GLOSSARY

**Amendment** – written modification to a purchase order and/or contract, which may revise products, services pricing and/or terms

**Bid** – a formal written offer of a price by a vendor to the Board of Education to furnish specific goods and/or services in response to a formal solicitation.

**Bid Award** – an award of a bid for which funds have been lawfully appropriated and approved by the Board of Education and Treasurer.

**BusinessPLUS** – District’s Financial Management System

**Contract** – a legally binding agreement between two or more parties to perform specific act(s) including the procurement of goods, services or construction in exchange for monetary or other consideration.

**Contractor** – any person having a contract with the District/Board of Education

**BOE** – Kansas City Kansas Public Schools Board of Education/Unified School District #500

**KCKPS** – Kansas City Kansas Public Schools/Unified School District #500

**Debarment** – the exclusion, for cause, of a vendor or contractor from bidding and/or receiving a contract.

**Emergency Purchases** – An emergency purchase is one brought about by an unexpected event (e.g., acts of God, riot, fires, floods, accidents) or circumstances or causes beyond reasonable control.

**Goods** – any tangible product other than services.

**Procurement/Purchase** – the buying, purchasing, renting, leasing of goods and/or services in accordance with the applicable laws, rules, regulations and procedures.

**Proprietary Item/Service** – exclusive rights that may limit competition.

**Purchase Order** – document used to authorize a purchase transaction with a vendor. It should contain provisions for construction, goods and/or services ordered; applicable terms as to payments, discounts, date of performance and transportation; and other factors or conditions relating to the transaction. Acceptance of a Purchase Order by a vendor shall constitute a contract, except instances in which a Purchase Order is issued only as an internal encumbrance document.
**Purchasing Agent** – Employee of the Purchasing Office assigned to facilitate a public solicitation.

**Purchasing Authority** – (Reference Board Policy DJFA) Authority granted to the Superintendent (and his/her designees) by the Board of Education to purchase goods and services.
**Quotation** – any oral or written informal offer to the Board by a vendor for furnishing specific goods and/or services at a stated price and terms.

**Request for Proposal (RFP)** – a solicitation of responses for goods and/or services for which the scope of work, requirements or contractual terms and conditions which cannot reasonably be specifically defined. Evaluation of proposal is based on stated criteria and shall state the relative importance of evaluation factors.

**Requestor** – A KCKPS employee that submits a requirement for goods and services.

**Specifications** – a concise statement of set requirements to be satisfied by a product, material or process included in an Invitation for Bid that describes the goods and/or services to be purchased.

**Vendor** – an actual or potential provider of goods or services.
PURCHASING PROCEDURES MANUAL

I. Purpose

The purpose of this manual is to establish and document uniform procedures for the procurement of material and services that is consistent with the policies of the Kansas City Kansas Public Schools.

II. Scope

These procedures apply to the procurement of all material; equipment, supplies and services and related activities.

III. Responsibility

A. It is the individual responsibility of each employee involved in the procurement process to adhere to the policies upon which these procedures are based.

B. It is the responsibility of each person to bring questions or concerns relative to these procedures to the attention of the Purchasing Department.

C. Revisions to the Purchasing Procedures Manual will be the responsibility of the Purchasing Department.

D. The Purchasing Department will ensure that all vendors are aware of the District’s policy and procedures regarding gifts and gratuities. Reference Board Policies KH and GAJ.
PURCHASING AUTHORITY

I. Purpose
The purpose of this procedure is to establish procedures for purchasing authority.
Reference Board Policy DJFA

II. Scope
This procedure applies to all purchases of materials, equipment, supplies and services.

III. General
A. The Board declares its intention to purchase competitively without prejudice and seek maximum value for every dollar spent.

B. By annual resolution, the Board’s authority for the purchase of materials, equipment, supplies and services will be extended to the District’s administration through its approval of the annual budget and appropriations, except that the Board will:

1. Approve all purchases over $20,000, except textbooks and certain proprietary technology equipment. Special arrangement can be made for ordering perishables and emergency repairs and supplies.

2. Approve all contracts/agreements with an annual expenditure over $20,000.

C. Purchasing Department’s control is centralized under the Finance Department, which ensures that all purchases must fall within budget and the proper budget category.

D. The Director of Finance will provide a certification on each order to the effect that the expenditure being made has been lawfully appropriated and the District has the funds to make payment.

E. Any exception to procedures outlined in this manual must be reviewed by Purchasing Director and the Director of Finance and accepted by the Chief Financial Officer.
PURCHASING ASSIGNMENTS

I. **Purpose**
The purpose of this procedure is to assign buying responsibility for Schools and Departments.

II. **Scope**
This procedure applies to all fund owners, school-based principals and heads of departments, and all staff that are responsible for inputting requisitions and purchase orders for purchasing of goods and services.

III. **Responsibility**
Each school and department will determine who is responsible for inputting requisitions and purchase orders, and goods and services purchased shall be subject to the guidelines herein.
QUOTATIONS

I. Purpose

The purpose of this procedure is to provide a procedure for solicitation of competitive quotations.

II. Scope

This procedure applies to transactions for goods and/or services, with an estimated cost of $1 to $19,999.

III. Procedure

A. Supplies or services valued between $0 and $2,999 are considered small or micro purchases, and are subject to simplified acquisition procedures. No quotes or proof of competition is required where an individual item in a purchase does not exceed small/micro purchase threshold. Combinations of items may require proof of competition or quotes, please contact the Purchasing Department for a determination regarding combinations that exceed the small purchase threshold.

B. Written quotations are required for expenditures over $3,000 up to $19,999, or where otherwise deemed necessary by Purchasing Department.

1. The Requestor, when purchasing materials and/or services requiring written requests for quotations, shall solicit:
   • a minimum of two (2) price quotations on material and/or services that are expected to exceed $3,000, but are less than $10,000; Staff is encouraged to seek such purchases from a M/WBE vendor. Purchasing will be available to assist and help in identifying available M/WBE’s.
   • a minimum of three (3) price quotations on material and/or services that are expected to exceed $10,000, but are less than $19,999; Staff is encouraged to seek at least one written quote from a M/WBE. Purchasing will be available to assist and help in identifying available M/WBE’s.

a) In case of proprietary items, more than one price may not be possible; this fact must be documented in a letter from the vendor and submitted to the Purchasing Director for review.

b) Identical requests for quotations must be provided to all potential respondents providing the same details including the response deadline.
c) The solicitation shall contain enough details to make an informed decision of the best value, including but not limited to: quantity, description, delivery requirements, special conditions, drawings, specifications, date information required, etc. (See attached for formal quotations template).

2. All pricing provided shall be documented and submitted as an attachment to the purchase requisition in BusinessPLUS to serve as supporting documentation.

3. Requestor, when obtaining quotations, shall keep in mind other segments of the District that may be able to provide the desired materials or services, i.e. Storeroom and Copy Center. If there are any questions, contact the Purchasing Department for guidance.

C. Quotations shall only be solicited from vendors who are qualified, or can be qualified, to meet all requirements. The financial condition of a company, its ability to perform and its facilities shall be a part of any criteria for an acceptable vendor.

1. Unless a specific exception by the Purchasing Department has been obtained, quotations will not be solicited from, nor any order placed with a company that:
   a. Is owned, controlled or actively influenced by any District employee.
   b. Employs in a management, consulting or sales capacity any person who is a District Employee.
   c. Employs in any capacity a person who is in a position to influence the selection of or conduct business with, such a supplier.

D. When circumstances warrant the solicitation of quotation not feasible, the Purchasing Department will review the recommendation made by requesting school or department and make a determination as to whether an exception to this procedure is appropriate. Possible exceptions are emergencies to protect life and property, disaster recovery, etc.

E. Any problems of interpretation should be referred to the Director of Purchasing.
FORMAL SOLICITATIONS (BID/PROPOSALS/QUALIFICATIONS)

I. **Purpose**
The purpose of this procedure is to provide a process for the solicitation of competitive bids, requests for proposals, and requests for qualifications.

II. **Scope**
This procedure applies to transactions for material and/or services with an estimated cost of $20,000 or above.

III. **General**
When appropriate, the District will take advantage of volume buying to maximize value of each dollar spent. Purchasing Department will utilize board approved Cooperative Purchasing agreements when it is determined in the best interest of the District for services, supplies, and equipment which the board may otherwise lawfully purchase for itself. When the District determines that it will solicit formal bids, the following considerations shall govern the process:

- Vendor Notification/Invitation
- Criteria for Bid Responsiveness
- Bid Summary/Award Analysis
- Bid Bonds
- Instructions to Bidders
- Pre-bid Conference and Site Visits
- Standard and Applicable Terms and Conditions
- Bid Specifications
- Statement of Requirements
- Deliverable Schedule
- Service Level Agreements
- Recommendation and Approval of Bid
- Insurance/Bond Requirements
- Power-of-Attorney Forms
- Project Exemption Certificates
- Non-Collusion Statements
- Sealed Bid Requirements
IV. Responsibilities

A. The Purchasing Department has the Responsibility for maintaining a uniform set of procedures and forms to support the bidding process. Following are the types of solicitation devices most commonly used by the Purchasing Department:

B. The Requestor is responsible for:
   1. Project Budget
   2. Providing Scope of Services/Specifications
   3. Providing solicitation documentation to Purchasing in sufficient time for the process to be completed by required delivery date (see timeline below)

C. The Purchasing Department is responsible for:
   1. Preparing and posting the solicitation
   2. Advertising solicitation
   3. Preparing and submitting legal notice
   4. Managing the bid process
   5. Managing the Evaluation process (Facilitate)
   6. Preparing the Bid Tabulation
   7. Preparing the Recommendation of award of contract for the Board Consent Agenda
   8. Collecting and maintaining all pertinent bid/contract documentation
   9. Processing board approved bid recommendation
   10. Entering requisition/purchase order into BusinessPLUS
   11. Negotiating final contract, and obtaining partially executed contract from vendor
   12. Disseminating and maintaining copy of fully executed contract
   13. Assisting School or Department in Implementation/Management of Contract as required; including documenting contract performance/compliance

D. The Purchasing Department is also responsible for ensuring that the criteria for award meets governing requirements listed above, as well as includes factors for determination of the lowest, responsible, responsive bid; best value proposal. Factors to be utilized in reviewing solicitation responses and awarding contracts may include, but are not limited to:

   1. Responsiveness of service/product offerings, pricing, quality and availability;
   2. The firm's relevant experience, qualifications, and success in providing a service of the type described in this document;
   3. The firm's reputation for quality service and problem solving within the marketplace;
   4. The agreement terms proposed by the firm which would govern any contract relationship with the KCKPS;
   5. The firm's capability to provide requested services in a timely manner as agreed
upon;
6. The firm’s financial stability;
7. The firm’s references; and
8. Firm’s capability and willingness to partner with KCKPS initiatives.
V. **Procedure**

A. Other than the noted exceptions, all procurements for goods/services, including building construction improvements, repairs, furnishings, and services in amounts $20,000.00 and above, will be put to bid through procedures established by Kansas State Statute. The requirements may be waived only in case of an emergency or urgent necessity, or approved documentation of a sole provider. Following are the types of solicitations most commonly used by the Purchasing Department.

<table>
<thead>
<tr>
<th>IFB – Invitation for Bids</th>
<th>RFP – Request for Proposal</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Used for One-Time or Repetitive Purchases</td>
<td>- Used for One-Time or Repetitive Purchases</td>
</tr>
<tr>
<td>- Bids will not be negotiated</td>
<td>- Negotiated Procurement</td>
</tr>
<tr>
<td>- Sealed Bid</td>
<td>- Competitive Sealed Proposals</td>
</tr>
<tr>
<td>- Awarded as Contract or Purchase Order (PO)</td>
<td>- Awarded as Contract or Purchase Order</td>
</tr>
<tr>
<td>- Awarded to the Lowest Responsive and Responsible Bid Meeting Specifications</td>
<td>- Awarded to the bidder offering best value</td>
</tr>
<tr>
<td></td>
<td>- Evaluated/Scored by selection committee of 3 to 5 members</td>
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</tbody>
</table>

B. If bidding is not feasible, the buyer will seek other methods to ensure fair and reasonable pricing including, Cooperative Purchasing, price quotations, price comparisons, etc. When circumstances warrant the solicitation of competitive bids inappropriate, the Purchasing Department shall document the facts and will issue recommendations.

C. Solicitations shall be prepared using a standard format when feasible. Complete information shall be provided including, but not limited to, quantity, description, delivery requirement, special conditions, drawings, specifications, date information required etc. Also, if responses are to conform to a certain format, this should be indicated. The Requestor must be thorough and address all known variables.

D. It is the responsibility of the Requestor to provide adequate description/specifications as required for procuring in the most expedient economical manner.

E. The Purchasing Department will ensure that provided specifications do not restrict competition or preclude the most economical purchase of the required items.

F. When a Vendor proposes an alternate as equal to that specified, it is the responsibility of the Purchasing Department to determine, and document whether the proposed substitution is, in fact, an equal. Such decisions will be based on evaluation and concurrences of both the Requestor and Director of Purchasing.

G. If the solicitation response is deemed inadequate, the District reserves the right to re-solicit for competitive bids. In the case of proprietary items, competition is often not possible and should be noted on the recommendation to the board, and subsequently the purchase
H. Responses will be solicited only from vendors that are deemed qualified or can be qualified to meet all requirements. The financial condition of the company, its ability to perform, and its facilities should be part of the criteria for an acceptable vendor.

I. Purchasing must coordinate all responses to vendor queries and ensure all potential suppliers are provided the same information. The Purchasing Department will consult with the Requestor and/or another subject matter expert prior to responding to technical questions by addendum arising during the bidding.

J. After the published bid close date, all bids that have been received and deemed responsive will be examined for completeness. A summary is to be prepared noting all the pertinent data and discrepancies. Determination of the best response and award of the contract and/or purchase order will be submitted by Purchasing Department only after all aspects, including input of the Source Selection Committee or Requestor, have been considered. The information gathered will be retained in the bid file. In cases of bids for estimating purposes, a copy of each bid response is to be sent to the Requestor along with the summary.

K. A solicitation may also require a bid guaranty (bid bond) to be filed with the bid, in these cases, KCKPS will accept:

1) A bond for five percent (5%) amount of the bid;
2) A certified check, cashier’s check, or letter of credit. The amount of the certified check, cashier’s check, or letter of credit shall be equal to five percent (5%) of the bid. The certified and/or cashier’s check will be held by the Purchasing Department until the bid award, at which time they will be returned to all vendors. The low bidder will be required to submit a bid bond for the full amount of the project as condition of award.
3) Bid Bond related checks received from unsuccessful bidders will be returned after award.

L. At minimum, Purchasing will update the KCKPS website to advise of bid award.

M. Unless a specific exception by the Chief Financial Officer has been obtained, quotations will not be solicited from, nor any order placed with a company that:

1) Is owned, controlled or actively influenced by any District employee or immediate relative of said employee.
2) Employs in a management, consulting or sales capacity any person who is a District employee.
3) Employs in any capacity a person who is in a position to influence the selection of or
4) When circumstances warrant the solicitation of quotation inappropriate, the Purchasing Department will review the recommendation made by requesting department and forward the quotation to the Chief Financial Officer for determination as to whether an exception to this procedure is appropriate.

N. Responses determined to be non-responsive; i.e. received after bid close date, non-conforming responses, will be logged as non-responsive with the rationale. The Purchasing Department will seek concurrence with the Fund Owner and legal counsel (if necessary) prior to notification to non-responsive bidder.

O. The KCKPS Board of Education reserves the right to reject all solicitations, waive formalities and contract terms deemed to be in the best interest of the District.
Invitation for Bid (IFB)

An IFB is used to establish a contract for one-time or multiple, recurring needs for goods, services, or a combination of goods and services for a given period. This is a sealed bid, awarded as a contract to the lowest, responsive and responsible bidder meeting bid specifications. These bids will not be negotiated. Bidders who are not responsive, i.e., do not bid comparable items, or impose different conditions within the bid, shall be disqualified.

Steps to Complete an IFB:
1. Determine what goods or services need to be procured and get an estimate of the cost for the cost or period of use. Usage is a key factor in determining the cost. Example, if $21,000 was spent for Ice Melt in FY 2018, an IFB for ice melt supply replacement for FY 2019 is indicated.
   • If usage is generally under $20,000 in a year, the District typically does not bid the good or service.
   • If over $20,000, the bids must be submitted to the Purchasing Department for public bid.
2. Requesting Departments write the specification or statement/scope of work.
   • A specification is “a precise articulated description of the physical or functional characteristics of a product”
   • It identifies performance, quality, and operational characteristics
   • It enables suppliers and service providers to compare their product against stated requirements and offer bids on a comparable or equal basis
   • It enables the Purchasing Officer and end user to evaluate bid responses
   • It maximizes competition in the marketplace
   • If services are needed, a statement or scope of work (SOW) is needed. A SOW will:
     ▪ capture and define the work activities, deliverables, and timeline a vendor must execute in performance of specified work
     ▪ include detailed requirements and pricing
   • Provide a vendor list.
3. Allow adequate time for the bid process.
   • Allow 3 to 7 business days for the bid to be posted to the District Purchasing website.
   • Allow approximately 10 days after the bid posting for the bid to “close.”
   • Bids over $20,000 have advertising requirements, and a classified ad must be run in the District’s approved publication – The Record News for a minimum of one (1) edition.
     a. For purposes of expanding the visibility of District solicitation to a wider minority audience, classified advertisements will also be run in The Kansas City Call and 2Mas2 publications for a minimum of one (1) edition.
   • The Purchasing Officer will let the Requestor know when the bid will close.
   • Bid clarifications can delay the bid closing date, and can depend on the Purchasing Officer’s ability to notify all interested vendors with any addenda in a timely manner.
4. After the bid closing, the Purchasing Officer will send the bids to the department for review and award recommendation.

5. The Purchasing Agent will write the low bid recommendation for review and approval by the Board of Education. A bid tabulation will be attached.

Tips for a Successful IFB procurement:
- Call the Purchasing Office with questions about what to include in the specification or scope of work;
- Recognize that the Purchasing Agent has familiarity with the commodity and in some instances can provide copies of previously run IFB documents for assisting you to write your IFB; the Purchasing Agent may suggest changes to your specifications or SOW.
- If you need additional language inserted into the terms and conditions, be sure to include that with the request.
- It is appropriate for department personnel to let a vendor and other area vendors know that a bid is posted; even when the Purchasing Agent makes every effort to notify persons on your vendor list via a mailed or emailed notice, sometimes the bid notices are missed by vendors.
Request for Proposal (RFP)

An RFP is typically used to establish a contract for complex services but can also be used for a combination of goods and services. Evaluation starts with lowest cost proposal.

With this additional flexibility comes additional responsibility in terms of documenting actions taken throughout the bid process, the task of evaluating technical and cost proposals, and in preparing a written justification for actions taken and award recommendations.

The Department will submit the following with its request for an RFP:

- Request to the Director of Purchasing to establish the Project Evaluation and Scoring Committee (3 to 5 members, recommended).
- Specifications document
- List of suggested bidders, including name, address and e-mail address if available.
- Include a pricing structure (bid form) that the agency would like to see, such as a firm, fixed fee or a payment schedule tied to deliverables, or a combination of the two;
- Any additional attachments you may require to be inserted into the bid document.

Specifications should include information the following areas:

- Background/History, if applicable
- Scope of Work
- Services to be Provided
- Deliverables
- Timeline
- District Resources to be Provided, if applicable
- Requested contract term, and renewal options
- Suggested Cost Structure

The Request for Proposal (RFP) is prepared by the Purchasing Agent using the agency’s provided Specifications and the District RFP template. The Purchasing Agent will also review the Specifications that have been prepared by the requesting department, requesting clarifications from the department when necessary. RFP information is advertised, per statutory requirement. District’s approved publication – The Record News and on the District’s Purchasing site.

a. For purposes of expanding the visibility of District solicitation to a wider minority audience, classified advertisements will also be run in The Kansas City Call and 2Mas2 publications.
While the statutory posting requirement is required, the bid to be posted 10 days prior to the bid closing date, time must also be allotted for pre-bid conferences, pre-bid questions and answers, and for vendor proposal preparation. Generally, the time from first posting the bid to the closing date is approximately 30 days.

**RFP is posted to the Internet; notice of RFP is e-mailed or mailed to interested vendors**
- The RFP document reminds bidders to monitor the Purchasing website for periodic posting of new information related to the bid document; including addenda.

RFP will typically involve a **Pre-Bid Question & Answer Period** and/or may include a **Pre-Bid Conference** if on-site discussions/tour are needed,
- Allows potential vendors to request clarification of RFP information
- Q&A released to all known interested vendors via addendum, posted to the Internet

**Bid Closing Date** (Proposal Submission Deadline)
- Vendors are instructed to submit their technical proposals in separate sealed envelopes, separate from the cost proposals.
- At bid opening, ONLY names of bidders are announced

**Review of Proposals** begins when *Technical Proposals only* are forwarded to Project Evaluation and Scoring Committee members
- Cost Proposals are retained by the Purchasing Officer.
  - Why? Technical Evaluation should be conducted without the prejudice or influence of price.

Department evaluators provides to Purchasing a complete and detailed technical evaluation of each proposal submitted, the technical evaluation shall be in narrative format, with pros and cons, strengths and weaknesses of each proposal with an attempt to address items including (but not limited to):
- Response format as required by the RFP;
- Adequacy and completeness of proposal;
- Vendor's understanding of the project;
- Compliance with the specifications, terms and conditions of the RFP;
- Experience in providing like services;
- Qualified staff;
- Methodology to accomplish tasks;
Upon receipt of an adequate, complete technical evaluation (of appropriate quality and substance), the cost proposals are released to the Agency and Project Evaluation and Scoring Committee members for review.

The Project Evaluation and Scoring Committee members review the cost proposals in concert with the technical evaluations, and recommends one or more vendors to invite to negotiations

- The Agency is encouraged to examine the bids according to cost, starting with the lowest bid.
  - Why? In the event that the Project Evaluation and Scoring Committee selects a bid which is not the lowest bid on a given contract, the Purchasing Agent’s report shall contain a rationale explaining why the lowest bidder was not awarded the contract.

**Upon concurrence of the Project Evaluation and Scoring Committee, a list of Vendors to Invite to Negotiations is developed.**

- In some instances, it may not be necessary to conduct formal negotiations.

**Negotiation Session(s) are scheduled**

- Preparations for Negotiations should include the development of Q&A / Discussion Points for negotiations, to be sent to the vendor in advance of the negotiations to allow the vendor to be better prepared for the meeting.
- Demonstrations of systems or equipment may be necessary to advance to Negotiations
- At the end of negotiations, the Project Evaluation and Scoring Committee may request a Revised Offer
  - Especially important if clarification of the vendor’s expectations / understanding of the project results in a change of cost;

Once Revised Offers have been submitted, the Project Evaluation and Scoring Committee **again reviews cost and technical proposals**, to arrive at a recommendation for award.

- Several Requests for Revised Offers may be issued for some procurements

The Purchasing Officer submits draft contract to District’s legal representative for review and negotiation of terms and conditions (if necessary). The provisions found in Contractual Provisions Attachment (DA 146a) are to be incorporated by reference and made part of any contract.
Upon completion of legal review, Purchasing Agent submits a formal written recommendation for award to the Board of Education, along with the contract, pricing proposal, and payment schedule for up to 5 years (if applicable).

Upon BOE concurrence of the Project Evaluation and Scoring Committee’s recommendation, Contract Documents are prepared and are routed for signature of the Board President. Once all required signatures have been acquired,

- A requisition must be entered into the District’s ERP System (BusinessPLUS), and released for Workflow for all required approvals
- Once the requisition is converted to a Purchase Order (fully approved), work on the project may begin.
- The bid file becomes available for review under the Kansas Open Records Act.

The Purchasing Department, based upon their experience with the transaction, remains available for follow-up, including answering contract questions, assisting with vendor performance issues, and, standing ready to assist with termination, should the situation warrant this action.

Tips for a Successful RFP Procurement:

- Due to the complex nature of services and the review process as described above, allow at least two (2) months from bid posting to contract signing. More complex services and those that require a transition from one provider to another may require more time. The Purchasing Agent can discuss a reasonable timeline with the Department.
- Call the Purchasing Department if you have any questions about what to include in the specifications or scope of work or about the RFP process in general.
- Recognize that the Purchasing Officer may have familiarity with a similar project, and in some instances can provide copies of others’ RFP documents for assisting you to write your RFP; the Purchasing Officer may suggest changes to your specifications or SOW.

It is appropriate for department personnel to let a preferred vendor and other area vendors know that a bid is posted; even when the Purchasing Agent makes every effort to notify persons on your vendor list via a mailed or emailed notice, sometimes the bid notices are missed by vendors.
## BIDDING PROCEDURE TIMELINE

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<thead>
<tr>
<th>ACTIVITY*</th>
<th>RESPONSIBILITY</th>
<th>TIME LINE**</th>
</tr>
</thead>
<tbody>
<tr>
<td>Provide project scope/specifications</td>
<td>Requestor</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>Prepare solicitation</td>
<td>Purchasing Department</td>
<td>1-2 weeks</td>
</tr>
<tr>
<td>Prepare and submit legal advertisement</td>
<td>Purchasing Department</td>
<td>1 week</td>
</tr>
<tr>
<td>Publish Solicitation (minimum 1 week)</td>
<td>Purchasing Department</td>
<td>2-4 weeks</td>
</tr>
<tr>
<td>Pre-bid conference*</td>
<td>Purchasing Department/Requestor</td>
<td>1-2 days</td>
</tr>
<tr>
<td>Bid Opening</td>
<td>Purchasing Department</td>
<td>1 day</td>
</tr>
<tr>
<td>Evaluate bids and make selection</td>
<td>Purchasing Department/Project Evaluation and Scoring Committee *</td>
<td>1-2 weeks*</td>
</tr>
<tr>
<td>Negotiation &amp; Contract Preparation</td>
<td>Buyer/Requestor/Legal</td>
<td>1-3 weeks</td>
</tr>
<tr>
<td>Submit Recommendation and Contract for Superintendent Recommendation</td>
<td>Purchasing Department</td>
<td>1-3 weeks</td>
</tr>
<tr>
<td>Board Approves</td>
<td>Board of Education</td>
<td>Board Meeting</td>
</tr>
<tr>
<td>PO Approval/Award notification</td>
<td>Purchasing Department/Requestor</td>
<td>2-3 days</td>
</tr>
<tr>
<td>Contract Administration</td>
<td>Purchasing Department/Requestor</td>
<td>Contract Term</td>
</tr>
</tbody>
</table>

*Not required for all solicitations

**Time lines are approximate, as any of these activities will run concurrently
DISCLOSURE, PROTECTION AND MARKING OF CONTRACTOR BID/PROPOSALS

I. Purpose

The purpose of this procedure is to outline the process for disclosure, protection and marking of contractor bid or proposal responses and source selection information.

II. Scope

This procedure applies to all KCKPS employees and Contractor personnel involved with or having access to contract or bid/proposal information.

III. Responsibility

It is the responsibility of the Purchasing Department to manage the bid process and to ensure that the solicitation specifications identify how contractors are to mark responses for protection of proprietary information. In addition, all participating KCKPS parties and vendors must fully disclose any relationships and state any findings that would preclude participation or contract award.

IV. Procedure

A. Except as specifically provided for in these procedures no person or other entity may disclose contractor bid or proposal information or source selection information to any person other than a person authorized, in accordance with applicable KCKPS Purchasing procedures.

B. Contractor bid or proposal information and source selection information shall be protected from unauthorized disclosure in accordance with the following procedures:

1. All responses (including modifications) received before the time set for the formal bid close date shall be kept secure. Except as provided in paragraph (III.B.2) of these guidelines, the bids shall not be opened or viewed, and shall remain in a secured, restricted-access bid area. All necessary precautions shall be taken to ensure the security of the bids. Before bid opening, information concerning the identity and number of bids received shall be made available only to KCKPS employees or their designated representatives. Such disclosure shall be only on a “need to know” basis. When bid samples are submitted they shall be handled with sufficient care to prevent disclosure of characteristics before bid opening.

2. Envelopes marked as bids but not identifying the bidder of the solicitation may be
opened solely for the purpose of identification, and then only by an official designated for this purpose. If a sealed bid is opened by mistake (e.g., because it is not marked as being a bid), the envelope shall be signed by the opener, whose position shall also be written thereon, and delivered to the designated KCKPS Purchasing Agent. This official shall immediately write on the envelope:
(a) an explanation of the opening,
(b) the date and time opened, and
(c) the invitation for bid number, and shall sign the envelope. The official shall then immediately reseal the envelope.

C. In determining whether particular information is source selection information, use the following definition: **Source selection information is material, including data stored in electronic, magnetic, audio or video formats, which is prepared or developed for use by KCKPS to conduct a particular procurement and the disclosure of which to a competing contractor would jeopardize the integrity or successful completion of the procurement concerned and is required to be secured in a source selection file or other facility to prevent disclosure.** Source selection information is NOT limited to bid prices submitted in response to a KCKPS solicitation for sealed bids, or lists of those bid prices prior to public bid opening, but includes the following:

1. Proposed costs or prices submitted in response to a KCKPS solicitation (for other than sealed bids), or lists of those proposed costs or prices;
2. Source selection plan;
3. Technical evaluation plans;
4. Technical evaluation of proposals;
5. Cost or price evaluation of proposals;
6. Competitive range determinations which identify proposals that have a reasonable chance of being selected for award of a contract;
7. Rankings of bids, proposals, or competitors;
8. The reports and evaluations of source selection panels or boards or advisory councils; or
9. Purchasing staff is responsible for receipt, storage and securing of all source selection information as indicated in paragraph “C” above.

D. Other information marked as “CONFIDENTIAL” based upon a case-by-case determination by the Purchasing Department that the information meets the standards of this policy.

E. Nothing in this section restricts or prohibits:

1. A contractor from disclosing its own bid or proposal information or the recipient from receiving that information.
2. The disclosure or receipt of information, not otherwise protected, relating to a KCKPS
procurement after it has been cancelled by KCKPS unless KCKPS plans to resume the procurement;
3. Individual meetings between a KCKPS official and an officer or potential officer for, or a recipient of, a contract or subcontract under KCKPS procurement, provided that unauthorized disclosure or receipt of contractor bid or proposal information or source selection information does not occur; or
4. KCKPS’s use of technical data in a manner consistent with the KCKPS’s rights in the data.

F. Nothing in this section shall be construed to authorize;

1. The withholding of any information pursuant to a proper request from US or Kansas Governmental agencies, except as otherwise authorized by law or regulation. Any such release which contains contractor bid or proposal information or source selection information shall clearly notify the recipient that the information or portions thereof are contractor bid or proposal information or source selection information related to the conduct of a KCKPS procurement, the disclosure of which is restricted;
2. The release of information after award of a contract or cancellation of a procurement if such information is contractor bid or proposal information or source selection information which pertains to another procurement; or
3. The disclosure, solicitation, or receipt of bid or proposal information or source selection information after award where such disclosure, solicitation, or receipt is prohibited by law.
4. KCKPS employees or employees of organizations or firms with legally binding contract/agreements to represent or handle KCKPS business affairs as partners, vendors, consultants, etc.; herein referred to as Contractor employees, may be required to sign a non-disclosure agreement which will legally bind them to the terms and conditions of the Purchasing Procedure.
APPROVAL REQUIREMENTS AND INTERNAL CONTROLS

I. **Purpose**

   The purpose of this procedure is to define approval requirements and internal controls for purchase commitments.

II. **Scope**

   This procedure applies to all procurement transactions.

III. **General**

   A. The system of authorization and approval is an important element of internal control. Appropriate approval is required of each purchase transaction prior to the establishment of a firm order or contract. The purchase requisition will include review/approval by the Budget Manager, Director of Budget and Finance, and Director of Purchasing, also known as Workflow. Additional approvers may be required based on commodity and/or coordination requirements; i.e., technology equipment purchases will be routed to Director of Technology. Software will be routed to the Director of Curriculum, Capital facilities improvements, will be routed to Director of Facilities; schools on an improvement plan will be directed to the Assistant/Deputy Superintendent(s), etc.
**Requisition Approvers**

**Requester**
- The Requester enters the requisition into the District's Financial Management System on behalf of a School or Department.

**Fund Owner**
- The Fund Owner reviews and approves all requisitions entered by a Requester and by approving, certifies that the purchases of the goods or services are being made in support of the department's or schools mission.

**Additional Approvers**
- There can be up to 4 Additional Approvers depending upon the items (technology or software) or services being purchased or other coordination requirements (school on an improvement plan).

**Director of Budget & Finance**
- The Director of Budget & Finance reviews the requisition to verify appropriate use of funds... that funds allocated for supplies are being spent on supplies, etc...

**Director of Purchasing**
- The Director of Purchasing reviews the requisition to determine if the purchase is in accordance with state statute and local rules and that all competition requirements have been met.
Workflow Process (Examples)

**Typical Approval Workflow - Example**
1. **Requestor** Enters Requisition and Releases to Workflow
2. **Fund Owner** – Reviews to determine the goods or services ordered are what is needed
3. **Director of Budget and Finance** – Reviews to determine that the budget selected by the requestor is appropriate
4. **Director of Purchasing** – Reviews to determine if the item or service is allowed under statutory and local procurement rules

**Expanded Approval Workflow - Example**
1. **Requestor** Enters Requisition and Releases to Workflow
2. **Fund Owner** – Reviews to determine the goods or services ordered are what is needed
3. **Director of TIS** – Reviews technology related equipment to determine and approve support by TIS department
4. **Director of Curriculum** – Reviews software requests to determine and approve if the software to be purchased is in line with curriculum programs
5. **Deputy Superintendent** – Reviews purchase requests for secondary schools receiving improvement funds.
6. **Assistant Superintendent** – Reviews purchase requests for early childhood through elementary schools receiving improvement funds.
7. **Director of Budget and Finance** – Reviews to determine that the budget selected by the requestor is appropriate
8. **Director of Purchasing** – Reviews to determine if the item or service is allowed under statutory and local procurement rules
B. The Director of Purchasing will be the final approval on all purchase requisitions and will ensure all appropriate approvals, and documentation is obtained and attached to purchase requisition. **Only the Director of Purchasing, as designated by the KCKPS Board of Education, may commit the District for a purchase. Her/his signature must be affixed to the official copy of the purchase order prior to forwarding to the vendor to validate this requirement.**

C. **Internal Controls – Effective control and accountability must be maintained for all funds, real and personal property, and other assets. The District must adequately safeguard all such property and must assure that it is used solely for authorized purposes. These guidelines constitute minimum controls, as outlined in the workflows above, in an effort to mitigate risk of misuse or fraud in the expenditure of funds.**

IV. **Procedure**

Monies under the jurisdiction of the KCKPS Board of Education may not be expended except upon a warrant/purchase order drawn against a specific appropriation and against a specific fund as required by the **Kansas Cash Basis Law KSA 10-1101 through 10-1122**. Therefore, no contract or purchase order for the expenditure of money will be made unless there is affixed to it signature/certification by the Director of Purchasing that the amount required to meet the contract or purchase order has been appropriated.

A. **Purchase Request for Board Approval**

All procurements $20,000 and over, except for textbooks, proprietary equipment and items purchased under board approved cooperative agreements, must be submitted for approval by the Board of Education.

1. After receipt of bids or proposals in accordance with the requirements of this manual, all such bids and proposals shall be reviewed and evaluated by the Purchasing Department and/or evaluation committee members, to ensure conformance to the requirements of the solicitation, and state mandated requirements (when applicable).

2. The results of the review/evaluation will be tabulated and such tabulation attached to a written recommendation to the Board of Education, requesting approval to proceed with the purchase of the goods or service.

3. Only upon Board of Education approval, the Purchasing Department will enter a requisition into the District’s financial management system known as BusinessPLUS.
4. If there is an agreement/contract document, the Requestor should complete a legal review request form and forward the document to the District's legal representative for review.

B. **Approval of Contracts Over $20,000 (Consultants)**

If in addition to the formal purchase order, contracted services are required, the following guidelines should be followed:

1. The Requestor must submit the contract documentation and rationale electronically routed to the Chief Financial Officer, appropriate approvers, and Purchasing for review/approval prior to submission on the board agenda.

2. The Requestor will provide a copy of the contract agreement for review to the office of the Chief Financial Officer and upon Superintendent’s Council approval, a copy of the contract will be forward to legal for review.

3. Upon majority approval by the Board, the contract will be forwarded for required signatures. **The Board of Education President or designee are the ONLY persons authorized to enter into and sign contracts under this section. Any contract not signed by the required officers will be void.**

4. Any contract or Purchase Order issued without such a certification affixed is void, except as the law allows later issuance within 30 days of the certificate, and except that if the amount involved is less than $100, the Director of Purchasing may authorize it to be paid without the ratification or affirmation of the Board.

5. An original fully executed (signed by all authorized vendor agents and KCKPS Board of Education President will be forwarded to:

   a) Purchasing to be secured and filed
   b) Vendor for their records
   c) Superintendent or designee will maintain an electronic copy in an accessible file for KCKPS employee access

C. **Prior Release**

If needs of the business dictate the purchase order is required prior to Board Approval, the Requestor must secure authorization from the Superintendent or designee for prior release through the following process:

1. Print a Recommendation and submit to the Superintendent for review/approval.
2. Once signature authorization is received, Requestor will provide a copy of the document to the Director of Purchasing for approval and release of the purchase order.

3. The Requester will attach authorization and complete approval/processing of purchase requirement to formal purchase order.
D. **Consultant Services**

Board procedure requires that all consultant agreements and associated purchase orders be approved by the Superintendent's Council; and Board of Education for those exceeding $20,000 in value **BEFORE SERVICES ARE PERFORMED.**

1. If a former employee is to perform consulting services, the Requestor must contact Human Resources Office for specific instruction and guidelines to ensure payments are correctly coded.

2. All proposed consultants are required to complete the appropriate Consultant and Professional Contract Services Agreement form located at: [www.kckps.org/index.php/vendor-information](http://www.kckps.org/index.php/vendor-information).

3. The District Requestor is to submit the appropriate completed agreement to the Superintendent’s Council for review and approval. The Superintendent’s Council generally meets one time per week, generally Monday mornings.

4. All Consultant Services requests exceeding $20,000 must also be submitted for Board approval, after Superintendent’s Council approval.

5. The Requestor should prepare a purchase requisition for consultant services. When creating the requisition, the Requestor should include the date of Board approval in the description field (ex: “Approved by Board Action 05/01/18.” All approvers in Workflow will approve purchase requisition only after consultant contract approved by Board.

6. The Superintendent will recommend the consultant proposal to the Board of Education. Upon Board approval, the Superintendent or designee will forward the consultant proposal for the required signatures.

7. Accounts Payable will pay consultant invoices after the following required documentation received:
   a. Consultant invoices(s) referencing a valid purchase order number and approved by Requestor
EMERGENCY PURCHASES

I. Purpose

The purpose is to establish a uniform procedure for emergency purposes throughout the District. An actual emergency must exist.

II. Scope

This procedure applies to all Schools and Departments

1. Definition of Emergency: An emergency is a situation affecting the health or safety of students, staff or other occupants of school property, and/or preservation of school property, that requires the immediate delivery of materials or performance of a services to mitigate the emergency.

2. An “emergency” is not to be created as a result of inadequate planning, delay, failure to consider construction season, or administrative convenience.

III. Process in Declaring an Emergency

1. If emergency is ongoing and related to crime or disaster, call emergency services by dialing 911.

2. Take reasonable actions (where possible) to prevent potential or further injury to persons or damage to property. Pursue these efforts only when obvious that it is safe to do so. Do Not Risk Your Life.

3. Notify Chief Financial Officer/Director of Purchasing

The administrator in charge of the building or facility, where the emergency occurred shall notify the Chief Financial Officer/Director of Purchasing of the following:

   a. Nature of the emergency;
   b. Time of the occurrence; and
   c. The assessed need for the materials or services

Such notification shall be prepared in writing and filed with the Director of Purchasing as soon as possible. Email is acceptable.

4. Notify Superintendent of Schools

The employee/supervisor/ administrator requesting a declaration of emergency notifies the Superintendent of Schools. Email is acceptable.
5. **Award by Chief Financial Officer/Director of Purchasing**
   If the Chief Financial Officer/Director of Purchasing is satisfied the emergency exists, the Chief Financial Officer/Director of Purchasing by State Law will be authorized to award the contract.

6. **Approval by Board of Education**
   The Board of Education, at its next regular Board of Education Public Meeting, shall review and approve said emergency purchase.
VENDOR INFORMATION MAINTENANCE

I. **Purpose**
The purpose is to establish a uniform procedure for maintaining and updating the BusinessPLUS Vendor File.

II. **Scope**
This procedure applies to all requests for new Vendors as well as maintenance for established Vendors.

III. **Procedure**
Management of vendor records is an essential element of control for the District’s BusinessPLUS system. In order to ensure accurate and complete updates, District users and vendors should follow below instructions:

A. **Request for Addition Update of External Sources of Goods/Supplies**

1. External sources desiring to do business with or currently doing business with the District should register at the following link: http://form.jotform.co/form/51764711968870 for registering or updating vendor information. Directions for completing the registration process follow this procedure, and can also be found the KCKPS website.

2. If it is determined by Purchasing that the vendor is to be added to the KCKPS Purchasing database, the BusinessPLUS system will be updated with the appropriate information and a PEID (vendor) number will be assigned to the vendor. The District will notify the Vendor in writing, only if there are any issues that prevent entry as a vendor in the BusinessPLUS system.

3. **IMPORTANT INFORMATION:** All new vendors or current vendors registering a name or address change must make such changes on the same site identified in Subsection 1 of this Section A. This will expedite the registration process.

B. **Request for Add/Update of Athletic Officials**

Athletic Official Providers for KCKPS will be generated a KCKPS vendor number only at the request of the School or District Athletic Directors. These providers will be required to complete a KCKPS Athletic registration form with basic contact information and a completed W9 prior to addition to the KCKPS vendor database and subsequent payment. These forms will be disseminated only through the district athletic director’s office KCKPS Athletics Department and/or a designee (see form on following pages).
C. **Request for Add/Update of Reimbursement Vendors**

KCKPS staff, parents, students and Board members requiring reimbursement must be provided a vendor ID number which will be identified by the respective corresponding security code; i.e. “Parent”. Requests for additions to these groups should be emailed to vendor@kckps.org indicating NEW/UPDATE VENDOR RECORD in the subject line of the email; and shall be handled in the following manner:

1. KCKPS Staff requiring reimbursement – Requests to add employee as vendor should be emailed to vendor@kckps.org. Requests must include Employee name, current address, city, state, zip, email and phone contact. All updates to employee records made in the same manner.

2. Parents – Request for parents to be added/updated to the KCKPS vendor file should register at: https://form.jotform.com/70438179108964

3. Board Members - Request for board members to be added/updated to the KCKPS vendor file should be emailed to vendor@kckps.org and are to include the following information: complete legal name, address, city, state, zip.

4. Students - Request for students to be added/updated to the KCKPS vendor file should register at: https://form.jotform.com/70438179108964

D. **Vendor Database Entry/Maintenance**

1. The responsibility of vendor database entry and maintenance is critical. The Director of Purchasing will assign authority to Purchasing personnel and limited others on an as needed basis to protect the integrity of the process and database records.

2. Purchasing personnel with authorization and security to add and maintain vendor records will be careful to identify and include the following information:

   a. Searchable Name;
   b. Vendor Legal Name (as shown on Vendor’s W9);
   c. Complete address to where Purchase Orders are to be sent;
   d. Remit To address, when different;
   e. Corresponding contact information; i.e. email/web site/phone/contact name;
   f. NIGP commodity code and product/service description (when known);
   g. Social Security Number/Federal Tax Identification Number;
   h. W9 (as required, see above for determination)

3. Vendor records should be annotated for W9 status according to Federal guidelines. Purchasing Personnel will indicate in the vendor record 1099 status as follows:

   a. Incorporated/Corp. – no 1099 required
b. Reimbursement vendors (see C above) – no 1099 required

c. All other vendors require 1099

4. **Inactivating Vendor Records**

The Director of Purchasing will make the determination to inactivate vendors as dictated by the needs of the business. Prior to deactivating a vendor, a determination should be made by the Purchasing Department as to the duration and extent of deactivation required; i.e. short-term deactivation from future purchase orders/payments until issued/complaint resolved. Criteria to be considered for vendor deactivation include, but is not limited to the following:

a. Vendor business process does not meet/facilitate KCKPS policy, financial process, and/or terms and conditions;

b. No business has been conducted with vendor for 24 consecutive months;

c. Vendor is disqualified from doing business with KCKPS based on state debarment and/or excessive documented cases of complaints regarding delivery of goods/services.

5. **Additional considerations to keep in mind:**

a. KPERS restrictions generally prevent current and previous employees from being added as vendors to receive purchase orders. Any request for KCKPS employees, retirees to be added to the vendor file should be forwarded to Human Resources and/or KCKPS Legal for determination.

b. Incomplete or inaccurate data may prevent a Vendor record from being added to the KCKPS database, vendors requiring W9s will not be entered until receipt of W9.

c. Various vendor reports are available with vendor information from the BusinessPLUS system; please contact Purchasing for any requirements needed that cannot be accessed by current reports.

d. KCKPS Purchasing staff can facilitate identification of available sources of goods and supplies, if required.
ON-LINE VENDOR REGISTRATION INSTRUCTIONS
Please follow instructions below for completing on-line vendor registration process:

2. Click on Vendor/Purchasing Information button at the bottom of the page/site,
3. Click on Online Vendor Registration button,
4. If you are a new vendor trying to establish or do business with KCKPS, click New Vendor. (a) Current vendors will select “Update Existing Information” at the top of the form,
5. NAME: Enter the formal name of your business;
6. PARENT COMPANY: Enter the formal name of your parent company;
7. BUSINESS NAME/DBA: Enter the formal name under which your company does business
8. ORDER ADDRESS: Enter complete address for the main company location where purchase orders are to be sent.
9. REMIT ADDRESS: Enter complete address for the main company location where purchase payments are to be sent.
10. ORDER PHONE NUMBER: Enter phone number of person/department that handles orders.
11. PURCHASE ORDER E-MAIL: Enter email address to where purchase orders are to be sent.
12. PURCHASE ORDER FAX NUMBER: Enter fax number to where purchase orders are to be sent.
13. POINT OF CONTACT NAME: Enter the name of the sales person or representative to whom purchase orders are to be sent.
14. FEDERAL TAX CLASSIFICATIONS: Select appropriate tax classification. This will be the same as vendor files taxes with the IRS.
15. TAXPAYER IDENTIFICATION NUMBER: Enter company’s federal tax identification number; if none, enter social security number of majority owner of firm; also, enter Dun & Bradstreet number, if applicable.
16. DESCRIPTION OF PRODUCT(S) OR SERVICE(S) PROVIDED TO KCKPS: Enter a brief description of the products or services that are to be sold the KCKPS
17. NIGP CODES: Vendor is to enter the appropriate NIGP code(s) that identify the goods and services that will be provided to KCKPS.
18. KCKPS STAFF CONTACT: Vendor is to enter the name of its primary contact at KCKPS.
19. KCKPS CONTACT PHONE: Vendor is to enter the telephone number of its primary contact at KCKPS.
20. KCKPS CONTACT EMAIL: Vendor is to enter the name of its primary contact at KCKPS.
21. BUSINESS SIZE: Vendor is to select its business size.
22. OWNER GENDER: Vendor is to select the gender of its ownership; OR if it is a corporation.
23. VENDOR CLASSIFICATION: Vendor is to select its vendor classification or identify if other.
24. FEDERAL CERTIFICATION: Vendor is to self-certify/select the appropriate federally recognized small business/diversity designation.
25. PAYMENT: Vendor is to select if it would be interested in receiving payment electronically via ACH
26. CREDIT CARD: Vendor is to select if it would accept payment via Visa card.
27. Click the Submit button to complete the registration process.
28. Registering Vendor will receive Thank You message indicating successful submission of registration, and telling them that they will be contacted if any further information is required.
CONTRACT ADMINISTRATION

I. Purpose
The purpose of this procedure is to provide process for conducting evaluation of contract performance.

II. Scope
Purchasing will facilitate oversight and management of significant third-party relationships to ensure soundness and increased fiscal responsibility.

III. Procedure
A. The Purchasing Department will perform due diligence to obtain and document contract performance of vendors with significant relationships, especially those acquired by formal solicitation and negotiation. The Purchasing Department will work with the Requestor/Budget Manager to establish contract performance reviews on an as needed basis. The reviews will consist, but not be limited to:

1. Review of Service Level Agreements (SLAs)
2. Past/Planned Activities (Schedule of Work)
3. Schedule of Deliverables
4. Required Reports
5. Terms and conditions; i.e. financial condition, insurance/bond requirements, renewal, etc.
6. Customer Satisfaction

B. Purchasing Department will investigate documented occurrences of reported contract deficiencies and:

1. Forward Notice of Termination for Cause (Request to Cure Deficiency);
2. Negotiate acceptable remedy;
3. Follow up to ensure remedy completed; if not
4. Contact legal for next actions per contract terms and conditions

C. Purchasing and Contract Administration will:

1. Ensure that all actions are properly documented,
2. File with contract and/or
3. Vendor records to ensure prior performance is documented for future bid opportunities
4. Utilize attached template to solicit performance information from District users as required
# Evaluation Report on Contractor/Service Provider Performance

**Department / User**

**Bid or Contract No.**

**Address**

**Contractor**

**City / State / Zip**

**Period of Performance**

<table>
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<tr>
<th>From Date</th>
<th>To Date</th>
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**Department / User Contact**

**Location of Performance**

**Project or Service Title**

**Project / Effort Description**

- [ ] Exclusive Use
- [ ] Call When Needed
- [ ] Maintenance
- [ ] Fire Management
- [ ] Abatement
- [ ] Mechanical
- [ ] Other – specify:

**Instructions:** This form can be completed on the computer or printed and completed by hand. Use the Tab key on your keyboard to navigate. To check or uncheck a box, **single click** the box. If further direction is required on how to complete this evaluation or where to submit it, please contact the Purchasing Department. Comment boxes are formatted to automatically wrap the entered text. Check the box that best describes the level in which the Contractor supported the area described. Comments are essential and must substantiate your rating selection. N/A = not applicable. If additional space is required, use page 2 of the form or attach additional page(s).

**See Page 4 for Evaluation Ratings Definitions**

1. **Quality.** Contractor was professional and conformed to contract requirements. Was capable, efficient and effective in supporting the project/services of this contract. Provided well maintained equipment and qualified personnel.

   - [ ] N/A
   - [ ] Exceptional
   - [ ] Very Good
   - [ ] Satisfactory
   - [ ] Marginal

   **Comments:**

2. **Schedule.** Contractor was prepared and available to begin work on the designated start date and provided daily coverage during the contract period with little to no disruption or unavailability. Contractor kept District personnel informed of problems/issued encountered.

   - [ ] N/A
   - [ ] Exceptional
   - [ ] Very Good
   - [ ] Satisfactory
   - [ ] Marginal

   **Comments:**
3. **Cost Control.** How well does the contractor control operating costs? (Check N/A if this is a Firm Fixed price or Firm Fixed Price with Economic Escalator contract).

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<th>N/A</th>
<th>Exceptional</th>
<th>Very Good</th>
<th>Satisfactory</th>
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**COMMENTS:** 

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4. **Management.** Contractor and on-site representatives were professional, well qualified, and committed to customer satisfaction and safety of operations. Contractor provided necessary support for key personnel and if applicable, took necessary action to correct or replace personnel when required.

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**COMMENTS:** 

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5. **Contractual Compliance.** How well does the contractor comply with scope of work and terms and conditions of the contract?

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**COMMENTS:** 

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6. Other – Safety. Contractor and on-site representatives’ attitude and efforts, as well as actual application, towards project safety and general safety of operations?

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<tr>
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COMMENTS: [Signature]

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7. Customer Satisfaction. Identify to what level you were satisfied with the services provided under this contract. If given the opportunity, would you hire this contractor again to accomplish a similar project?

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<th>Yes</th>
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8. [Add Other Criteria]

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<td>12. Other Areas:</td>
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Additional comments to support your response to any item above or other items

Name, Title of Individual Completing this Form (include phone and email address)

Signature
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<thead>
<tr>
<th>RATING</th>
<th>DEFINITION</th>
<th>NOTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exceptional</td>
<td>Performance meets contractual requirements and exceeds many to the District’s benefit. The contractual performance of the element being assessed was accomplished with few minor problems for which corrective actions taken by the Contractor was highly effective.</td>
<td>To justify an Exceptional rating, identify multiple significant events and state how they were of benefit to the District. A singular benefit, however, could be of such magnitude that it alone constitutes an Exceptional rating. Also there should have been NO significant weaknesses identified.</td>
</tr>
<tr>
<td>Very Good</td>
<td>Performance meets contractual requirements and exceeds some to the District’s benefit. The contractual performance of the element being assessed was accomplished with some minor problems for which corrective actions taken by the Contractor was effective.</td>
<td>To justify a Very Good rating, identify a significant event and state how it was a benefit to the District. There should have been no significant weaknesses identified.</td>
</tr>
<tr>
<td>Satisfactory</td>
<td>Performance meets contractual requirements. The contractual performance of the element being assessed contains some minor problems for which corrective actions taken by the Contractor appear or were satisfactory.</td>
<td>To justify a Satisfactory rating, there should have been only minor problems, or major problems the contractor recovered from without impact to the contract. There should have been NO significant weaknesses identified.</td>
</tr>
<tr>
<td>Marginal</td>
<td>Performance does not meet some contractual requirements. The contractual performance of the element being assessed reflects a serious problem for which the Contractor has not yet identified corrective actions. The Contractor’s proposed actions appear only marginally effective or were not fully implemented.</td>
<td>To justify Marginal performance, identify a significant event in each category that the Contractor has trouble overcoming and state how it impacted the District. A Marginal rating should be supported by referencing the management tool that notified the Contractor of the contractual deficiency. (e.g. quality, schedule, business relations, management of key personnel, safety report or letter)</td>
</tr>
<tr>
<td>Unsatisfactory</td>
<td>Performance does not meet most contractual requirements and recovery is not likely in a timely manner. The contractual performance of the element contains a serious problem(s) for which the contractor’s corrective actions appear or were ineffective.</td>
<td>To justify an Unsatisfactory rating, identify multiple significant events in each category that the Contractor had trouble overcoming and state how it affected the District. A singular problem, however, could be of such serious magnitude that it alone constitutes an unsatisfactory rating. An Unsatisfactory rating should be supported by referencing the management tools used to notify the contractor of the contractual deficiencies (e.g. management, quality, safety, etc.)</td>
</tr>
</tbody>
</table>
FREIGHT & HANDLING COSTS

I. Purpose

The purpose of this procedure is to establish a process to handle freight/shipping and handling charges.

II. Scope

This procedure applies to all freight charges.

III. Procedure

A. Inbound freight

1. The general freight cost will be charged to the Purchase Order;
2. Freight cost resulting from free, or otherwise no-cost items, will be charged to the user’s account. A Purchase Order will be required.
3. The Requestor should add freight for a specified cost, or 10% of the total order, as a separate line item on the purchase order.
4. Fuel surcharges (if any) should be calculated into the vendor’s quoted price for freight/shipping.

B. Outbound freight:

1. Freight cost for materials being returned to the vendor due to receipt of damage or incorrect items as a result of vendor error will be returned at the vendor’s expense.
2. Freight cost for materials returned to the vendor for reasons other than vendor error will be charged to the responsible budget.
PURCHASE ORDER PROCESSING

I. Purpose

The purpose of this procedure is to establish a uniform method of assuring prompt completion of purchase requests.

II. Scope

This applies to all procurements requiring purchase orders.

III. General

The issuance of a formal purchase order has a three-fold purpose:

1. first it notifies the vendor of requirement for specific goods or services;
2. the Purchase Order is written certification that funds are available and have been encumbered for required goods or services; and
3. in the absence of a written contract, the purchase order serves as the District’s legal agreement for the tendering of funds for goods and services received.

IV. Procedure

The BusinessPLUS system has two purchase order types: Blanket (B-Type) type purchase orders; and Itemized (P-Type) purchase orders:

A. Use B-Type to input purchase orders for:
   - Transportation Services
   - Utilities
   - Reimbursements (Mileage*, Parent)
   - End of year spending (prior to spending cutoff (April 1st)

*Please note, mileage reimbursements require a purchase order, and Vendor number for Employee prior to payment. Requestor should use the Find feature in BusinessPLUS, or contact Purchasing to verify/request activation of employee Vendor number to facilitate process. Employee’s home address required. Social Security Number is not required for mileage reimbursements.

1. The “Blanket” “B” type requisitions/purchase orders should be used where quantity, specific item requirements, price, etc.; is not known in advance.

   a. Will purchase repetitive, or categories of items from a specified supplier during a specified period.
2. Blanket Purchase Orders shall not be used:
   a. To purchase equipment or furniture (with exceptions), unless a detailed quote is attached to the requisition.

3. Requirements that meet the conditions for a blanket purchase order should be entered into the BusinessPLUS (see BusinessPLUS Training manual for detailed instructions) selecting the “B” purchase order type on the detail tab, and entering a not-to-exceed amount on the blanket tab format and shall include the following information:
   a. The effective period, with beginning and ending dates. Note: In most cases the effective period should not exceed ninety (90) days, with the following exceptions except for agreements/contracts where there is a reasonable expectation for an on-going requirement (utilities, annual maintenance services not covered by contract, etc.).
   b. The not-to-exceed dollar amount.
   c. Description of items or services to be included.

4. Participants – In the case of multiple reimbursements for the same purpose, use the vendor “Participants”. The P.O. description should state the purpose of the reimbursement (ex. Mileage).

5. Service, Contracts, Agreements – The description should show what service is being purchased, the purpose, period of service (effective dates), the user (if applicable) and authorizing signatures.

6. Consultant Contracts – The requisition/purchase order description must show the purpose of the consultant services, location(s) where services will be provided, date(s) of service and who the services are intended to benefit. Also, in the comments, provide the rate-cost of services by hour, day, or job. For details refer to, Approval Requirements, E-Consultant Services

7. Bus Trips – The description on a requisition/purchase order for a bus trip must state where the bus will be leaving from and where the bus will be going (if round trip, please state so). It must show the travel dates, the purpose of the trip, and approximate number of individuals that will be traveling. Also, indicate “students” or “staff personnel.” List the primary contact person, telephone number, and other appropriate information.

B. Itemized (Detailed) Purchase Order
The Requestor should use the itemized or detailed purchase requisition to order equipment, supplies and/or materials where specific information regarding model, quantity, description is required and/or available. When ordering equipment, supplies and/or materials, enter information into BusinessPLUS as an itemized purchase order by selection the “P” type purchase order on the detail tab.

1. When ordering equipment, the Requestor should enter a detailed description for the merchandise requested including, but not limited to the following:
   a. Part Number (if known)
   b. Name or Description of the Item
   c. Manufacturer (if known)
   d. Unit of Purchase
   e. Quantity
   f. Unit Price
   g. Name of the User School/Department
   h. Other Relevant Information (if applicable)

   You should always include sufficient detail to assist an auditor (internal or external) in finding the item identified on the requisition/purchase order.

2. Description for supplies and materials should show:
   a. Name of item
   b. Size, Color, Type, etc.
   c. Quantity
   d. Unit of Purchase
   e. Unit Price
   f. Name of the User/School/Department
   g. Other Information (if applicable)

C. Computer Hardware/Software

Purchase requirements for computer software or hardware will be reviewed in Workflow by the Director of TIS (Equipment) and by the Director of Curriculum (Software). The use of these object codes used will route the requisition through the proper workflow.

D. The Requestor should also ensure and examine each purchase requisition for accuracy and completeness prior to releasing to the approval routing cycle. Once the Requestor releases the requisition to Workflow for approval, edits can no longer be made by Requestor, unless disapproved/returned to the Requestor, or by a buyer.

1. If a purchase requisition is disapproved by anyone in the Workflow, the Requestor must
make substantive changes (quantity, amount or budget) and resubmit to Workflow.

2. The Director of Purchasing is the last approver in the Workflow. Upon approval by the Director of Purchasing, the requisition will be converted to a purchase order, and the purchase order will be emailed or mailed to the respective vendor, unless otherwise requested by the Requestor. **At no time should the Requestor mail, email, fax, phone a purchase requisition number to the vendor.**

3. Only Purchasing is authorized to contact the Vendor to change Purchase Order requirements. Once a requisition is submitted to Workflow, the system will prevent any changes to the requisition. If a changes is required, please contact the Purchasing Department.

E. It is the responsibility of the Requestor and/or Receiving Department to acknowledge receipt of all merchandise in a timely manner. The person(s) receiving and/or acknowledging receipt of goods should contact the Purchasing Department to resolve all shortages, partial shipments and discrepancies.

### IV. Purchase Order Distribution

Upon final approval by the Director of Purchasing, the Director of Purchasing’s signature will be affixed to all purchase orders. Purchase orders will be forwarded to the vendor after approval by:

1. Email – Purchasing will submit approved purchase by email to all vendors that report acceptance of electronic purchase orders; and/or
2. Vendors that do not accept electronic receipt of purchase orders will be mailed, or faxed, a copy after approval.
3. By Requestor – Requisitions marked requesting that the PO be sent to the requestor; the PO will be sent to Requestor by interoffice mail.

### V. Purchasing with a P-Card

See P-Card Manual for detailed procedures. A copy of the current manual can be obtained at the Purchasing Department website, or by contacting the Purchasing Department.
CLOSING PURCHASE ORDERS

I. Purpose
   The purpose of this procedure is to provide specific steps that should be taken to ensure a Purchase Orders (PO) is closed in a timely manner and removed from the open encumbrance listing.

II. Scope
   This procedure applies to all Purchase Orders.

III. Responsibility
   It is the responsibility of the Budget Manager and or designee to track and monitor encumbrances to ensure timely receipt of required goods and services; and advise Purchasing when encumbrance can be closed.

IV. Procedure
   A. The Requestor should frequently run an Open Purchase Orders report (KCPO5001) to identify and manage open encumbrances. A copy of the annotated report indicating purchase orders that are to be closed should be forwarded to the Purchasing Department for processing as required.
   B. Purchasing Department will at minimum, check with internal customers quarterly, to review Open Purchase Orders report.
   C. The Purchasing Department/Budget Manager shall review to close all "open" purchase orders (aged 90 days from conversion from a requisition) within 30 days after expiration of effective period.
   D. If the Purchase Order was never used and/or needs closing, the Requestor should notify the Purchasing Department by email indicating total dollar amount spent or “Never Used” and to “Please Close.”
   E. Purchase orders that by the nature of lead time (ex. School Buses) or schedule (Construction or Renovation) that are to remain open past the 90-day limit should be marked “KO” (Keep Open) in the 6th position under the Req. Codes Tab in the parent section of the requisition.
PAYMENT ENCLOSED REQUEST

I. Purpose
To establish a procedure for requesting remittance to a vendor when payment is required prior to delivery of goods/services.

II. Scope
This procedure applies District-wide

III. General
It is the practice of the Kansas City Kansas Public Schools to make all purchases after receiving the goods or services. However, occasionally there will be a requirement for an advanced-payment prior to delivery of goods/services, as a down-payment and/or due to business policy of the vendor. When feasible, Purchasing will attempt to establish a “credit” relationship with the supplier for acceptance of KCKPS purchase order or seek an alternate source.

IV. Procedure

A. When vendors require advance payment of the Purchase Order, the following steps should be taken:

1. Requestor should contact the Director of Purchasing by email to request advance payment.

2. The Requestor affirms that where applicable, they will present all corresponding receipts and/or invoices with five (5) business days, or requestor may be responsible for the repayment of all such funds to the Board of Education should the vendor fail to deliver or refund monies within thirty (30) days. The form requires Budget Manager approval prior to processing of pre-payment.

3. Purchasing will coordinate with Accounts Payable for issuance of check for advance payment to Requestor or Vendor.
REQUEST FOR PURCHASE ORDER CHANGE

I. Purpose
The purpose of this procedure is to establish purchase order change procedures

II. Scope
This procedure applies to all change requests related to Purchase Orders.

III. Procedure
A. All changes affecting purchase orders and/or all changes regarding specifications, prior to any commitment or obligation to vendor, shall be submitted for review to Purchasing Department.
   1. All changes must be submitted in writing, email preferred
   2. Depending upon the change requested, and the status of the PO, additional requirements may necessitate the submission of a new purchase order.

B. If there is an increase on an approved Purchase Order that exceeds $100, the additional amount must be re-submitted to Workflow.

C. If a written confirmation is required, the Vendor will be sent a revised copy of the purchase order.
RECEIVING/RETURNS FOR CREDITS

I. Purpose

The purpose of this procedure is to establish a process for receiving vendor goods.

II. Scope

This procedure will apply to all received materials.

III. Responsibility

A. It is the responsibility of the Requestor/receiving clerk to inventory all delivered materials and acknowledge promptly in BusinessPLUS and advise of any discrepancies.

B. It is Requestor’s responsibility to contact the vendor regarding discrepancies and arrange for return of materials and/or credit; or timely report damage.

IV. Procedures

A. Goods received should be opened, inventoried and inspected immediately upon arrival, to inspect for damage, shortages, overages or mis-shipment. If you see damage, refuse delivery.

All acceptable materials must be received in the BusinessPLUS.

B. Any discrepancy should be reported the vendor as soon as possible. Failure to meet Vendor’s shortage or damage reporting requirements in a timely manner will obligate the District to pay for the shorted or damaged items.

C. All returns of foods will be initiated by the Requestor. The Requestor will arrange for return authorization and proper invoice credit. Disposition alternatives considered by the Requestor include:

1. Vendor furnishes suitable replacement at no charge, or negotiates cost differences to the company and arranges pick-up, handling and freight costs.

2. Vendor will re-invoice or issue a credit memo to the District for negotiated price reduction.

3. Return to Vendor for full credit, less restocking charge and freight, or return authorization authority.
LOCAL PREFERENCE

I. **Purpose**
   The purpose of this procedure is to establish local purchasing preference

II. **Scope**
   This procedure applies to all schools and departments.

III. **Procedure**
   Whenever the board of education of any school district lets bids for the purchase of materials, goods or wares and bids are submitted by bidders domiciled within the school districts and by bidders domiciled outside the school district, the school district domiciliary which submitted the lowest bid may be deemed the preferred bidder and awarded the bid if:

   (1) the quality, suitability and usability of the **materials, goods or wares** are equal;
   (2) the amount of the bid of the school district domiciliary is not more than 1% greater than the amount of the low bid; and
   (3) the school district domiciliary agrees to meet the low bid by filing a written agreement to that effect within 72 hours after receiving notification of being deemed the preferred bidder.

   **The provisions of this section do not apply to expenditures for construction, reconstruction, or remodeling.**

   **Materials, Goods and Wares** includes:
   1. Supplies (includes all expendable items such as uniforms, custodial materials, teaching materials, and all other consumable materials).
   2. Equipment (an article that is nonexpendable and if damaged, or some parts lost or worn, would be more feasible to repair than replace).
   3. Tangible personal property.

   **Construction**
   1. Something tangible being built or erected such as remodeling, reconstruction, additions to, repair, and alterations of school facilities.
   2. Installation of irrigation systems or landscaping of school grounds.


Rules Governing Food Purchases for Staff

Schools and Departments are limited to ONE (1) food purchase per school year for staff.

- Schools and Departments must obtain approval from the responsible budget manager in advance of a catering event for staff.
- All food purchased for staff must be brought into a building from an outside catering firm. Catering by Nutritional Services, and Café 500 (Central Office) is considered to be an outside caterer.
- All food purchased must be consumed on-site at a District or Library facility. Schools and Department staff may not go to any off-site establishment such as a restaurant, bar & grill, café, or other eating establishment.
- The total amount of the catering will not exceed $10 per person.
- In advance of the event where food will be purchased for staff, a requestor must complete the Staff Food Request Form attached hereto, providing the following information:

  Requester must provide a summary of the event that will include (see attached form):
  1. Name/Summary/Description of the Event
  2. Location of the Event, and Date of the Event.
  3. Name of the Event Facilitator or Organizer.
  5. Estimated Cost of the Catering Event.
  6. Identify the Budget/PO that Will Pay for the Catering.
  7. Signature of the administrator or department director or executive director or senior administrator (assistant superintendent, COO, chief of staff or superintendent) who authorized the event.

- This form must be submitted the Director of Purchasing by email at wayne.correll@kckps.org for approval in advance of ordering the food.
- When purchasing food for students or parent involvement events, it is not permissible to order additional food for staff.
- Purchase of food, snacks or beverages for random or daily staff consumption is prohibited.
- Violation of these rules may result in personal responsibility for repayment or payroll deduction of the amount connected to the violation to reimburse the District; and/or disciplinary action.
Purchasing Code of Ethics

RESPONSIBILITY TO THE DISTRICT
- Follow the lawful instructions/policies/laws of the District and the State of Kansas.
- Understand the purchasing authority granted by the District.
- Avoid activities, which would compromise or give the perception of compromising the best interest of the District.
- Reduce the potential for any charges of preferential treatment by actively promoting the concept of competition.
- Obtain the maximum benefit for funds spent as agents for the District.

CONFLICT OF INTEREST
- Avoid any private or professional activity that would create a conflict between your personal interest and the interests of your District.
- Avoid engaging in personal business with any company that is a supplier to District.
- Avoid lending money to or borrowing money from any supplier.

PERCEPTION
- Avoid the appearance of unethical or compromising practices in relationships, actions and communications.
- Avoid business relationships with personal friends. Request a reassignment if the situation arises.
- Avoid noticeable displays of affection, which may give an impression of impropriety.
- Avoid holding business meetings with suppliers outside the office.
- When such meetings do occur, the meeting location should be carefully chosen so as not to be perceived as inappropriate by other persons in the business community or your peers.

GRATUITIES
- Never solicit or accept money, loans, credits or prejudicial discounts, gifts, entertainment, favors or services from your present or potential suppliers which might influence or appear to influence purchasing decisions.
- Never solicit gratuities in any form for yourself or the District.
- Items of nominal value offered by suppliers for public relations purposes are acceptable when the value of such items has been established by District and would not be perceived by the offeror, receiver or others as posing an ethical breach.
- Gifts offered exceeding nominal value should be returned with an explanation or if perishable either returned or donated to a charity in the name of the supplier.
- In the case of any gift, care should be taken to evaluate the intent and perception of acceptance to ensure that it is legal, that it will not influence your buying decisions, and that it will not be perceived by your peers and others as unethical.

BUSINESS MEALS
- There are times when during the course of business it may be appropriate to conduct business during meals. In such instances, the meal should be for a specific business purpose.
- Avoid frequent meals with the same supplier.
• The purchasing professional should be able to pay for meals as frequently as the supplier. Budgeted funds should be available for such purposes.

CONFIDENTIAL INFORMATION
• Keep bidder’s proprietary information confidential, when so marked by a bidder

RELATIONSHIP WITH THE SUPPLIER
• Maintain and practice, to the highest degree possible, business ethics, professional courtesy, and competence in all transactions.
• Association with suppliers at lunches, dinners or business organization meetings is an acceptable professional practice enabling the buyer to establish better business relations provided that the buyer keeps free of obligation. Accordingly, it is strongly recommended that if a seller pays for an activity that the buyer reciprocate.
• Purchase without prejudice, striving to obtain the maximum value for each dollar of expenditure.
• Preclude from showing favoritism or be influenced by suppliers through the acceptance of gifts, gratuities, loans or favors. Gifts of a nominal value that display the name of a firm which is intended for advertisement may or may not be accepted in accordance with the recipients own conscience or jurisdictional rules.
• Adhere to and protect the supplier’s business and legal rights to confidentiality for trade secrets, and other proprietary information.
• Refrain from publicly endorsing products.

RELATIONSHIP WITH THE EMPLOYER
• Remain free of any and all interests and activities, which are or could be detrimental or in conflict with the best interests of the District.
• Refrain from engaging in activities where the buyer has a significant personal or indirect financial interest.
• Exercise discretionary authority on behalf of the District.
• Avoid acquiring interest or incurring obligations that could conflict with the interests of the District.

RELATIONSHIPS WITH OTHER AGENCIES AND ORGANIZATIONS
• A buyer shall not use his position to exert leverage on individuals or firms for the purpose of creating a benefit for agencies or organizations that he may represent.
• All involvement and transactions shall be handled in a professional manner with the interest of the District taking precedent.

RELATIONSHIP WITH PROFESSIONAL PURCHASING ORGANIZATIONS AND ASSOCIATIONS
• It is the obligation and the responsibility of the buyer, through affiliation with professional organization, to represent that organization in a professional and ethical manner.
• A buyer shall not use his position to persuade an individual or firm to provide a benefit to an organization.
CLASSIFIED ADVERTISEMENT FORMAT

Invitation for Bids

INVITATION FOR BIDS: The Board of Education, Unified School District No. 500, Kansas City, KS will accept sealed bids for: IFB XX-XXX – [Bid Title]
Sealed bids should be addressed to: Purchasing Department, Board of Education, 2010 N. 59th Street, Room 370, Kansas City, KS 66104 - "IFB XX-XXX – [BID TITLE]"
Pre-Bid Conference XX/XX/XXXX at X XM, [Location Name, Address & Room Number] (If Applicable)
Bids will be opened XX/XX/XXXX @ X XM in the Purchasing Office.
Bid Documents are available online at http://www.kckps.org/index.php/invitation-for-bids

Request for Proposals

REQUEST FOR PROPOSALS: The Board of Education, Unified School District No. 500, Kansas City, KS will accept sealed bids for: RFP XX-XXX – [Bid Title]
Sealed proposals should be addressed to: Purchasing Department, Board of Education, 2010 N. 59th Street, Room 370, Kansas City, KS 66104 – “RFP No. XX-XXX – [BID TITLE]”
Proposals will be opened: XX/XX/XXXX @ X XM in the Purchasing Office.
Solicitation Documents are available online at http://www.kckps.org/index.php/request-for-proposal