

# Purchasing Services

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# Purchasing Department Mission Statement

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The Purchasing Department is committed to procuring, in a timely manner, the supplies, equipment, and services required to support planned educational programs with the least possible expenditure of taxpayer dollars.



# Department overview



## ➤ Purchasing (6)

Director, 2 Purchasing agents, 3 secretaries

## ➤ Textbook Rental (2)

Coordinator, Inventory Specialist

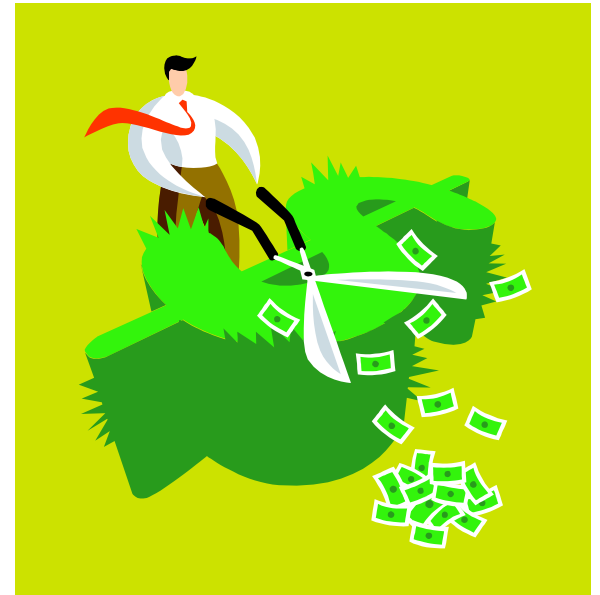
## ➤ Warehouse Services (9)

Supervisor, Lead Man, 6 clerk/drivers, secretary

# Purchasing Statistic - 2004

Purchase orders processed: 5,484

Dollar value: \$49.2 million



# Indiana Purchasing Law

(equipment, materials, supplies)

1. Above \$75,000  
(\$34.8 million in 2004)
2. \$25,000 to \$75,000  
(\$3.3 million in 2004)
3. Below \$25,000  
(\$11.1 million in 2004)



# Purchases above \$75,000 Public Bid Process


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1. Publication Notice
2. Invitation to Bid
3. Public Bid Opening
4. Recommendation for Award
5. School Board Approval
6. Contract Awarded



# Purchases \$25,000 to \$75,000

## Quote Process



1. Send request for quotes to at least 3 vendors
2. Evaluate quotes
3. Award

# Purchases Under \$25,000 FWCS Procedures



- Above \$5,000
- Between \$1,000 and \$5,000
- Below \$1,000



# Allowed Exceptions



- Single source
- State QPA (Quantity Purchasing Agreement)
- Federal GSA (General Services Administration)

# Request for Proposals



- Normal bid process not practical or advantageous
- Negotiation allowed

# Services

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- Bid process not required
- RFP, or
- Written quote, or
- Agreement



# Public Works Projects

- Projects over \$25,000 require sealed bid process
- Quotes solicited from 3 contractors for projects under \$25,000
- Minority & Emerging businesses
- Common wage



# Conclusion

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- Ethical and fair purchasing practices
- Purchasing laws benefit FWCS and taxpayers

