



Procurement Services FY 18

August 2, 2017



IMPORTANT POLICIES

POLICY 2006 Purchasing Authority

Applies to the bid and purchase of goods such as supplies, furniture, fixtures, equipment, and material of any kind (including such purchases made by schools using site-based funding)



IMPORTANT POLICIES

POLICY 4002 Staff Ethics

Each employee serves as a representative of the District and should strive to maintain standards of ethical behavior which will not detract from the educational process.



IMPORTANT POLICIES

POLICY 4003 Conflict of Interest

Employees of Shelby County Schools shall conduct their associations with organizations and individuals both inside and outside the school district in a manner demonstrating the highest degree of integrity.



STATUTORY BIDDING REQUIREMENTS

- All purchases over \$500 must be made by a valid SCS purchase order.
- Purchases with total amounts ranging from \$3,500-\$9,999.99 may be made in the open market, but shall, whenever possible, be based upon at least three (3) competitive quotes
- Purchases totaling \$10,000 or more must be competitively bid.
- Bids or RFPs totaling \$100,000 or more must be presented for the approval of the SCBE Board Members.
- RFP process may take a few months please plan ahead.



Procurement Services Website

www.scsk12.org/procurement/index

Shelby County Schools

HOME SCHOOLS STUDENTS & PARENTS EMPLOYEES CAREERS Search SCS

Use Chrome

CONTACT INFO
160 South Hollywood Street, C-126 Memphis, TN 38112
Phone: 901-416-5376
Fax: 901-416-5325
✉ ProcurementServices@scsk12.org

✖ / BUSINESS OPERATIONS / PROCUREMENT /

PROCUREMENT SERVICES



Points to Remember

- Use Google Chrome to access the Procurement website
- The Procurement website has resources that may answer your questions for example: pricing catalogs shows the vendors who are approved through a bidding process
- Prepare prior submitting a requisition: search vendor, account code(s) and contracts
- Doing Business with SCS is the link you'll direct the vendors to register online electronically. (they will receive a confirmation number saying their document was submitted and then a vendor ID from someone in Procurement Services)
- Request for Requisition in Word on Procurement website to design for your site;
<http://www.scsk12.org/procurement/resources?PID=596>Remember all changes need to be emailed to:
procurementservices@scsk12.org



Points to Remember

- Please remember to receive your **Regular** PO in APECS in Post Receiving so Accounts Payable will be able to pay the invoices.
- Blanket POs are not received on APECS; they are paid against until they are completely paid or they are not needed.
- Any and all modifications require a PO Change Request form which you'll find under Managers and Employees Resources; link included in powerpoint
- Access, routing and changes to approval routing requires APECS Change form which you'll find under Managers and Employees Resources; link included in powerpoint. All invoices should be signed and sent to Accounts Payable
- All questions concerning money please contact Budget or Accounts Payable 901.416.5407



Important Points on How to Create a Requisition

- Verify the vendor is in APECS database
- Verify shipping charges, contract number or if needed, current pricing for items
- Request a quote and attach to requisition
- Verify the account code has funds available
- Include your phone number and email address in the notes to vendor and dates available to deliver
- Copy and paste from catalog or quote and include complete item description and number
- Include justification for Fund 12/Title 1 in Internal Notes
- Approved transportation vendors on Risk Management site ~only use approved vendors



Coaches

- Doing Business with SCS link
<http://www.scsk12.org/procurement/db?PID=282>
- EIN is required; go to IRS.gov to complete the process
- Any updates to your information on our database please submit a request through procurementservices@scsk12.org
- Prepare for fall football in spring and spring baseball in fall
- It's easier to cancel a hotel reservation than to try to find one in a few days if your team goes to finals
- When requesting equipment, request a complete quote and work directly with the clerical; complete the Requisition Request form if applicable



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- Bids & RFPs
- Bid Tabulations
- RFP Awards
- Doing Business with SCS
- Terms and Conditions of POs
- Manager and Employee Resources
- Pricing Catalogs
- Purchase Order Exemption List
- Staff

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MANAGER AND EMPLOYEE RESOURCES

Resources	Category
VIEW Purchase Order Request	
VIEW Change Request Form for APECS	APECS Resources and Training Schedule
VIEW Commodity Codes Frequently Used	APECS Resources and Training Schedule
VIEW Training Schedule for APECS	APECS Resources and Training Schedule
VIEW Commodity Code Link	APECS Resources and Training Schedule
VIEW How to Search Account Codes	APECS Resources and Training Schedule
VIEW How To Create A Requisition In APECS	APECS Resources and Training Schedule
VIEW How to Create a Computer Req.-PO	APECS Resources and Training Schedule
VIEW Purchase Order Change Request Form	APECS Resources and Training Schedule
VIEW How to Search for a Vendor	APECS Resources and Training Schedule
VIEW Financial Transactions Exempted from Purchase Order Process	Other Helpful Information
VIEW Department of Finance Resource Guide (Account Code Descriptions)	Other Helpful Information
VIEW Cell Phone Requisition Form	Other Helpful Information



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PRICING CATALOGS

IMPORTANT NOTICE REGARDING COPIERS, EQUIPMENT & FURNITURE PURCHASES:

Please contact the Facilities Warehouse at (901) 416-9420, to inquire about excess inventory before submitting an APECS Requisition Purchase Order.

	Pricing Catalogs	Date
VIEW	2016-2017 Library Books- Vendor Forms	2016-2017
VIEW	PROMETHEAN INTERACTIVE BOARDS	2015-2016
VIEW	SMART INTERACTIVE BOARDS	2015-2016
VIEW	SCS Office Furniture Catalog - please email chase@lucasofficefurniture.com for your password	2016-2017
VIEW	Premier Group-Office Depot	2015-2016
VIEW	2015-2016 KNOWLEDGE TREE CLASSROOM FURNITURE	2015-2016
VIEW	2015-2016 CLASSROOM FURNITURE	2015-2016
VIEW	2016-2017 Library Supply and Material Discounts	2016-2017
VIEW	2016-2017 Library Books & Other Audiovisual Material Discounts	2016-2017
VIEW	2016-2017 Annual Discount for Special Education, Kindergarten, Art and Misc Classroom Supplies	2016-2017

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DOING BUSINESS WITH SCS

Procurement Opportunity Forecast

The Shelby County Schools Procurement Opportunity Forecast represents a list of proposed procurements through June 2015, by SCS' major buying activities. The opportunities and estimated value, sorted by National Institute of Government Purchasing (NIGP) Commodity Class Codes, represents an estimate of anticipated spend for the NIGP class codes listed. This list is not an exhaustive list of all anticipated single purchases made by SCS, but represents projected spend by major categories for the balance of the fiscal year.

We hope this forecast will assist potential vendors in doing business with Shelby County Schools by providing advanced notice of SCS' procurement plan and contract opportunities. SCS's Forecast is provided below in pdf format:

The procurements described in this forecast are expected to be solicited by June 2015, based on the information available at the time of this publication.

Forecast Disclaimer: The SCS Procurement Forecast is for informational and planning purposes only, does not represent as an all-inclusive list of SCS procurement opportunities, does not represent a pre-solicitation synopsis, does not constitute an invitation for bid or request for proposal, and is not a commitment by the district to purchase the products or services noted. The Forecast does not constitute a legal or binding agreement between SCS, vendors, or third parties. Official contract awards, modifications, extensions, or solicitations are published on the Shelby County Schools Procurement Services webpage: www.scsk12.org/procurement/.

Vendor Registration

Vendor Registration Form



PO Change Request Form

- Any and every time a modification is needed for a PO, a PO Change Request form is required
- Be specific and complete on what needs to be changed/modified
- Make sure the document has been signed by required approvers before document is submitted
- To avoid PO Change Requests, try to be as accurate and complete when creating a requisition



Helpful Contact Numbers

- **Procurement Services** email procurementservices@scsk12.org
- **Fingerprinting** 901.416.5388 make appointment after you have your ID
- **Contracts** ~ needed if you provide a service on site and other instances ~ refer to Contract Services or General Counsel on our site directory for information
- **Accounts Payable:** *PLEASE* send invoices to AP and for billing concerns and payment status 901.416.5407
- **Risk Management:** <http://www.scsk12.org/riskmanagement/> link for approved transportation vendors and more



HELPFUL LINKS

- Doing Business with SCS
<http://www.scsk12.org/procurement/db?PID=282>
- PO Change Request Form
<http://www.scsk12.org/procurement/uploads/resources/2015/POCR%20FY17%20Final%208%2011%2016.pdf>
- Pricing Catalog
<http://www.scsk12.org/procurement/pricing?PID=276>
- Managers and Employees Resources
<http://www.scsk12.org/procurement/resources?PID=596>
- Contract Information
<http://www.scsk12.org/contracts/> link and you'll find under Managers and Employees Resources and on the Site Directory



Procurement Services Team

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Wendy Stoltz Partee	Buyer	416.5833
Toni Jones	Buyer	416.5355
Faith Mungah	Buyer	416.5646
Victoria Locklyn	Buyer-CNC	416.5401
Kevin Temples	Buyer-CNC	416.2372
Mable Coburn	Buyer Support	416.0225
Paris Felts	Buyer Support	416.5426
Nichole Woods Halmon	Executive Assistant	416.5371
Deb Aleman	Clerical	416.5621



THANK YOU
VERY MUCH!!!

Any questions ?