



COMPTON

UNIFIED SCHOOL DISTRICT

Business and Administrative Services

Purchasing/Contracts/Reprographics/Warehouse Bulletin No. 18/19-1002 October 10, 2018

TO: All Sites

FROM: Mark Streeter, Director - Purchasing/Contracts/Reprographics/Warehouse *MS*

SUBJECT: ANNUAL PURCHASING PROCEDURES

The following are procedures regarding the issuance of purchase orders including those less than \$150.00 and the utilization of open purchase orders.

I. THE DUTIES OF PURCHASING ARE CENTRALIZED UNDER THE DIRECTOR OF PURCHASING, CONTRACTS AND REPROGRAPHICS (PCR).

The Purchasing, Contracts and Reprographics Department shall conduct all purchase transactions for the District, and shall be the only department authorized to contact vendors to obtain goods and services prior to the issuance of a purchase order. The Director of Purchasing/Contracts/Reprographics/Warehouse Department shall be familiar with and perform all purchasing activities within the limitations prescribed by law, legal opinions, and in accordance with Governing Board Policies.

The fundamental functions of the PCR Department are as follows:

1. Buy proper product/service for the purpose required.
2. Buy the proper amount of the product/service.
3. Pay the proper price.
4. Protect the District from liability.

Every transaction between buyer and seller involving the transfer of property shall be by purchase order or formal contract.

Purchase Orders shall be signed by the Purchasing/Contracts/Reprographics/Warehouse (PCRW) Director or authorized designee. All other purchase obligations such as contracts and leases shall be signed by the Superintendent or the Deputy Superintendent/Chief Administrative Officer of Business Services.

Specifications governing materials and services are the responsibility of the requesting department. In the procurement of the required materials or services, the Director of PCRW shall ensure that all materials and services procured meet the legal opinions and limitations prescribed by law and are in accordance with Governing Board Policies.

II. CENTRALIZED PURCHASING SUMMARY

The goal of the Purchasing and Contracts Department is to provide the best possible service and support to ALL District school sites and Departments. The Purchasing Department is empowered by the Board of Trustees to serve the best interest of the District in all transactions while obtaining the maximum value for the dollars expended. This is to be accomplished while also providing the assistance necessary to ensure the educational success in supporting our school sites and Departments. The Purchasing Department is the only District Department authorized to negotiate a “legal District purchase”. All other purchases outside of the protocols and procedures of the Purchasing Department can be deemed an “illegal purchase” and become the sole responsibility of the initiating purchaser. Items ordered in any manner other than that established by this Department is not an obligation of Compton Unified School District (CUSD). An official hard copy of a purchase order is required for official transactions. The Superintendent and the Chief Administrative Officer/Deputy Superintendent are the authorized persons to sign ALL manner of Contracts; the Purchasing Director and Purchasing Analyst have signature authority involving purchase orders.

It is the sole responsibility of the CUSD school/department sites to track or monitor, the completion status of your requisition once submitted into the approval work flow of the Smartetools Program.

Refer to the Smartetools online Requisition Manual for specifics regarding data entry format requirements for entering requisitions and tracking the online record through the various approval levels.

District sites and departments are:

- 1) Encouraged to enter requisitions well in advance of the required due date to allow sufficient time for processing requisitions. Be mindful of requisitions involving event ticketing services, conference registrations, hotel reservations and all other purchases transacted through vendors that have strict timelines or deadline policies.
[ref. Smartetools online Requisition Manual for specifics]
- 2) Required to only order Just-in-Time office supply items on Just-in-Time Open purchase order using only the authorized Just-in-Time vendors (Southwest School Supply or Office Depot). Requisitions ordering Just-in-Time items from “non-contracted vendors” **will be returned to the originator for correction.**
- 3) **Required to generate a separate Just-In-Time requisition, addressed to Southwest School Supply, for paper previously ordered from the Central Warehouse (ref. Bulletin #17/18-1024).**

- 4) Advised, when initiating a requisition for Computer products, DO NOT MIX PRODUCTS ON A SINGLE REQUISITION (*i.e. Do not enter a requisitions with Lenovo Products, Apple Products, and Security Lockdown Mechanisms on a single requisition*). A separate requisition is required for each Manufacturer's product.

- 5) Advised to ensure, when initiating a requisition for Transportation Services for field trips / athletic events / special events, the following information must be noted on the requisitions for transportation:
 - a) Vendor name (*Durham, Essential, Honey Bee, & SNE Transportation*)
 - b) Description field should detail service intent, i.e "Transportation services for athletic events and field trips for (School name)"
 - c) Description field should include the name of person(s) authorized to book reservations and sign/authorize the invoice
 - d) Description field should include the following: **Bid #16007, Board item #15/16-4076 approved 06/08/16 for Durham; Bid #17002, Board item #16/17-4120 for Essential, Honey Bee, SNE Transportation**

Important note: Requisitions initiated to any of the vendors referenced in Item 5(a) may exceed the \$10k threshold for transportation services since the selected vendors were awarded from Bids completed by the Compton USD. Requisitions addressed to alternate Charter Bus Services (i.e. any transportation service provided by other than the companies noted in item 5[a]) which exceed the \$10k threshold, will require formal bid. (ref PCC 20111,20112).

III. TIMELY PROCESSING OF PURCHASE REQUISITIONS

Requisitions assigned to Purchasing staff are randomly monitored to ensure timelines are adhered to fully. Any Buyer who doesn't process requisitions(s) in accordance with the timelines below, may be required to provide written explanation as to why the purchase requisition(s) was not processed in accordance with the below timelines. Excessive violations of this requirement may result in disciplinary action.

For equipment, supplies and/or services when the value is from:

\$1.00 to \$5,000.00

Turn around time is five (5) to ten (10) days providing a complete, authorized pre-encumbered requisition is received; competitive quote(s) obtained or provided are verified & confirmed to be valid and/or applicable support documents are attached.

For equipment, supplies or services when the value is:

\$5,001.00 and over

Turn around time can range from ten (10) to thirty (30) days. This is contingent upon the scope/specifics of the project, receipt of an authorized pre-encumbered requisition including applicable support documents attached, (i.e. verifiable quotes, certified board documents, authorized contract documents, valid insurance, etc)

The exception to the timeline is allowed for Facilities action items that may not be an emergency, but if no action is taken an emergency could arise. Those requisitions will be endorsed with the authorization of the Chief Facilities Officer, Deputy Superintendent/CAO, and/or Superintendent.

Exceptions to this timeline may also include requisitions received for equipment and/or supplies procured via an authorized piggyback contract. These assignments may have a shorter processing timeline if the District previously approved the use of a piggyback award available from a purchasing cooperative, another public agency, or school district.

Request for Supplies or Equipment above the bid threshold, currently \$90,200 for the 2018 calendar year, will require a *Bid whose project timeline is estimated at forty-five (45) to sixty (60) days.* This projected timeline allows for developing a project schedule, document preparation, execution of the formal bid process, receipt, recording and evaluation of responses and preparing documents to propose authorized award(s). Projects requiring use of the Request For Qualifications and Proposal process also have a project timeline of forty-five (45) to sixty (60) calendar days to allow for specification development, document preparation for response and proposal scoring, recording and evaluation of the responses.

Note: The bid threshold is reviewed January 1st of each year. The California Department of Education - State Superintendent of Public Instruction releases notice of the authorized bid limited for the calendar year - January through December. The threshold as of January 1, 2018 is \$90,200 for the purchase of equipment, materials, or supplies to be furnished, sold, or leased to the school district or Services that are not construction services (or) Repairs, including maintenance as defined in PCC Section 20115, that are not public projects as defined in PCC Section 22002(c)

With regard to requisitions for Public Work Projects, the Compton USD is exercising the option to operate under California Uniform Public Construction Cost Accounting Act (CUPCCA) which permits informal bidding for public projects up to \$175,000. Public Contract Code defines public projects as the construction, reconstruction, erection, alteration, renovation, improvement, demolition, painting and repainting, and repair work involving any publicly owned, leased or operated facility (PCC - 22002 (c)). Maintenance work is specially excluded from coverage under CUPCCA. *(Note: Support documents to be included with requisitions submitted for Public Work Project include, but are not limited to, selection of a licensed contractor, provision of sufficient competitive quote information, verification of the current trade license, verification the Contractor is*

registered with the Department of Industrial Relations (DIR), and verification of a current certificate of insurance from the Contractor noting Compton USD as the certificate holder).

IV. OPEN PURCHASE ORDER

Open Purchase Orders are for acquiring supplies on an “**as-needed/emergency**” basis for a specific period of time and within a specified maximum dollar amount.

Open Purchase Orders are the sole responsibility of the department head and they are held accountable for monitoring its use. The individuals authorized to purchase items or receive services should be limited to no more than three persons. Their names shall be noted in the *Description* section of the online requisition and shall be identified on the face of the Purchase Order. The department head or site administrator shall provide the specific name(s) of the individual(s). *(See attached examples for properly submitting “Online requisitions” noting the correct format for processing by the Purchasing Department. Please sure your requisition has been properly submitted into the approval workflow in Smartetools. Online requisitions that are incomplete may be returned to the originator for corrections.)*

When completing a requisition for this category it is recommended that you include a summary statement of the items intended for purchase against the open purchase. This information can be listed in the *Description* field when generating the online requisition. (Ref attached examples for specifics)

Open Purchase Orders will not be processed for classroom/office equipment or consumable foods items. Additionally, Open Purchase Orders may not be used to acquire items, which require additions and/or attachment to District buildings and/or grounds.

All school sites and departments are authorized the following thresholds for their Open Purchase Orders per transaction:

| | | | |
|---------------------|-------------------|-----------------------|-------------------|
| Elementary | \$2,000.00 | Middle Schools | \$3,000.00 |
| High Schools | \$4,000.00 | Departments | \$4,000.00 |

Standard Warehouse Stocked items are not to be purchased on Open Purchase Orders; the only exception to this are those items previously stored in the Central Warehouse categorized under Groups 31 & 20, and also Paper which are to be purchased using the **Just in Time System** awarded to Office Depot and Southwest School & Office Supply. *(refer to Bulletin #18/19-1001 for procedure specifics for Just in Time orders)*

Maintenance, School Police, Student Nutrition and Warehouse Services are the only Departments authorized with an exception to this open purchase order procedure. There are no other exceptions to this procedure without written approval from the Superintendent or Deputy Superintendent/CAO.

V. OPEN PURCHASE ORDER CHANGES


Any Change Notice and/or amendment exceeding 10% in value of the original requisition amount, requires a new online requisition for processing of the increased amount.

Change Notices will not be issued to incorporate items received that were not on the original request. If an item is ordered and received that was not on the original requisition, it is considered an unauthorized purchase, it shall require a separate requisition to be initiated and comply with the instructions for unauthorized purchases.

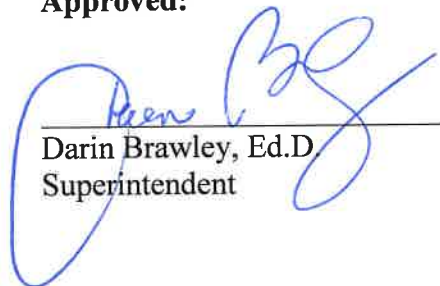
Amendments to contracts or changes to Board approved transactions will require Executive Board approval. It is the responsibility of the requestor to obtain and provide authorization of the Board approved amendment or modified transaction prior to the execution of a change / revision to the Purchase Order.

Please direct any questions or concerns regarding this notice to Purchasing Services, x55103.

Approved:


Alejandro Alvarez, Ed.D.
Deputy Superintendent/CAO

Approved:


Darin Brawley, Ed.D.
Superintendent

SAMPLE REQUISITION - Just In Time (J.I.T) - Paper

[Select Vendor Information]

Vendor: 01036

Southwest School & Office Supply
3790 De Forest Circle
Jurupa Valley, CA 91752
(310) 721-6019

Requested by: Name of requisition initiator
Requested for: [Enter Department name]
Deliver site: [Enter specific site/dept]
Contract No: [-]
Date needed: Expected date of arrival

Account number: 010-0-00000-12345-4350-5432100

| Line -Schd Item | Description | Quantity | UOM | Unit Price | Extended Amt. |
|-----------------|-------------|----------|-----|------------|---------------|
|-----------------|-------------|----------|-----|------------|---------------|

| | | | | | |
|---|---|---|-----|-----------|-----------|
| 1 | OPEN JIT PURCHASE ORDER FOR PAPER FOR SCHOOL / DEPARTMENT; Authorized signers: | 1 | LOT | \$3000.00 | \$3000.00 |
|---|---|---|-----|-----------|-----------|

Name of Principal / Department Administrator

- **- IN THE DESCRIPTION SECTION OF THE REQUISITION
ENTER THE FOLLOWING INFORMATION:**

**Enter summary statement for the supply items intended, term of service,
and authorized signer(s) name(s).**

REFERENCE BULLETIN #18/19-1001 FOR DETAILS

- **THE COMMENTS SECTION OF THE REQUISITION ENTER
THE INFORMATION NOTED BELOW:**

**Contact Name & Dept.: (John Johnson - Curriculum & Instruction)
Dept. Contact Extension: x54321**

**All requisitions intended for conversion into OPEN PURCHASE ORDERS must include
the Name(s) of the Authorized signer(s) in the description section of the requisition.**

SAMPLE REQUISITION - Office Supplies

[Select or enter Vendor Information]

Vendor: 0000000000

VENDOR'S NAME
VENDOR'S ADDRESS (Street / P.O. Box)
VENDOR'S CITY AND STATE}
 Phone #

Requested by: Name of requisition initiator
Requested for: [Enter Department name]
Deliver site: [Enter Central Warehouse or specific site/dept]*
Contract No: [-]
Date needed: Expected date of arrival

Account number: 010-0-00000-12345-4350-5432100

| Line -Schd Item | Description | Quantity | UOM | Unit Price | Extended Amt. |
|-----------------|---|----------|-----|----------------|---------------|
| 1 | #11223344 - WIDGET - A COLOR: Blue 6" x 6" | 1 | EA | \$10.00 | |
| 2 | #22334411 - WIDGET - B COLOR: Black 7" x 7" | 1 | EA | \$9.00 | |
| 3 | #33441122 - WIDGET - C COLOR: White 4" x 4" | 1 | EA | \$8.00 | |

- *IN THE DESCRIPTION SECTION OF THE REQUISITION ENTER THE FOLLOWING INFORMATION:*

Name, description, item/catalog number for the specific item(s); Include Color, size, quote information and any pertinent details important to the item if available. Quotes can be included as attachments when preparing a requisition.

- *IN THE COMMENTS SECTION OF THE REQUISITION ENTER THE INFORMATION NOTED BELOW:*

Contact Name & Dept.: (John Johnson - Curriculum & Instruction)
Dept. Contact Extension: x54321

*Note: Default ship to address is: COMPTON UNIFIED SCHOOL ISTRICT
 District Warehouse
 723 S. Alameda St. Bldg E
 Compton, CA 90220

SAMPLE REQUISITION – Conference Registration

[Select or enter Vendor Information]

Vendor: 0000000000

VENDOR'S NAME

VENDOR'S ADDRESS (Street / P.O. Box)

VENDOR'S CITY AND STATE

Phone #

Requested by: Name of requisition initiator

Requested for: [Enter Department name]

Deliver site: [Enter specific site/dept]

Contract No: [-]

Date needed: Expected date of arrival

Account number: 010-0-00000-12345-5220-5432100

| Line –Schd Item | Description | Quantity | UOM | Unit Price | Extended Amt. |
|-----------------|---|----------|-----|------------|---------------|
| 1 -1 | CONFERENCE REGISTRATION FOR: <u>Name of conference attendee,</u> CONFERENCE / EVENT TITLE, CONFERENCE DATE 07/00/2018, CONFERENCE LOCATION, CONFERENCE REGISTRATION FEE(S) | 1 | EA | \$000.00 | \$000.00 |

- **IN THE DESCRIPTION SECTION OF THE REQUISITION ENTER THE FOLLOWING INFORMATION:**

**Name of Conference Attendee, Name of Conference / Event Title,
 Conference Registration, Conference dates, Conference Location
MUST PROVIDE COPY OF CONFERENCE REGISTRATION FORM(S)**

- **IN THE COMMENTS SECTION OF THE REQUISITION ENTER THE INFORMATION NOTED BELOW:**

**Initiating Department Name: (Curriculum & Instruction, School Police, etc.)
 Initiators Extension : x _____**

SAMPLE REQUISITION – Contract Service (Board Approved)

[Select or enter Vendor Information]

Vendor: 12345

Tom Johnson Communications
987 State Street
Anytown, Ca 00001-6789
800-555-1212

Requested by: Name of requisition initiator
Requested for: [Enter Department name]
Deliver site: [Enter specific site/dept]
Contract No: [18/19-12345]
Date needed: 10/29/2018

Account number: 010-0-00000-12345-5850-5432100

| Line –Schd Item | Description | Quantity | UOM | Unit Price | Extended Amt. |
|-----------------|--|----------|-----|------------|---------------|
| 1 -1 | <p>Vendor to provide professional development for District Staff to assist with technology integration , in the classroom; see attached proposal for details Board item #18/19 -12345 August 22, 2018 Event date: proposed for 10/29/18</p> | 1 | EA | \$XXXXX.00 | \$XXXXX.00 |

- **IN THE DESCRIPTION SECTION OF THE REQUISITION ENTER THE FOLLOWING INFORMATION:**

Summary of proposed project; Event dates; Agenda item number; Board item submission date
Attach a copy of the vendors quote

- **IN THE COMMENTS SECTION OF THE REQUISITION ENTER THE INFORMATION NOTED BELOW:**

Initiating Department Name: (Curriculum & Instruction, School Police, etc.)
Initiators Extension : x _____

Note: Review the Contract Checklist to ensure all supporting documents are provided once the Executive Board has approved the Contract.