Purchasing 11.06
(02-09-98)

The Superintendent of Schools shall be responsible for developing and implementing a comprehensive procurement system for the Education Department, Texas Department of Criminal Justice. The procurement system shall comply with local, state and federal statutes and/or policies and be in accordance with good business practices and with any provisions in the annual budgets adopted by Windham, E&R, and the Texas Department of Criminal Justice, Institutional Division.

General Information and Requirements 11.06-1

Signing Authorities 11.06-1.1

The Superintendent of Schools shall designate signing authorities for budgeted funds within the Windham School District on an annual basis or at other appropriate times.

Properly completed requisitions must include the signed authorization of an approved individual prior to any action being taken by the Purchasing Department.

Bid Requirements 11.06-1.2

Upon receipt of a properly executed requisition, the Purchasing Department will request quotations or submit a formal Invitation for Bid (I.F.B.) for items on the requisition. A request for price quotation or formal I.F.B. is the means used to obtain competitive pricing from vendors for goods and services. The following dollar limitations shall dictate the method of acquiring price quotations:

Delegated Authority for Commodities

$0.00 - $2000.00

Competitive bidding is not required. Attempts to solicit one bid from a General Services Commission (GSC) certified minority-owned or GSC certified woman-owned business is highly recommended.

$2000.01-$10000.00

Informal bids are required. Attempts shall be made to obtain a minimum of three (3) informal bids of which one must be from a GSC certified minority-owned and one from a GSC certified woman-owned business. Orders exceeding $5000.00 and up to $10000.00 must have an "Open-Records" request from any vendor not listed on the Centralized Master Bid List (CMBL).

$10000.01 - $25000.00

Formal competitive bid solicitation is required. Attempts shall be made to obtain a minimum of three (3) formal bids from the CMBL of which one must be from a GSC certified minority-owned and one from a GSC certified woman-owned business. An "Open-Records" request is required from any vendor not listed on the CMBL who wishes to participate in the bid process.

Delegated Authority for Services

$0.00 - $2000.00

Competitive bidding is not required. Attempts to solicit one bid from a GSC certified minority of GSC certified woman-owned business is highly recommended.

$2000.01 - $10000.00

Informal bids are required. Attempts shall be made to obtain a minimum of three (3) informal bids of which one must be from a GSC certified minority-owned and one from a GSC certified woman-owned business. Orders exceeding $5000.00 and up to $10000.00 must have an "Open-Records" request from any vendor not on the CMBL.

$10000.01 - $25000.00

Formal bids are required. Attempts shall be made to obtain a minimum of three (3) formal bids from the CMBL of which one must be from a GSC certified minority and one from a GSC certified woman-owned business. An "Open-Records" request is required from any vendor not on the CMBL that wishes to participate in the bid process.

$25000.01 and Above

A formal competitive bid solicitation is required. Bids shall be solicited from all CMBL and HUB Director vendors within the department's geographic district, i.e., District 17.

Acquisition of the requested goods and services shall be made only by the issuance of an official Windham School District or Texas Department of Criminal Justice purchase order.

Award of Contract 11.06-1.3

The Purchasing Department shall award contracts to the bidder submitting the lowest and best bid conforming to the specifications required. In determining who is the lowest and best bidder, in addition to price, the Purchasing Department shall consider:

A. the quality, availability, and adaptability of the supplies, materials, equipment, or contractual services, to the particular use required;

B. the number and scope of conditions attached to the bid;

C. the ability, capacity, and skill of the bidder to perform the contract or provide the service required;

D. whether the bidder can perform the contract or provide the service promptly, or within the time required, without delay or interference;

E. the character, responsibility, integrity, reputation, and experience of the bidder;

F. the quality of performance of previous contracts or services;

G. the previous and existing compliance by the bidder with laws relating to the contract or service;

H. any previous or existing noncompliance by the bidder with specification requirements relating to time of submission of specified data such as samples, models, drawings, certificates, or other information;

I. the sufficiency of the financial resources and ability of the bidder to perform the contract or provide the service; and

J. the ability of the bidder to provide future maintenance, repair parts, and service for the use of the subject of the contract.

Rejection of Bids 11.06-1.4

If a bid is submitted in which there is a material failure to comply with the specification requirements, such bid shall be rejected and the contract awarded to the bidder submitting the lowest and best bid conforming to the specifications. The Purchasing Department shall have the authority to accept or reject all or any part of any bid, waive minor technicalities and award the bid to best serve the interest of the Education Department and Texas Department of Criminal Justice, Institutional Division.

Tie Bids 11.06-1.5

Tie bids are considered as two or more bids that are offered at the same price and are otherwise equal in quality. In the event tie bids should occur, the Purchasing Department shall break the tie under the following conditions:

a. Products of visually handicapped persons produced under the supervision and direction of the Commission for the Blind, or in any workshops approved by the Commission for the Blind, will be given preference over other products.

b. Products produced in workshops, organizations, or corporations whose primary purpose is to train and employ mentally-retarded persons or physically-handicapped persons will be given preference over other products.

c. Products claimed to be produced in Texas or offered by Texas bidders will be given preference over other products.

d. If Texas bidders or products are not involved, then products produced in other states in the United States of America will be given preference over foreign-made products.

If a tie bid cannot be awarded after considering all of the above conditions, then the award is made by lot. A disinterested party will draw a name with a witness present. Both persons MUST initial the award.

Legal Requirements 11.06-1.6

The procedures contained in this document are intended to comply with local, state and federal statutes and/or policies. In the event of conflict, the appropriate statute shall prevail. Situations will undoubtedly arise which are not fully covered by these procedures. The Purchasing Department staff is available to discuss any special procurement procedure that serves the best interest of the Education Department.

In accordance with Article 6252-16 of the State of Texas statutes, the Education Department does not discriminate against individuals, companies, or awarding of bids with respect to race, religion, color, sex, or national origin.

Requisitions 11.06-2

Requisitions can originate at any level within the Windham School District. To become a valid document it must be inputed into the Inventory Management System (IMS), an automated system which electronically processes and tracks the status of a requisition.

Entry into the Inventory Management System (IMS) 11.06-2.1

To gain entry into the IMS, the following procedures should be followed:

a. Press the CLEAR key, then type CESN, hit the ENTER key. This will give the user a LOGIN screen.

b. Enter you USERID number, hit TAB, enter your Password, hit ENTER key. A message will indicate that "SIGN ON IS COMPLETE".

c. Hit the CLEAR key, type IV00;SCA, hit the ENTER key. This brings the user into the IMS.

To change your Customer Number: type on the ACTION LINE: CHA;CUS;<YOUR CUSTOMER NUMBER>, hit the ENTER key.

The Education Warehouse is stocked from three sources of funds. Requisitions must reflect the correct source of funds from which the items are ordered. When using Windham School District funds use the following warehouse number: 00100670006. When using state allocated funds, use the following warehouse number: 00100650006. When using E&R funds, use warehouse number: 00100690006. The warehouse number can be changed by typing on the ACTION LINE: CHA;WAR;<TYPE IN THE APPROPRIATE WAREHOUSE NUMBER>, hit ENTER key. Note: Each TDCJ Unit has its own unique set of Customer Numbers which corresponds to each Units Index numbers. Should the requisitioning department change, e.g., from Academic to a Vocational Class, the Customer Number must be changed accordingly.

Processing Warehouse Stock Requisitions 11.06-2.2

Identify the item needed. Refer to the Commodity Code Book to determine the 5-Digit Class and Item number for the item. Note: Class is designated as a 3-digit number, Item is designated as a 2-digit number. Example: Pencils, Office. Class 620 "Office Supplies", Item 60 "Pencils, Lead". The 5-digit Class and Item for pencils is 620-60.

Enter the IMS and follow the procedures below to ascertain if "Pencils" are carried in warehouse stock.

On the ACTION LINE type: SCA;<CLASS & ITEM NO.>, hit ERASE EOF key, hit ENTER key.
Example: ACTION:SCA;62060, hit ERASE EOF key, hit ENTER key.

A list of warehouse stock items will appear in commodity number order beginning with the items that start with 620-20. Example: _____620-20-30154-6 Pencil, Wood Cased, #2 Black Lead.

To set up a requisition for warehouse stock items, TAB to the item that you want and type SEL on the line in front of the item. Example: SEL 620-20-30154-6 Pencil, Wood Cased, #2 Black Lead.

At this point TAB to another item and SEL it or, if there are no more items on this page, hit the ENTER key.

After selecting all items that will be on the requisition, type: REQ on the ACTION LINE.
Example: REQ, hit the ERASE EOF key, hit the ENTER key. The items you have selected will appear on the screen. Hit the TAB key. This will take the user to the line in front of the first item. Enter the QTY that is needed for this item.
Example: 2____ 620-20-30154-6 Pencil, Wood Cased, #2 Black Lead. TAB to the next item and enter the QTY. When finished with the requisition, hit ENTER key, type SUB on the ACTION LINE.
Example: SUB, hit ERASE EOF key, hit ENTER key.

The next screen is called the Document Header Screen. Hit the TAB key for the REFERENCE DOC. FIELD. Hit the TAB key, for the ATTENTION FIELD. Enter the Teacher/Instructor's name. Hit the TAB key for the COMMENT FIELD. BUDGET information will be entered in this field. Enter Index, PCA, AY, AOBJ, Amount of Requisition, hit ENTER key. Example: REFERENCE DOC: (TAB) ATTENTION: MR. RALPH ATTABOY (TAB) COMMENT: 71101,61101,96,8322,15.00 (ENTER). Note at the tope of the page there is a number after the Document NR: <DOC#> . Example: Document Nr: 20.00. Use this number to check the status of requisitions throughout the requisitioning process.

All requisitions should be printed and signed by the appropriate budget signing authority. To keep a hard copy of the requisition for unit records, go to ACTION LINE, type PRI;DOC;<Doc.#>, hit ERASE EOF key, hit ENTER. Example: PRI;DOC;20.00.
The current year, plus one additional year, of requisition files should be maintained for audit purposes.

The warehouse stock requisition is complete.

Processing Requisitions from the State Contract 11.06-2.3

When processing requisitions from the state contract only one (1) vendor per requisition is desired. When using the state contract microfiche the following information will be required prior to processing the requisition:

Full Description as shown on the microfiche

Include optional information such as color choices, sizes, etc., unit of measure, price, vendor number and vendor name. The vendor number is a 5-digit number shown in the far left column of the microfiche. Vendor names and addresses are shown at the end of each class and correspond with the vendor number.

Customer and Warehouse numbers must be changed as necessary. Refer to 11.06-2.1 for detailed instructions.

In the IMS, on the ACTION LINE type REQ. Example: ACTION:REQ, hit ERASE EOF key, hit ENTER key. The Requisition Screen will appear. Hit TAB, to go to the first line. Note Example below:

EXAMPLE:

Cust:_____ WHS:_____

Action:REQ__

60560	(TAB)	605-60-25010-6 PENCIL SHARPENER ELECTRIC	(TAB)
1;EA	(TAB)		(TAB)
COM	(TAB)	AUTOMATIC PENCIL STOP, 2 PRONG PLUG.	(TAB)
COM	(TAB)	TWO STEEL CUTTER, SHAVINGS RECEPTACLE	(TAB)
COM	(TAB)	115 VOLT - BLACK - BOSTICH #079X	(TAB)
COM	(TAB)	*	(TAB)
COM	(TAB)	1 X 12.44 = 12.44	(TAB)
COM	(TAB)	*	(TAB)
COM	(TAB)	JOYCE OFFICE PRODUCTS CENTERS (50920)	(TAB)
COM	(TAB)	*JUSTIFICATION: FOR NEW EMPLOYEE	(TAB)

NOTE:
(1) Enter complete description from state contract
(2) One (1) vendor per requisition
(3)Vendor information, i.e., 5-digit Class/Item, 11-digit contract number, and item description on line one only.
(4) Justification on last line only.

Upon entering "Justification" in last line, hit ENTER key. This will put the item(s) needed into a "REQ" status. On the ACTION LINE type SUB. Example: ACTION:SUB, hit ERASE EOF key, hit ENTER key. This calls up the Document Header Screen. Hit TAB key to call up the Reference Doc. Field. Hit TAB key to call up the Attention Field. Enter the Teacher/Instructor's name here. Hit TAB key to call up the Comment Field. The budget information, i.e., Index, PCA, AY, AOBJ, and Amount of Requisition is entered at this time. Hit ENTER Key. Example:

ACTION:
REFERENCE DOC.: (TAB) ATTN: MR. RALPH ATTABOY (TAB)
COMMENT: 71101,61101,96,8322,15.00 (ENTER)

The number shown at top of page is the Document Number. Example: DOCUMENT NR: 20.00 Use this number to check the status of requisitions throughout the requisitioning process.

To keep a hard copy of the requisition for unit records, go to ACTION LINE, type PRI;DOC;<DOC #>, hit ERASE EOF key, hit ENTER key. Example: PRI;DOC;20.00

The state contract requisition is complete.

Processing Non-Contract/Non-Warehouse Requisitions 11.06-2.4

When processing requisitions for items which are non-contract/non-warehouse only one (1) vendor per requisition is desired. The following procedures should be followed when processing this type of requisition. Customer and Warehouse numbers must be changed as necessary. Refer to 11.06-2.1 for detailed instructions.

On the ACTION LINE type: REQ. Example: ACTION:REQ, hit ERASE EOF key, hit ENTER key. The Requisition Screen will appear. Hit the TAB key, to go to the first line. Note Example Below:

EXAMPLE:

Cust:_____ WHS:_____

Action:REQ

59590	(TAB)	#2 VERMICULITE (COURSE)-PROPAGATION COURSE	(TAB)
2;BAG	(TAB)		(TAB)
COM	(TAB)	COMPONENT IN SOILS AND SOILLESS MIXES	(TAB)
COM	(TAB)	TX431 4 CU FT.	(TAB)
COM	(TAB)	*	(TAB)
COM	(TAB)	2 X 9.15 = 18.30	(TAB)
COM	(TAB)	BWI - HOUSTON	(TAB)
COM	(TAB)	1995-96 (PAGE 147)	(TAB)
COM	(TAB)	(713) 682-6541/FAX #	(TAB)
COM	(TAB)	*JUSTIFICATION: NEEDED TO COMPLETE CLASS	(TAB)

NOTE:
(1) One (1) vendor per requisition
(2) Vendor information, i.e., 5-digit Class/Item and item description on line one only
(3) Justification on last line only

Upon entering "Justification" in last line, hit ENTER key. This will put the item(s) needed into a "REQ" status. On the ACTION LINE type SUB. Example: ACTION:SUB, hit ERASE EOF key, hit ENTER key. This calls up the Document Header Screen. Hit TAB key to call up the Reference Doc. Field. Hit TAB key to call up the Attention Field. Enter the Teacher/Instructor's name here. Hit TAB key to call up the Commend Field. The budget information, i.e., Index, PCA, AY, AOBJ, and Amount of Requisition is enter at this time. Hit ENTER key. Example:

ACTION:
REFERENCE DOC.: (TAB) ATTN: MR. RALPH ATTABOY (TAB)
COMMENT: 71101,61101,96,8322,15.00 (ENTER)

The number shown at top of page is the Document Number. Example: DOCUMENT NR: 20.00 Use this number to check the status of requisitions throughout the requisitioning process.

To keep a hard copy of the requisition for unit records, go to ACTION LINE, type PRI;DOC;<DOC#>, hit ERASE EOF key, hit ENTER key. Example: PRI;DOC;20.00

The requisition for non-contract/non-warehouse is complete.

As IMS requisitions are received electronically in the Windham Business Office they are changed from Requisition "REQ" status to Purchase "PUR" status. At this time they are preencumbered into the requesting unit's budget and given to Purchasing for final processing. After final processing the status of the requisition changes to Order "ORD". Processing time will vary from a few days to possibly several weeks depending on the nature and value of the transaction, existing work load, and legal requirements. It should be noted that requesting units can, at anytime, check the status (REQ, PUR, ORD) of a requisition by calling up the requisition's document number.

As items are received in the warehouse, a copy of the requisition will be generated as a shipping ticket to accompany the shipment to the requesting unit.

Requisition Timelines 11.06-3

The necessity to plan ahead for equipment, material, and supply requirements cannot be overemphasized. All capital equipment and replacement equipment listed in the annual budget will automatically be purchased by the Purchasing Department without need for any requisitioning procedures. A letter of request to purchase non-budgeted capital equipment must be directed to the Superintendent of Schools for authorization. Annual budget items included under Minor Equipment must be requisitioned by each appropriate department following the procedures detailed in 11.06-2.

The following dates are established to expedite the flow of essential transactions involving requisitions. Date to be adjusted to next work day if such falls on weekends or official holiday.

ITEM	DUE IN BUSINESS DEPT.
Warehouse Stock Requisitions	Anytime Sept. 1 thru Aug. 31
Contract/Non-Warehouse Requisitions	Anytime Sept. 1 thru Announced date of cut-off

Changing or Cancelling Purchase Orders 11.06-4

All arrangements for returning, adjusting, deleting, modifying, substituting, or cancelling items or conditions as listed on the purchase order must be made through the Purchasing Department or Business Office and coordinated with Warehouse Receiving.

Requests to have items listed on a purchase returned, deleted, cancelled, or in any way adjusted must be made in writing to the Purchasing Department. Appropriate authorization (Principal, Assistant Superintendent, etc.) must accompany each request.

Whenever it becomes necessary to modify or cancel items or conditions as listed on a purchase order, these procedures shall apply:

A Purchase Order Change Notice (P.O.C.N.) shall be initiated by the Purchasing Supervisor each time it is deemed necessary to add, delete, modify, substitute, or cancel an entire order. The P.O.C.N. shall reflect the appropriate reason for the change, be signed by the Purchasing Supervisor, and the original mailed to the vendor. A copy of the P.O.C.N. shall be placed in all file jackets relevant to the purchase order being changed.

All arrangements and adjustments shall conform to the requirements of the Business Office, Accounts Payable, legal statutes, and District policy.

Units and administrative departments will be notified when an item must be cancelled for reasons other than their request. Examples of cancellation are:

a. the company is unable to provide the goods or services

b. the item has been discontinued

c. budgetary constraints

Cancellation of Orders and Re-Award 11.06-5

The Purchasing Department, at its option, may cancel an order without the vendor's permission if the vendor, by his action or inaction, has violated the terms and conditions of the contract.

The Purchasing Department may re-award an order to the next lowest bidder meeting the advertised specifications if determined to be in the Education Department's best interest. The re-award will not be completed after 30 days of the bid-opening date without written confirmation of the bid and price from the new potential contractor.

Special Purchasing Requirements 11.06-6

Emergency Purchasing 11.06-6.1

Emergency purchases will be accepted by the Purchasing Department at anytime. An emergency can be one in which a service must be performed, or an item obtained, which has a direct influence on the operation of a program. All emergency purchases shall be handled in accordance with established bid policies and procedures.

Releasing Purchase Orders 11.06-6.2

No purchase or charge shall be made to the Education Department except that covered by a purchase order which has been released by the Purchasing Department for mailing to the vendor.

The Purchasing Department will not release purchase order numbers to cover such charges in advance of this procedure except as provided under Emergency Purchases.

Purchase orders may be issued for billing encumbrance purposes for leases, rentals, and contracts as required by other departments.

Appeal of Purchase Award 11.06-6.3

In order to provide all potential suppliers with the assurance that purchase awards are based upon impartial evaluations with the best interest of Windham School District as the sole objective, the following appeal procedure, endorsed by the Director of Purchasing, and General Services Commission, will be followed:

a. In the event that any bidder wishes to challenge the propriety of a purchase award made by any authorized buyer in the Windham School District Purchasing Department, the first recourse is to make a written or verbal request to the purchasing agent to review the transaction. A request may be made at any time, but if any change in the award is to be effected, the request for review must be made within three working days of the notification of awards.

b. The purchasing supervisor will review the complete file on the award and provide a written explanation of the decision to the aggrieved bidder with a copy to the Business Manager, W.S.D. In the event that the purchasing supervisor's review discovers any significant deviation from the rules and regulations, the award may be changed at the discretion of the purchasing supervisor or business manager.

c. If the concerns of the aggrieved bidder are not satisfactorily answered by the purchasing supervisor the bidder may request a meeting, within ten working days, with the business manager. Upon receipt of such a request the business manager will arrange a meeting to discuss the transaction with the vendor, and may include representatives of the requisitioning department and other members of purchasing staff as he deems appropriate. After consideration of the testimony of all parties the business manager will render a decision supporting or cancelling the award and will report his decision to the Deputy Superintendent of Schools.

d. If the aggrieved vendor does not agree with the decision of the business manager he may appeal, in writing and within ten working days, to the Deputy Superintendent of Schools.

e. .If the aggrieved vendor does not agree with the decision of the Deputy Superintendent, he may appeal to the Superintendent. The decision of the Superintendent will be final.

Proprietary Purchases 11.06-6.4

Proprietary purchases are those wherein the Purchasing Supervisor determines that specifications and conditions of purchase of any supplies, materials, equipment, or services are proprietary to one vendor. Once determined an order is proprietary and meets all bidding requirements outlined in Section 11.06-1.2, the Purchasing Department shall submit a formal Invitation to Bid to the vendor which includes an affidavit to read as follows:

"I _____ do certify that _____
(Name) (Name of Company)
is the only source capable of quoting on and providing the item(s) as specified on this Invitation-to-Bid."

(Signature and Title)

The Purchasing Department shall prepare, on official letterhead paper, written justification explaining the requested specifications and conditions of purchase. The letter shall be submitted by the Purchasing Supervisor and approved by the Superintendent of Schools. The original letter shall be retained in the voucher copy of the purchase order.

Direct Publication Orders 11.06-6.5

Direct publication orders are defined as "Book" orders and are initiated direct to a publisher for:

a. books

b. publications

c. magazines and newspapers

d. prepared films (motion pictures, filmstrips, slides, and transparencies), audiotapes and discs, as well as videotapes and discs

e. microfilm of microfiche copies of the above

f. instructional software for classroom education

g. Library of Congress cards

Direct publication orders may be initiated only when the Purchasing Supervisor has determined that competitive bids can not be reasonably expected from sources other than the publisher.

Direct publication orders require the following documentation:

> "Examination of current catalogs, lists, and price quotations of dealers or publishers handling this type of material does not show this material in similar condition to be available at less costs from any other source".

Unit Purchases 11.06-7

Personnel authorized by the unit principal are authorized and encouraged to purchase goods and services in their local geographical area providing the following criteria is adhered to:

a. Goods and services must meet an immediate need for an ongoing curriculum or safety requirement, or classified as an emergency. Emergencies include equipment being damaged, destroyed or non-functioning and having a direct influence on the operation of a program. The unit's regional administrative officer must be made aware of any emergencies which may occur in the school.

b. Goods and services must be immediately available for pickup from one local vendor (no backorders).

c. Goods and services must not exceed an amount established by the General Services Commission for bid requirements..

d. Funds must be available in the appropriate budget area prior to any local purchase.

Based on the above criteria the unit principal or designee shall contract Purchasing Department and explain the reason for the request. A purchase order number will be issued to the requesting unit with the understanding that goods or services will be obtained immediately after issuance. The requesting unit is responsible for the submission of an IMS generated requisition based on information obtained from the invoice. A copy of the invoice and Material Receiving Report shall be faxed to the Business Office immediately after receipt of either goods or services.

The Windham School District will not be held responsible for any invoices where purchases were made without an authorized purchase order number.