	D	Changes made in sections 5.1 and 5.2.3.
31-Aug-06	E	Added Section 3.2. Changes in Sections 5.9, 5.10 and 7.0.
15-Nov-06	F	Deleted Purchasing Supervisor in section 2.1, added section 2.2- Assistant Purchasing Director. Corrected title in section 5.4. Added title in section 5.5.1.
17-May-09	G	Deleted Director of Purchasing/Supply Services in sections 2.1 and 3.1.
19-Jul-10	H	Deleted OSDB from 4.0 definitions; Deleted section 5.2.2; Deleted Director of Purchasing/Supply Services in sections 5.4 and 5.5.1; Rephrased section 5.7; deleted section 5.9.

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