

ROCHESTER CITY SCHOOL DISTRICT



**PURCHASING  
PROCEDURES AND REFERENCE  
MANUAL  
2017-2018**

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**PURCHASING DEPARTMENT STAFF**

NAME	TITLE / RESPONSIBILITY AREA	TELEPHONE
Main Line	Purchasing Department, Central Office, 131 West Broad St., 1 <sup>st</sup> Fl., 14614	262-8765
FAX Line	Purchasing Department	262-8411
Timothy F. Schmandt Director Procurement & Supply	Manages the Purchasing Department; develops and coordinates Request for Proposals (RFPs) and Request for Information (RFIs); maintains District Purchasing website; coordinates continuous improvement initiatives; initiates cost-saving plans; oversees the Distribution Center; and is designated Purchasing Agent by Board of Education. Closes Purchase Orders.	262-8538
John R. Burke Senior Buyer	Develops, tabulates and analyzes Request for Bids (RFBs); assists with Request for Proposals (RFPs) and Request for Information (RFIs); PeopleSoft E-Pro Trainer and Liaison; P-Card Administrator/Trainer; Buyer for Appliances; Athletic Equipment & Supplies; Arts & Crafts Supplies; Autos, Buses & Trucks including Parts & Related Services; Computer Hardware & Software; Early Childhood Learning Materials; Furniture; Health Equipment and Supplies; Postage Meters; and Science Equipment & Supplies.	262-8537
Julie A. Froehlich Purchasing Assistant	Vendor File Manager including review and approval of vendors; Contract Administrator of RFBs, RFPs and RFIs, including preparation of Board Resolutions and Executive Summaries; Maintains SharePoint site; Maintains RCSD Contracts List and Buyer's Commodity List; Revises Policies and Procedures Manuals and writes/revises other Purchasing procedures; PeopleSoft E-Pro Trainer and Liaison, including query reporting; sets up location and ship-to locations; coordinates financial year-end close; and Buyer for Multi-Functional Devices (Copier/Printer/Fax Devices); Maintenance and Service Agreements; Consultant Contracts; Professional Services in the amount of \$1,999.99 or below; and Public Works Contracts.	262-8539
Linda F. Game Buyer	Assists with contract administration, including advertisement of bids, tabulation of bids, and notification to vendors of award and extension of contracts. PeopleSoft Liaison including query reporting and Buyer for Advertising Services; Awards & Trophies; Bus Rental; Field Trips; Library Books & Materials; Magazine & Newspaper Subscriptions; Meals; Musical Instruments & Accessories; Paperback Books and Hardcover Books; Professional Books & Publications/ Professional Development events; Printing; Testing Materials and Fees; Textbooks (including adoptions); Transportation Services; and Wegmans Shopper's Club for Business Cards.	262-8546
Ella M. Harbison Clerk II	Vendor file data entry and maintenance; ePro and P-Card training registration; Buyer for Alarm Systems, Supplies & Equipment; Audio Visual Equipment; Auditory Equipment & Supplies, Custodial Supplies (Grainger) and Equipment; Grounds Supplies & Equipment; Instructional Supplies; Maps & Globes; Office Supplies (Staples); Office Equipment; Paper; Photographic Equipment and Supplies; Plumbing Equipment & Supplies; Print Cartridges; Pagers and Cellular Phones; Signs; Telephone Equipment and Parts; and Two-Way Radios.	262-8548

*The above shows only minimum assignments. Please find a complete list of commodities ("Commodity List") and the associated Buyer at <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx>.*

# 1. MISSION STATEMENT

- 1.1. It is the goal of the Purchasing Department to obtain the best value for goods and services for the students, teachers, administration and staff of the District to the best of our ability. The Purchasing Departments always strives to obtain goods and/or services of the right quality, in the right quantity, at the right price, from the right source, with delivery at the right time. In doing so, the Purchasing Department contributes to the success of the educational process.

# 2. ETHICS POLICY

## 2.1. Purpose/Scope of the Policy

- 2.1.1. The Rochester City School District (RCSD) is committed to maintaining high standards for performance based on fair, ethical, and professional business practices. This policy describes the conduct and ethics required of all District employees who participate in the purchasing process, and addresses issues including authorization for purchases, unauthorized purchases, employee vendor relationships, conflict of interest, personal purchases, acceptance of gratuities by employees, and relationships with vendors.

## 2.2. Definitions

The following definitions are included for clarity in this policy.

- 2.2.1. Unauthorized Purchases: A purchase for which (1) the individual has not been delegated the authority to make a purchase against the specified fund; (2) the individual has not been delegated the authority to make a purchase of a particular item; (3) the item to be purchased cannot be purchased against the specified fund; (4) there are insufficient funds to cover the expenditure; or (5) the proper purchasing procedures have not been followed.
- 2.2.2. Near Relative: Spouse, child, parent, brother, sister, grandparent, grandchild, or in-laws and step relatives in the same relationship.

## 2.3 Detailed Policy Statement

### 2.3.1. Violation of Policy

- 2.3.1.1. Employees who violate this policy may be subject to disciplinary action as per applicable union contract.

2.3.2. Authorization

2.3.2.1. The Director of Procurement and Supply is delegated the responsibility of procuring all material, supplies, equipment and services for the District by the RCSD Board of Education. Purchasing authority can be delegated by the Purchasing Director to authorized individuals under specific circumstances, such as blanket orders, assigned Purchase Order and Purchase Order transactions.

2.3.2.2. Purchases may only be made by employees who have received authorization from the RCSD Board of Education or the Director of Procurement and Supply.

2.3.3. Employee Vendor Relationship

2.3.3.1. Purchases, lease of goods, or contracts for services shall not be made from any employee or near relative who has an employee vendor relationship.

2.3.4. Conflict of Interest

2.3.4.1. No employee of RCSD shall make, participate in, or attempt to influence any decision if the employee knows or has reason to know that he/she has a financial interest in the outcome of that decision.

**3. INTRODUCTION AND OVERVIEW**

- 3.1. New York State General Law §103 requires the District to competitively bid all District-wide commodity purchases that exceed \$20,000 per year and public works projects involving an expenditure of more than \$35,000. Consequently, the Purchasing Department processes approximately 185 contracts and contract extensions annually. The bidding process encompasses a number of procedures that must be followed in order to comply with GML §103. The procedures are research, specification writing, bid advertisement, publication of bid on BidNet, receipt and opening of bids, bid analysis and contract award. In lieu of bidding, the District may utilize existing New York State, Monroe County and BOCES contracts, buy from correctional institutions or piggyback off of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein.
- 3.2. The District must also comply with New York State General Municipal Law §104-b which requires the solicitation of written or verbal quotations for non-contract goods and/or services. Three written quotations must be obtained for goods and/or services that total \$2,000 or more. Splitting requisitions in order to avoid obtaining quotations is NOT permitted.

- 3.3. In addition to the competitive bidding and quotation laws, the Purchasing Department processes Purchase Orders against approximately 6,000 requisitions annually. Many of the Purchase Orders require change orders. Requisitions are assigned to Buyers according to commodity. A Commodity List can be found at:  
<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx>.
- 3.4. To summarize, all purchases made by the District must comply with District Board approved policies in addition to proper bidding and quotation procedures. An unauthorized purchase is a confirming order and is strictly prohibited. (See pgs. 7 and 8 for the complete Confirming Order Policy.)

#### **4. PIGGYBACKING BY POLITICAL SUBDIVISIONS**

- 4.1. Section 103, subdivision 1-b of the General Municipal Law (GML) allows political subdivisions the option to purchase “information technology and telecommunications hardware, software and professional services” through cooperative purchasing permissible pursuant to federal general services administration information technology schedule seventy (Supply Schedule 70). Political subdivisions who wish to purchase through Schedule 70 must comply with federal schedule ordering procedures as provided in federal regulations.
- 4.2. General Municipal Law, through the addition of a new subdivision (16), allows political subdivisions to make purchases of apparatus, materials, equipment or supplies, or to contract for services related to the installation, maintenance or repair of apparatus, materials, equipment and supplies, as may be required by such county, political subdivision or district therein through the use of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein.

#### **5. PROFESSIONAL SERVICES**

Professional services include services requiring special skill, expertise, and or training, i.e., storytelling services and is often referred to as a “Consultant.” A Consultant is one who gives professional advice or service and specializes in their field. Where there is a need to hire a Consultant (non-employee), the following policies have been developed to remain in compliance with existing laws and local, state and federal regulations and to ensure that District funds are expended efficiently. According to the Rochester City School District’s Code of Ethics and the Internal Revenue Code, the District is not allowed to hire as a consultant any individual who is on District payroll in any capacity, including per diem substitutes. Board of Education policy prohibits the payment of honorariums to any individual on District payroll. The originator of a request for a consulting contract must determine whether such individual is on District payroll prior to contracting services. According to Section IX(a) of the District’s Code of Ethics, no employee may have an interest in a contract between any person and the Rochester City School District. A Consultant shall not provide any services and payment will not be made prior to having a fully executed Agreement for Professional Services on file in the Department of Law. Such an agreement is required no matter what the dollar amount is, except for exempt categories listed herein.

- 5.1. Exempt Categories: Committee on Special Education Parents; Court Reporters; SETRC/SSS (special procedures as approved); Sports Officials; Doctor’s Fees for Pre-Employment Physical Examinations; Doctor’s Fees for Special Education (special procedures as approved); Labor Arbitrators; Impartial Hearing Officers (Special Education); BOCES CO-SER Contracts; Guest Speakers (when paid honorariums); Artists-In-Residence (special procedures as approved); New York State Expanded Pre-Kindergarten (special procedures as approved); Litigation Experts; and services rendered where per diem and when expenses do not exceed \$1,999.99.
- 5.2. Professional Services in the amount of \$1,999.99 or below (Summary of Board Policy No. 6745)
  - 5.2.1. Professional Services include services requiring special skill, expertise, and or training, i.e., storytelling services.
  - 5.2.2. Professional services in amounts equal to \$1,999.99 or below may be acquired through a purchase order rather than a formal contract.
  - 5.2.3. Board Policy Authorization for Contracts No. 6745 can be found at the RCSD website. <http://www.rcsdk12.org> under Board of Education and Board Policy.
  - 5.2.4. Procedures for Professional Services in the amount of \$1,999.99 or below can be found at the Purchasing SharePoint site in the Document Library.
- 5.3. Professional Services between \$2,000 and \$34,999.00 require a formal contract (“Agreement for Professional Services”). Procedures for these services may be found at the Department of Law SharePoint site (<http://intranet/departments/Law/default.aspx>).
- 5.4. Professional Services between \$35,000 and \$100,000 (Summary of Board Policy No. 6741)
  - 5.4.1. Professional Services between \$35,000 and \$100,000 shall require a solicitation for no less than three informal requests for information (“RFI”) prior to selection of a provider. A Request for Information (RFI) is a kind of request made typically during the project planning phase where a buyer cannot clearly identify product/services requirements, specifications, and purchase options.
  - 5.4.2. Where professional services are expected to reach or exceed \$100,000 in a fiscal year, a Request for Proposal (“RFP”) is required. A Request for Proposal (RFP) is a document that an organization posts to bring out proposals from potential vendors for a product or service. A RFP is part of the District’s procurement process, which begins with an assessment of needs and ends with delivery and/or support of the finished product or service.
- 5.5. RFIs and RFPs shall be required prior to the end of existing contract(s) term.
- 5.6. RFIs and RFPs shall not be required in the following circumstances based on the determination of the Purchasing Agent selected by the Board of Education:
  - 5.6.1. Providers specifically required pursuant to District grants;



- 5.6.2. Providers approved by the New York State Office of Governmental Services;
- 5.6.3. Exigent circumstances that require the immediate provision of professional services;
- 5.6.4. Circumstances when the services required are unique or available from only one responsible entity. **In all cases, where an RFP or RFI is not performed, professional services shall be secured through other documented methods of procurement which further the purposes of this policy. All RFPs and RFIs required under this policy for the securing of professional services shall contain a detailed scope of services, and solicit specific fees and other associated costs for such services, and other essential terms.**

5.7 Board Policy Professional Services No. 6741 can be found at [http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/22/6741\\_Professional\\_Services\\_Contracting.pdf](http://www.rcsdk12.org/cms/lib04/NY01001156/Centricity/Domain/22/6741_Professional_Services_Contracting.pdf).

## 6. REQUEST FOR BIDS (RFBs) AND REQUEST FOR PROPOSALS (RFPs)

- 6.1. For competitive procurements conducted by the District, there is a continuum of procurement techniques ranging from a very simple **Request for Bid (RFB)** to a very complex **Request for Proposal (RFP)**. When selecting among these various approaches, the two determining factors are: 1) the importance of costs as a component in the review of incoming bids or proposals; and 2) the District’s ability to define specifications for the commodity, service or technology being procured.
- 6.2. When costs and, in particular price, are important and the District can translate the commodity, service or technology into exact specifications, an RFB is likely to be the most appropriate procurement method. As costs become less important vis-à-vis other factors, the RFP becomes a more appropriate tool. It should be noted, however, that the ultimate decision of which procurement technique to use is a judgment call, based on the professional expertise of the District.
- 6.3. Irrespective of the specific method used, i.e. an RFB or an RFP, commodities are to be awarded on the basis of “lowest responsible bidder” and services/technology are to be awarded on the basis of “best value,” among responsive and responsible offers. There will be many cases in which an RFB is used to purchase services and awarded on the basis of best value. In rarer instances, commodities will be purchased using an RFP and awarded on the basis of lowest price.
- 6.4. Similarly, it is expected that there will be occasions when it makes sense to boil down a best value award for services to a lowest price determination. Specifically, best value can be equated to lowest price in those cases when:
  - 6.4.1. Price is the only criterion for making the decision among responsive and responsible competing offers;
  - 6.4.2. “Quality” and “efficiency” requirements have been fully defined in the specifications; and,

6.4.3. Price equals cost.

6.5. In these cases, while the award will still technically be made on the basis of best value, best value will be interpreted to mean the offering having the lowest price that meets specifications among responsible offers.

## 7. EMERGENCY SITUATIONS

- 7.1. An Emergency is considered an urgent and unexpected requirement where health and public safety or the conservation of public resources is at risk. State Finance Law §163 (1)(b). A District's failure to properly plan in advance which then results in a situation in which normal practices cannot be followed does not constitute an emergency.
- 7.2. Where an emergency exists, the District may allow procurement contracts without complying with formal competitive bidding requirements. Under such conditions, a waiver of the competitive bidding requirements must be approved by the designated Purchasing Agent.
- 7.3. Under such conditions, the District shall document in the Procurement Record each transaction entered into as a result of the emergency situation, setting forth the nature of the emergency situation; the potential effect on the health, public safety, or the conservation of resources; and a detailed description of the Commodities, Services and Technology to be provided. The District shall make all reasonable attempts to solicit at least three oral competitive bids and written confirmation of each solicitation shall be furnished within a reasonable time and maintained as an official record. Contracts entered into as a result of the emergency situation shall be for the Commodities, Technology and/or Services necessary to remedy or ameliorate the situation.

## 8. CONFIRMING ORDER POLICY

- 8.1. A Confirming Order is an unauthorized purchase made without submission of an authorized Purchase Order or use of a District P-Card to a vendor for delivery of goods and/or services. **Purchasing policy prohibits Confirming Orders**, except in an emergency, when the health and safety of students, employees, and/or the public are at risk. Poor planning does not constitute an emergency.

## 8.2. Unauthorized Purchases

8.2.1. When an unauthorized purchase is made, an invoice must be submitted to Accounts Payable which includes a budget code, a Principal or Department Head's approval, date of approval, as well as an explanation as to why the policy was not followed in order to make a direct payment to the vendor. Documentation will require approval by the Director of Accounting if it's below \$2,000.00, or the Chief Financial Officer and General Counsel if its \$2,000.00 or above. After review and approval by the appropriate individuals, payment will be made to the vendor.

8.2.2. Subsequent policy violations may result in further action.

## 8.3. Procedures for Obtaining Approval for an Emergency Purchase:

8.3.1.1. **Before** placing an order, the Principal or Department Head or designee must contact the Director of Procurement and Supply, or designee, for approval of the emergency purchase. The Director or his designee will provide a Purchase Order number which can be shared with the vendor to place an order.

8.3.1.2. A requisition must be completed and marked as "Emergency Order" with a justification attached reiterating the details of the emergency. The requisition must include the date that the Purchase Order number was provided and the Purchasing individual who authorized the purchase. The requisition will be given priority to ensure prompt payment to the vendor.

8.3.1.3. If the policy is not followed for an emergency purchase order and a requisition is submitted, it will be considered a Confirming Order and denied by a Purchasing Buyer. In order to make payment to the vendor, the requester will be directed to follow the procedures in 8.2.1. The requester will need to cancel the requisition and re-budget check to release the pre-encumbrance of funds.

## 8.4. Exemptions from the Policy

8.4.1. Claim Voucher purchases that follow District policy and procedures are exempt from the policy.

# 9. SOLE SOURCE/SINGLE SOURCE PROCUREMENT

9.1. In certain circumstances, a Sole or Single Source procurement may be necessary. In either case, the District will begin by developing a statement of work/scope which defines the Commodities, Technology or Services it is seeking to procure.

9.1.1. Sole Source procurement is one in which only one vendor can supply the Commodities, Technology and/or perform the Services required by the District. State Finance Law § 163(1)(g).

9.1.1.1. Procurement by this method must be documented in the Procurement Record by explanation of: (i) the unique nature of the requirement; (ii) the basis upon which it was determined that there is only one known vendor able to meet the need, i.e., the steps taken to identify potential competitors; and (iii) the basis upon which the agency determined the cost to be reasonable, i.e., a “fair market price” that could be anticipated had normal competitive conditions existed, and how that conclusion was reached. (Examples of such a determination may be a comparison to product catalogs, published price lists, retail market surveys, records of previous similar purchases, consulting other purchasing officials, or by the Office of the State Comptroller (OSC) in order to review the proposed contract.)

9.1.2. Single Source procurement is one in which two or more vendors can supply the Commodity, Technology and/or perform the Services required by the District, but the District selects one vendor over the others for reasons such as expertise or previous experience with similar contracts. State Finance Law §163(1)(h). Circumstances leading the District to select this method of procurement may include, for example, the District’s need for a specific consultant firm where a number of firms are available to perform the work. In such a case, the District can demonstrate a rational basis for selecting a single vendor because of specific factors such as past experience with a particular issue, familiarity with specific District operations, experience with similar projects at other districts or at other levels of government, demonstrated expertise, or capacity and willingness to respond to the situation.

9.1.2.1. In the Single Source procurement, the District must document in the Procurement Record: (i) the circumstances leading to the selection of the vendor, including the alternatives considered; (ii) its rationale for selecting the vendor; and (iii) the basis upon which it determined the cost was reasonable, as in the case of a Sole Source procurement, and how that conclusion was reached. All such documentation is required by OSC in order to review the proposed contract.

9.1.2.2. Unless the Commodity, Technology or Services are being procured as a result of an emergency, publication in the Daily Record is necessary.

## **10. UTILIZING DISTRICT, NEW YORK STATE AND MONROE COUNTY CONTRACTS**

10.1. If it is determined that a District contract cannot be utilized, a New York State or Monroe County contracts may be used. A list of RCSD Contracts can be found at:  
<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx>.

- 10.2. The website for New York State contracts is [www.ogs.ny.gov](http://www.ogs.ny.gov).
  - 10.2.1. Click “Procurement”;
  - 10.2.2. Scroll down to “Procurement Centralized Contracts.” Click appropriate contract category link.
- 10.3. The website for Monroe County contracts is [www.monroecounty.gov](http://www.monroecounty.gov).
  - 10.3.1. Click “Departments”;
  - 10.3.2. Click “Purchasing”;
  - 10.3.3. In “Recent Results,” click “Contracts.”

## 11. PREFERRED SOURCES

- 11.1. To advance special social and economic goals, certain providers have “Preferred Source” status under the law. Under State Finance Law §162, procurement from these providers are not subject to competitive procurement requirements.
- 11.2. The special status of a “Preferred Source” for **Commodities** is accorded to the Department of Correctional Services (DOCS) Industries Program (Corcraft). The special status of “Preferred Source” for **Services and Commodities** is accorded to qualified charitable non-profit making agencies for the blind, qualified charitable non-profit making agencies for the severely disabled persons, qualified special employment programs for mentally ill persons and certain veterans’ workshops.
- 11.3. The law prioritizes among Preferred Sources when making a purchase. For **Commodities**, Corcraft has first priority, qualified charitable agencies for the blind have second priority and all others are accorded equal priority. In other words, when purchasing a Commodity from a Preferred Source, the District must begin with DOCS and proceed to qualified charitable agencies for the blind, and then all other Preferred Sources in locating the desired Commodity.
- 11.4. For **Services**, equal priority is accorded to qualified charitable agencies for the blind, qualified charitable agencies for other severely disabled persons, special employment programs for the mentally ill and veterans’ workshops.
- 11.5. The District must purchase from a Preferred Source when the Commodities or Services required are:
  - 11.5.1. On the List of Preferred Source Offerings published by the NYS Office of General Services (OGS);

- 11.5.2. Approved by OGS as not exceeding fifteen (15) percent above the prevailing market price for the same or similar Commodities or Services, or in the case of Corcraft products, are approved by DOCS as not exceeding a reasonable fair market price for the same or similar Commodities; and in the form, function, and utility required by the District.
- 11.6. In addition, for **Services**, the District must make reasonable efforts to determine whether the Preferred Source is interested in performing the Service **before** they go out to bid. This ‘right of first refusal’ approach avoids having private businesses invest in a competitive procurement process when a Preferred Source is the likely recipient of the contract.
- 11.7. To accomplish this, once Service requirements have been specified, the District must notify those preferred sources which provide the Service (as indicated on the List of Preferred Source Offerings) of their Service requirements.
- 11.8. If, within ten (10) days, the Preferred Source expresses an interest in performing the Services specified and OGS approves the price of the Service, the District must purchase said Service from the Preferred Source. If, within ten (10) days of the notification, the Preferred Source does not respond or expresses no interest in providing the Service, the District may conduct a competitive procurement. During the competitive procurement, if the Preferred Source elects to then “bid” on the contract, the District shall award the contract to the offeror having the best value, irrespective of the Preferred Source’s special status. In other words, under such circumstances, the Preferred Source will be treated as any other offeror.
- 11.9. In addition to Preferred Sources, other statutes, while not mandating purchases from a specific source, establish a policy to promote small businesses and businesses which perform Services substantially within the City of Rochester, Monroe County or the State of New York. Similarly, there is a State policy to promote the participation of minority and women-owned businesses which are applicable to Commodity and Service contracts.

**12. MINORITY/WOMAN-OWNED BUSINESS ENTERPRISE (M/WBE)**

- 12.1. The RCSD encourages the participation of Minority and Women-Owned Businesses and contractors who have demonstrated a commitment to working with M/WBEs. Competitive bids or quotations shall be solicited in connect with purchases pursuant to law. General Municipal Law (GML) requires that purchase contracts for materials, equipment and supplies involving an estimated annual expenditure exceeding \$20,000 and public work contracts involving an expenditure of more than \$35,000 will be awarded only after responsible bids have been received in response to a public advertisement soliciting formal bids. Similar procurements to be made in a fiscal year will be grouped together for the purpose of determining whether a particular item must be bid.
- 12.2. If quotes are needed, requestors are encouraged to solicit three (3) quotes with at least one quote from a NYS certified M/WBE. M/WBEs can be sourced from <https://ny.newnycontracts.com/FrontEnd/VendorSearchPublic.asp>.

### 13. WRITTEN AND VERBAL QUOTATION POLICY

- 13.1. New York State General Municipal Law §104-b requires the solicitation of written or verbal quotations for non-contract goods and/or services. Three written quotations must be obtained for goods and/or services that total \$2,000 or more. Splitting requisitions in order to avoid obtaining quotations is NOT permitted.
- 13.2. When obtaining quotes, the following procedure should be followed:
  - 13.2.1. Three written quotations must be obtained by contacting three different companies. Give each salesperson the brand name and model or stock number of the item that you wish to purchase. Tell the salesperson that you will accept an equivalent product. Ask each of them to provide a price that includes shipping so that you know exactly how much the item costs. Also, ask each of them to submit descriptive literature even if they are quoting the brand name and model or stock number that you have requested. You will then be able to make a comparison between the literature of the brand you specified and the alternate to determine if the alternate is, in fact, equivalent.
  - 13.2.2. After the quotes are analyzed, create an on-line Purchase Requisition. Select the correct vendor and enter it in the Vendor field on the Purchase Requisition. If the vendor is new, enter the name of the vendor in the “Suggested Vendor” field. Add any additional information such as address, phone, fax number, email address, etc. If the low bidder was not chosen, indicate in “Justification Comments” on the requisition a justification as to why the product of the low bidder is unacceptable. Attach ALL of the quotes and literature to the Purchase Requisition. Purchasing will review all quotations and the written justification prior to placing an order.
  - 13.2.3. Purchasing is always available to solicit quotations.

### 14. ELIGIBLE ITEMS FOR STATE AID

- 14.1. New York State has identified four categories that, if purchased for use in an instructional class or program, are eligible for State Aid. They are 1) Computer Hardware, 2) Computer Software, 3) Textbooks, and 4) Library Books and Materials. The District’s total reimbursement is calculated by multiplying the state-allocated amount, which differs for each category, by the District’s enrollment. However, in order to receive the total reimbursement, 1) items must be purchased using general funds (Fund “A”), AND 2) expenditures must reach at least the total reimbursement. This is just one reason why using the correct budget code is so important and why Purchasing will strictly enforce using the correct budget code for ALL purchases.

- 14.2. Determining the correct budget code involves knowing 1) which Fund the item should be purchased from so that aid is maximized, 2) choosing the appropriate Program code depending on the function of the item, and 3) choosing the appropriate Account code depending on what item is to be purchased. For example, Program 1620 is for Operation of Plant and Program 2110 is for Teaching-Regular School. Some Account codes are self-explanatory. For example, Account 5438 for Field Trips and Account 5460 for Snow Plowing. The description for Account 5452 is deliberately broad to cover not only Equipment Repair but also a wide range of services, such as Dust Mop Cleaning Services. For example, the proper code for purchasing Dust Mop Services is Program 1620 and Account 5452.
- 14.3. You may refer to a set of guidelines “Determining the Correct Budget Code which is a complete chart of Funds, Programs, and Accounts, and questions and answers, that will help you in deciding the proper budget code. You may find these guidelines on <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library.

## 15. STUDENT AWARDS

- 15.1. The District recognizes that appropriate use of formal recognition has the potential to strengthen and reinforce teaching and learning processes. In the event that an award is deemed appropriate and has been properly authorized, it shall be granted consistent with and subject to the following goals:
- 15.1.1. Recognize students for significant efforts, accomplishments or contributions within the context of scholastic, citizenship or relevant extracurricular activities.
  - 15.1.2. Ensure that District decisions and processes conform to applicable statutory, policy and procedural requirements.
  - 15.1.3. Maintain an appropriate balance between the educational needs of students and standards of fiscal accountability through prudent use of public funds.
- 15.2. Acceptable Items
- 15.2.1. Plaques, trophies, certificates.
  - 15.2.2. Educated-related items that supplement or encourage continued learning and development, including school supplies and books and other appropriate reading material.
  - 15.2.3 Admission to museums.
  - 15.2.4. While the merits of recognition should be evaluated on a case-by-case basis, the cost generally should not exceed \$75.



15.3. Unacceptable Items

15.3.1. Cash, checks, or money orders payable to students.

15.3.2. Awards or recognition for any other purpose.

15.3.3 Clothing/Apparel.

15.3.4 Entertainment or related items, including admissions to movies, concerts, etc. and CDs, DVD's downloads, other media, etc.

15.3.4 Gift cards, gift certificates, etc., in any form, for any other purpose or from any other organization.

15.3.5 Expensive items. (See 15.2.4)

15.3.6 Items that violate or contradict reasonable standards, including dress, conduct, educational philosophy, etc.

15.4. Procurement of awards must conform to all District procedures and requirements including available funds, purchase requisition/purchase order, P-Card, claim voucher, receiving procedures, and sales tax.

**16. FIELD TRIPS**

16.1. The District has a contract with First Student to provide educational field trips. A Purchase Requisition must be completed. If the cost is below \$1,000, a P-Card may be utilized. Reservations must be made by completing an Educational Field Trip form which can be found at <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>First Student Field Trip Procedures. The form must include the Purchase Order Number or P-Card number and Cardholder's name. One week advance notice must be provided to First Student.

16.1.1. Account 5438 (Field Trip Transportation) must be used as the account for both a Purchase Requisition and a P-Card.

## 17. EXEMPTION FROM SALES TAX

- 17.1. Every vendor that conducts business with the District knows that the District is exempt from paying sales tax. Many vendors request a tax-exempt certificate as proof of the District's tax-exempt status. However, as a political subdivision of the State of New York, the District is automatically exempt from paying sales tax. In addition, the District is not required to complete any type of tax-exempt certificate. GOVERNMENT ENTITIES ARE NOT ISSUED TAX EXEMPT NUMBERS. (The State of New York only issues Tax Exempt Numbers to nonprofit organizations such as the Boy Scouts of America.) A statement on the District's Purchase Order says that an official Purchase Order issued to a vendor is the only evidence required by the New York State Department of Taxation and Finance to substantiate an exempt sale to a government purchaser. Whenever a vendor requests a tax exempt number or a tax exempt certificate, the vendor is sent a District Form Letter (see Appendix 1) and a form letter from the NYS Department of Taxation and Finance (see Appendix 2) pertaining to tax exemption. These letters may be found at:  
<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>Tax Exempt Documentation folder.
- 17.2. Tax Exempt Certificate Form AC 946 (see Appendix 3) should be used for any authorized purchases made without a Purchase Order, i.e. Procurement Card (P-Card). This certificate is to be used for the purchase of goods for District use ONLY. It is illegal to use this certificate for personal purchases. The State can impose a \$10,000 fine and/or five years in prison for any individual convicted of failing to pay sales tax through the fraudulent use of a tax-exempt certificate. This form can be found at:  
<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>Tax Exempt Documentation.

## 18. PROCUREMENT CARD (P-CARD) PROGRAM

- 18.1. The P-Card program is designed to streamline the process for smaller purchases within District purchasing rules and regulations. It can be used with A, H, and L funds, but not with Grant funds or Student Activity funds. Schools and offices are encouraged to take advantage of the P-Card to prevent any disruption of operations from lack of educational and/or business materials. It provides an alternate method to purchasing by a purchase requisition in the PeopleSoft eProcurement Module.
- 18.1.1. The P-Card is a specialized credit card that allows authorized District employees to purchase authorized goods and services from any merchant that accepts credit card purchases, including the internet. Please refer to the P-Card manual for allowable and prohibited items which can be found at:  
<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx>.
- 18.1.2. The program is set up with a \$1,000 single transaction limit and a billing cycle purchase limit of \$5,000. The billing cycle is generally 28 to 31 days depending on the month.
- 18.1.3. The P-Card can be used in conjunction with a Wegmans Shopper's Club for Business Card to receive shoppers club discounts and tax exempt status.

- 18.1.4. The P-Card cannot be used for items that are available from the Distribution Center/Storehouse catalog (<http://oraweb:800/storehouse/>) and items from the Prohibited Items list (refer to the P-Card Procedures Manual. See Section 1, VI – E). In addition, if an item you want to buy is on contract, you must purchase from the contractual vendor.
- 18.1.5. P-Card training is offered by the Purchasing Department on an ad-hock basis and will take place at the location requesting the training. If training is required, please contact John Burke at 252-8537 or [john.burke@rcsdk12.org](mailto:john.burke@rcsdk12.org). If class trainings are offered, a notice for registration will be placed in the Bulletin Board and at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Announcements section.
- 18.1.6. The P-Card Procedures Manual can be found at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>P-Card Folder.

## 19. REQUISITIONING OF GOODS/SERVICES

- 19.1. Requisitions for goods (other than Storehouse items) or services (other than Plant Maintenance or Print Shop) must be completed on-line in the PeopleSoft 8.9 Financials System eProcurement Module. Any documentation to support the request must be attached to the requisition, such as a blanket order form, vendor quotation(s), maintenance/service agreements, lease agreements, CRF (Contract Request Form), etc. A Purchase Requisition Number is not a Purchase Order Number and is **NOT** to be used to order from the vendor. (See Confirming Order Policy on pgs. 7 and 8).
- 19.1.1. Storehouse items must be ordered from the Distribution Center/Storehouse Catalog (<http://oraweb:800/Storehouse/>) on a Storehouse Requisition.
- 19.1.2. For services performed by Plant Maintenance staff (repairs to buildings, grounds, building equipment, and instructional equipment; installation of instructional equipment that fastens to the building or that connects with mechanical services such as steam, gas, electricity, or sewers; technical services for planning and for equipment for area clearances, load, mechanical, and safety conditions; and room occupancy changes, including opening and closing of rooms), a Plant Maintenance Requisition must be completed.
- 19.1.3. For services performed by the Print Shop, a Print Shop requisition must be completed.
- 19.2. In order to have access to PeopleSoft 8.9 Financials, you must be a current user. If you are not, you will be required to complete a RCSD Oracle (PeopleSoft) Financials Access Request form, which may be found at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>ePro folder.
- 19.3. Once a requisition is created in eProcurement, it will flow through a workflow approval system to the appropriate individual(s) to approve the purchase and funding.

- 19.4. After the approval process, the requisition will flow to a Purchasing Buyer who will issue an official Purchase Order.
- 19.5. eProcurement training classes are offered on an ad-hock basis and will take place at the location requesting the training. If training is required, please contact John Burke at 252-8537 or [john.burke@rcsdk12.org](mailto:john.burke@rcsdk12.org). If class trainings are offered, a notice for registration will be placed in the Bulletin Board and at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Announcements section. The training offers a thorough knowledge of creating and monitoring requisitions, tracking purchase orders, receiving orders, and checking payment information. Class trainings take place in the IM&T Training Lab (Lower Level at Central Office.)
- 19.6. If you are a current user and are having a sign-on issue or any others, you may report it to the Help Desk via email or at 262-8151. An alloy ticket will be completed by the Help Desk and forwarded to the appropriate technician to resolve the issue.
- 19.7. In addition, a “Help” tutorial is available in the upper right-hand corner of each eProcurement section to assist with navigation. Demos also may be found at <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> on the home page in the “Links” section.

## 20. PURCHASE ORDERS

- 20.1. A Purchase Order is an official contract with a vendor. Purchase Orders are created in PeopleSoft and dispatched via email, fax, print or EDX (direct-connect vendors).
- 20.2. The receiving of items or services is the responsibility of the requester managed through PeopleSoft.
- 20.3. Invoices, which must include the Purchase Order number, are processed by Accounts Payable. Payment will be made when a three-way match occurs (Purchase Order+Receipt+Invoice or Purchase Order+Invoice+Receipt).

## 21. BLANKET ORDERS

- 21.1. A Blanket Order is a type of Purchase Order, which specifies a commodity or service, the period during which purchases may be made, and a maximum dollar amount. It is generally used when there is a reoccurring need for goods. See Appendix 4 for a list of approved vendors for Blanket Orders. If a vendor is not listed, a Blanket Order form (see Appendix 5) must be completed and attached to the requisition. Both forms may be found at <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>ePro folder. Blanket Orders **CANNOT** be used for the following:
  - 21.1.1. Equipment and textbooks.
  - 21.1.2. Orders totaling \$2,000 or more for non-contract items.

21.1.3. Direct-connect vendor requisitions.

21.2. Purchase Requisitions for Blanket Orders that are from the same school, for the same vendor and contract and with the same Fund and Sub-Classification will be combined. Purchasing will NOT combine Purchase Requisitions for Blanket Orders if these items differ regardless of past policy.

21.3. The instructions for completing a Blanket Order Requisition is the same as completing a Purchase Requisition EXCEPT that a Catalog Number and Description are not required. The following must be completed on a Blanket Order Requisition.

21.3.1. Item Description – Enter the following:

21.3.2. Blanket Order for (Describe items/services required).

21.3.3. Enter a “1” in the Quantity field and a total dollar amount in the Unit Price field.

21.4. Justification Comments – Enter the following:

21.4.1. This order shall expire upon usage of PO total or (Date-See 21.5.1. and 21.6.1. below) whichever occurs first.

21.5. BLANKET ORDER FOR CONTRACT ITEMS:

21.5.1. Blanket Orders written against Grants funds will have an ending date of 30 days prior to the date in the Project End Date column in the Grants Closing Schedule. Blanket Orders written against all other funds will be June 30.

21.6. BLANKET ORDER FOR NON-CONTRACT ITEMS:

21.6.1. Blanket Orders written against Grants funds will have an ending date of 30 days prior to the date in the Project End Date column in the Grants Closing Schedule. Blanket Orders written against all other funds will be June 30.

## **22. TRANSMISSION OF PURCHASE ORDERS**

22.1. Purchase Orders are transmitted (“dispatched”) based on vendor preference. The District’s dispatch preference is via email or EDX (Electronic Data Exchange). The following process takes place to dispatch a Purchase Order:

22.1.1 Printed and mailed – Purchasing runs a report to find orders that have to be printed and mailed. Purchase Orders are printed and reviewed by the Director of Procurement and Supply. After review, Purchase Orders are mailed to the vendor.

22.1.2 Faxed - Purchase orders are faxed during the evening to a fax number provided by the vendor.

22.1.3 Email - Purchase Orders are emailed during the evening to an email address provided by the vendor.

- 22.1.4 EDX - (Electronic Data Exchange) - Purchase Orders are electronically transmitted to the vendor. This process applies only to Direct-Connect Vendors who currently are ABC School Supply; Abilitations; Childcraft; Dell Computers; Frey Scientific; Sax Arts & Crafts; School Specialty; Sportime; Staples; W.B. Mason; and W.W. Grainger.

## **23. TRACKING PURCHASE REQUISITIONS/PURCHASE ORDERS**

- 23.1. Purchase Requisitions and the associated Purchase Orders can be tracked through Manage Requisitions in eProcurement.
- 23.2. A “Help” tutorial can be found in the upper right-hand corner of Manage Requisitions to assist you in navigation with tracking your requisitions.

## **24. DELAYS IN DELIVERY**

- 24.1. Allow a sufficient lead-time for delivery. Delivery can be anywhere from one day to several weeks depending on the product(s) being ordered.
- 24.2. If you have not received your order within a reasonable time, contact the vendor. If a vendor has not received a valid Purchase Order, please contact the appropriate Purchasing Buyer to resolve the issue. The Purchasing Buyer can be found in the upper right-hand corner of the Purchase Order.

## **25. INSPECTION OF GOODS**

- 25.1. Preliminary inspection should be made when shipment is received by examining the carton for damage. The hauler’s delivery ticket must be signed. If there is damage to the carton, include the nature of the damage on the ticket. Within ten days after receipt of the shipment, inspect the contents for concealed damages. If there are damages to the contents, contact the vendor for replacement goods. Contact the Director of Procurement and Supply if you cannot resolve the issue with the vendor.

## **26. RECEIPT OF GOODS AND SERVICES**

- 26.1. A receipt for goods and services must be entered immediately in eProcurement upon receipt of goods/services. A “Help” tutorial can be found in the upper right-hand corner of Receiving Items to assist you in navigation with receiving items.
- 26.2 An invoice must be submitted to [Accounts.Payable@RCSDK12.org](mailto:Accounts.Payable@RCSDK12.org) upon receipt.
- 26.2. Payment cannot be made to a vendor until a three-way match has occurred in PeopleSoft (Purchase Order+Receipt+Invoice or Purchase Order+Invoice+Receipt).

## **27. PURCHASING PROCEDURES AND FORMS**

- 27.1 Any reference to procedures or forms within this document may be found at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx>.

## GLOSSARY OF PURCHASING TERMS

Bid	A competitive price offer made by an intended seller, usually in reply to an Invitation To Bid.
Bid Opening	The act of publicly opening bids at a predetermined time and place. Results are then available for anyone who asks for them.
Bidder, Responsible	A bidder who meets certain criteria such as ability, financial resources, and experience.
Bidder, Responsive	A bidder who has not altered the bid in order to limit his/her liability or whose bid does not deviate from the specifications to materially affect price, quantity, and quality.
Blanket Order	A type of Purchase Order which specifies a commodity or service, the period during which purchases may be made, and a maximum dollar amount which may be purchased. It is generally used when there is a reoccurring need for goods.
Boilerplate	Term commonly used to identify terms and conditions of bidding that remain the same for all contracts.
Bond, Labor and Material Payment	A document issued by a surety company as security for the claims of laborers and material suppliers.
Bond, Performance	A document issued by a surety company as security for the faithful performance by the Contractor of all terms and conditions of a contract.
Buyer's Market	A competitive-market-condition where supply exceeds demand.
Change Order	Written notification from the purchaser to the seller of a change made to a Purchase Order.
Commodity	Items classified together and identified in general terms.
Common Law	Law based on precedent expressed in judicial decisions.
Competitive Bidding	The bids offered by individuals or firms competing for a contract.
Concealed Damage	Damage to the contents is not apparent by the appearance of the carton.
Confirming Order	A Purchase Order issued to the vendor <b>after</b> the delivery of goods and/or services.
Contract	A written or verbal legally binding mutual promise between two parties.
Contract Award Date	The date when a contract has been accepted by all parties.
Contractor	A person, firm, or corporation who enters a contract to perform services or deliver goods.
Destination	The place to which a shipment is consigned.

Discount	Vendor's deduction from the selling price based upon some cost-reducing condition such as prompt payment.
Distributor	A purchaser who acquires goods for resale to a wholesaler, retailer, or ultimate consumer.
Escalation	A clause in a contract which allows the Contractor to change prices upwards at specified intervals and with proper documentation.
Estimate	An approximation of the cost of goods or services. An estimate is usually associated with repair work.
Exempt Organization	Government agency or nonprofit organization that is exempt from paying sales tax.
Force Majeure	Circumstances beyond seller's control, pleadable as an excuse for non-fulfillment of a contract.
Free On Board (F.O.B.)	In shipping, indicates at what point the buyer and seller are responsible for expenses associated with the delivery of goods, including damage in transit.
Freight	Term used by transportation lines to identify goods in transit.
Guarantee	A vendor's promise that goods and/or services are as represented and will be replaced or repaired if specifications are not met. Not to be confused with Warranty, the representation that something is true.
Inspection	Examination and testing of goods and/or services to determine whether contract requirements have been met. Also, examination of goods when they are delivered.
Insurance	Coverage provided by a Contractor in order to protect the insured from possible claims resulting from the loss of or damage to property.
Invitation for Bid (IFB)	A document containing terms and conditions of bidding and specifications that an organization mails to bidders in order to solicit prices for goods and/or services.
Invoice	An itemized bill by the seller sent to the buyer for payment.
Jobber	A middleman or dealer who purchases goods from manufacturers and sells them to retailers.
Knocked Down (K.D.)	Delivery of furniture or equipment that is disassembled.
Lead Time, External	The length of time it takes the vendor to deliver after receipt of an order.
Lead Time, Internal	The length of time from the initiation of a request to the placement of an order.
Line Haul	The movement by a carrier of goods over tracks from one city to another, not including the switching service.



Liquidated Damages	A predetermined payment amount for damages for breach of contract that the parties to a contract have agreed with.
List Price	The price published in a catalog or manufacturer's price list.
Manufacturer	One who is a producer or assembler of goods (finished product) from less complex goods (raw materials).
MRO	Maintenance, repair, and operations.
Net Price	Price paid after applying a discount.
Packing Slip	A document that itemizes the contents of a particular package.
Performance Record	A record that is kept to track a vendor's ability to deliver goods of consistent quality and on time.
Point of Origin	The location at which a shipment is received by a transportation line from the shipper.
Prepaid	A term that indicates payment of transportation charges at the point of shipment.
Price Adjustment Clause	A clause in a contract that allows the vendor to raise or lower prices according to predetermined circumstances.
Proprietary Item	An item produced and marketed by a person, firm, or corporation having the exclusive right to manufacture and sell it. A sole source.
Purchase Order	A document written by the purchaser to a supplier stating all of the terms and conditions of a proposed transaction.
Purchase Requisition	A formal request for goods and/or services made to the Purchasing Department by the department in which the request originated.
Purchasing Department	The department charged with the responsibility for buying goods and services of the right quality, in the right quantity, at the right price, from the right source, with delivery at the right time.
Quality Control	A management functions whereby quality is monitored to prevent distribution of defective or inferior material.
Rejection of Goods	Putting goods aside that will not be accepted because of damage or defect.
Retailer	A purchaser who acquires goods for resale to an ultimate consumer.
Sales Representative	Person acting on behalf of the supplier who visits Purchasing Department staff to discuss requirements.
Sales Tax	Levy upon a vendor's sale by an authorized level of government.

Seller's Market	A competitive market condition, in favor of sellers, which exists when supply and demand creates a relatively high price level.
Specifications	A detailed description of goods and/or services required and a list of particulars, such as the terms of a contract, delivery requirements, etc.
Stock	The supplies in a storehouse maintained in order to satisfy expected demand.
Tax Exempt Number	Number issued by the government to a nonprofit organization which exempts the organization from paying sales tax.
Term Contract	A contract covering long-term requirements whereby the total quantity required cannot be stated definitely, but can be stated as an estimate, with deliveries throughout the contract term.
Terms of a Contract	Stipulations made in a contract.
Vendor	A person who sells something. A seller.
Warranty	The representation that something is true. Not to be confused with Guarantee, a contractual responsibility for the deficient performance or nonperformance of another party.
Wholesaler	A purchaser who acquires goods for resale to a retailer or a jobber.

## FREQUENTLY ASKED QUESTIONS

### Q. What is a purchase requisition?

- A. A purchase requisition is created in PeopleSoft Financials in the eProcurement module to initiate the purchase of goods or services and to pre-encumber funds. Someone in your department has authorization to enter the requisition into PeopleSoft and begin the purchasing process.

Once pertinent information is completed (budget checked and submitted), the requisition is routed to appropriate approvers prior to creation of a purchase order.

### Q. What is a purchase order?

- A. The purchase order is the official binding document issued to the vendor authorizing the expenditure of District funds for goods and services. Funds are encumbered and act as a commitment to the vendor. Everyone involved in the purchasing process can track the order by referring to the purchase order number as a standard reference.

### Q. What is a blanket order?

- A. A Blanket Order is a type of Purchase Order which specifies a commodity or service, the period during which purchases may be made, and a maximum dollar amount which may be purchased. It is generally used when there is a reoccurring need for goods. See Appendix 4 for a list of approved vendors for Blanket Orders. If a vendor is not listed, a Blanket Order form (Appendix 5) must be completed and attached to the requisition. Both forms may be found at: <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>ePro folder.

### Q. What is a maintenance agreement?

- A. A maintenance agreement covers parts and labor on a single piece or multiple pieces of equipment for a specified period of time. Often, there will be an agreement or contract that the vendor will provide which will list the terms and conditions of maintenance. The effective dates of the agreement must align with the begin and end date of the funding (i.e. if using general "A" funds, the effective dates of the agreement must be July 1 through June 30). If an agreement was not provided, you must request one from the vendor. This document must be attached to the requisition. If it's a new maintenance agreement, you may receive a quote. If it's a renewal maintenance agreement, you may receive an invoice. With either scenario, the supporting document(s) must be attached to the requisition in addition to any other documentation provided by the vendor.

**Q. What laws govern Purchasing in the Public Sector?**

- A. New York State General Municipal Law §103 requires that the District competitively bid yearly District-wide commodity purchases in excess of \$20,000. Consequently, approximately 185 contracts and contract extensions are processed annually. In lieu of bidding, the District may utilize existing New York State, Monroe County, and BOCES contracts, buy from correctional institutions or piggyback off of a contract let by the United States of America or any agency thereof, any state or any other county or political subdivision or district therein. Competitive bidding is not required if these contracts are utilized.

New York State General Municipal Law §104-b requires the solicitation of written or verbal quotations for non-contract goods and/or services. However, verbal quotations are not accepted. Therefore, three written quotations must be obtained for goods and/or services that total \$2,000 or more. Splitting requisitions in order to avoid obtaining quotations is NOT permitted.

**Q. What are the steps for the Bid Process?**

- A.
  1. Purchasing will research all of the vendors for a commodity and compile a list of the items that have been purchased from them in the past. Research is performed on each item to be sure that the information is both complete and accurate.
  2. Specifications are not written so narrowly defined that they restrict the competitive bidding process. Instead, the critical features of an item are extracted and the rest is purged. Specific responsibilities are required of the vendor. For service contracts, the scope of the work is defined and applicable laws and ordinances are referenced that the Contractor must follow.
  3. A bid is not competitive if only one bidder receives it. Therefore, Purchasing will research for potential bidders. All bids are posted on BidNet which is a web-based distributor of government bid opportunities notifying bidders for each commodity.
  4. Bids are advertised in the Daily Record. The advertisement announces when and where bids will be publicly opened. Whenever possible, potential bidders are given ten intervening business days or more from the day that the bid is advertised to the day that it is opened to prepare their bid.
  5. Bids are delivered to the Purchasing Department either in person, by mail, or by express service. The Purchasing Department time clock has been designated the official timepiece for the submission of bids. Bids are date-stamped as evidence of their time of arrival. Any bid received after the time specified is returned to the bidder unopened. Bidders assume the risk of any delay in mail delivery or in the handling of the mail by employees of the District. At the prescribed time, bids are publicly opened and read to the bidders in attendance.

## APPENDIX 1

6. Bidders' prices are tabulated after the bid opening. Analysis begins by reviewing each bid to make sure that the bidder did not alter their bid to the bidder's advantage. If so, the bid is rejected. The next step is to determine the apparent low bidder for each item. The final step is to analyze each item to determine if it meets the specifications. If so, the item is awarded to the low bidder. If not, the analysis continues to the next low bidder until the item meets specifications.
7. The authority to enter into contracts rests solely with the Board members. Therefore, a complete analysis is performed as soon as possible so that an award recommendation can be presented at the next regularly scheduled Board of Education meeting. This is an important consideration when planning for District needs since there is only one Board of Education meeting per month.

### Q. What is a confirming order?

- A. Purchasing policy prohibits confirming orders except in an emergency when the health and safety of students, employees, and/or the public are at risk. Poor planning does not constitute an emergency.

When an unauthorized purchase is made, an invoice must be completed with a budget code, a Principal or Department Head's approval, date of approval as well as an explanation as to why the policy was not followed. Documentation will require approval by the Director of Accounting if it's below \$2,000.00, or the Chief Financial Officer and General Counsel if its \$2,000.00 or above. After review and approval by the appropriate individuals, payment will be made to the vendor.

### Q. Is the District Tax Exempt?

- A. Every vendor that conducts business with the District knows that the District is exempt from paying sales tax. Many vendors request a tax-exempt certificate as proof of the District's tax-exempt status. However, as a political subdivision of the State of New York, the District is automatically exempt from paying sales tax. In addition, the District is not required to complete any type of tax-exempt certificate.

A statement on the District's Purchase Order says that an official Purchase Order issued to a vendor is the only evidence required by the New York State Department of Taxation and Finance to substantiate an exempt sale to a government purchaser. Whenever a vendor requests a tax exempt number or a tax exempt certificate, the vendor is sent a District form letter (See Appendix 1) and a form letter from the NYS Department of Taxation and Finance (see Appendix 2) pertaining to tax exemption.

These letters may be found at

<http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>Tax Exemption Documentation folder.

# APPENDIX

<b>PURCHASING</b>	<b>APPENDIX</b>	<b>PAGE NO.</b>
Tax Exempt Form Letter to Vendors (Rev. March 2012)	1	28
Tax Exempt Form Letter from NYS (Rev. March 2012)	2	29
Tax Exempt Certificate Form AC 946 (Rev. March 1999)	3	30
Approved Vendors for Blanket Orders (Rev. February 2016)	4	31
Blanket Order Form (Rev. February 2016)	5	32
RCSD Oracle (PeopleSoft) Financials Access Request Form (Rev. February 2016)	6	33
Educational Field Trip Form (Rev. July 2011)	7	34



Every child is a work of art.  
Create a masterpiece.

To Whom It May Concern:

The Rochester City School District (RCSD) received a request from your firm/organization to prove our status as being a tax-exempt organization.

Please find attached a letter from the New York State Department of Taxation and Finance regarding Tax Law and NYS governmental agencies.

You are not required to collect tax for the RCSD provided you are in possession of a Purchase Order.

If you have any questions regarding this matter, please feel free to contact me at (585) 262-8538.

Sincerely,

Timothy F. Schmandt, Acting Director  
Procurement and Supply

Cerri Cupples, Director  
Accounting

Attachment

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Central Administrative Offices, 131 West Broad Street • Rochester, New York 14614, (585) 262-8100



New York State Department of  
**TAXATION and FINANCE**  
OTPA Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W.A. Harriman Campus  
Albany, NY 12227

March 2, 2012

Rochester City School District  
131 West Broad Street  
Rochester NY 14614-1103

Dear Sir or Madam:

The Tax Law exempts New York State governmental entities such as your organization, Rochester City School District, from the payment of New York State sales and use taxes on their purchases. In order to make tax exempt purchases, a New York State governmental entity must present vendors with the entity's official purchase order or other documentation (e.g., payment voucher, contract of sale, Form AC 946, *Tax Exemption Certificate*, Form ST-129, *Exemption Certificate - Tax on occupancy of hotel rooms*, etc.) which indicates that the purchaser is a New York State governmental entity.

**Tax exemption numbers and Form ST-119.1, *Exempt Organization Exempt Purchase Certificate*, are not issued to New York State governmental entities.** If a vendor requests a tax exemption number or Form ST-119.1, *Exempt Organization Exempt Purchase Certificate* from you, the Rochester City School District may give the vendor a copy of this letter. This will assure the vendor that a governmental purchase order, or other evidence that the Rochester City School District is the purchaser, is the only documentation the vendor needs in order to not collect sales tax.

For additional information, please refer to Publication 843, *A Guide to Sales Tax in New York State for Exempt Organizations*, which is available on the New York State Tax Department website at [nystax.gov](http://nystax.gov)

New York State Department of Taxation and Finance  
OTPA-Taxpayer Guidance Division  
Sales Tax Exempt Organizations Unit  
Building 9 Room 154  
W A Harriman Campus  
Albany NY 12227



AC 946 (Rev. 3/99)

TO BE RETAINED BY VENDOR AS  
EVIDENCE OF EXEMPT SALE

**TAX EXEMPTION**

STATE OF NEW YORK  
For use only by Employees of the State of New York  
or its political subdivisions.

.....Date.....  
Name of Person or Firm Furnishing Services and/or Materials

.....  
Address

This is to certify that I am an employee of the State of New York or one of its political subdivisions; that the services or materials purchased on the date set forth below will be paid for by the State or a political subdivision; and that such charges are incurred in the performance of my official duties.

Nature of Transactions \_\_\_\_\_

Dates of Transactions \_\_\_\_\_

State Dept., Agency or  
Political Subdivision \_\_\_\_\_

.....  
Signature of Employee

.....  
Title

NOTE: A separate exemption certificate is required from each person claiming exemption.

**Approved Vendors for Use on a Blanket Purchase Order**

This list is approved for use by School Secretaries. A *Blanket Order* form must be completed for any vendor that is not listed below. A requisition will NOT be processed until the request has been approved by the Director of Procurement and Supply. The form can be found on the <http://intranet/departments/Office%20of%20Administration/Purchasing/default.aspx> in the Document Library>ePro folder.

Vendor Number	Vendor Name	Approved Use
0000009943	Lift Bridge Book Shop Inc.	Instructional books
0000001852	First Student (dba) Laidlaw Transit Inc.	Student field trips
0000001847	LDL Pool Supply Inc.	Pool supplies & maintenance
0000002749	Liccardi Radio Flower City Communications	Radio repairs
0000002929	Wards Natural Science Establishment	Science supplies
0000002950	Wegmans Food Markets Inc.	Culinary supplies, Family Consumer Science (Home & Career Skills) or food to make projects (5500) and approved grant-funded purchases.

NOTE: Simplex Grinnell (fire extinguisher maintenance) and Morgan Services (dust mop services) are not included on this list because they will be handled centrally by the Plant Operations Department. Please contact Joe Griffin in Plant Operations to purchase these items.

# Blanket Order Form

**Attach this form to the Purchase Requisition in order for the Purchasing Director to review and approve online in eProcurement.**

Principal/Dept Head: \_\_\_\_\_ Requisitioner: \_\_\_\_\_

School/Dept: \_\_\_\_\_ Phone/Ext: \_\_\_\_\_

Vendor: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Items/Services to be provided by vendor (describe in detail):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Duration of Blanket Order (e.g. through mm/dd/yy): \_\_\_\_\_

Authorized to use:

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Justification for request: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



Every child is a work of art.  
Create a masterpiece.

Rochester City School District  
Oracle (PeopleSoft) Financials  
Access Request



Please provide all information being requested below. Only organization managers (including Principals) can grant access to their organizational information. The terms, "Organization" (as used in PeopleSoft application), "Department," and "Budget Location," should be considered synonymous.

Employee/Contractor Information	
<b>Employee Name / ID</b>	Name: _____ Employee ID: _____.
<b>Organization/ Location</b>	Organization #'s: _____ Location: _____ (5 digit code(s) – attach extra page if needed) (3 digit code – primary loc.)
<b>Department Manager/ Principal Name</b>	(Print) Department Manager/Principal Name:
<b>Date</b>	Effective date of the change(s):
Access Type (Select One Type and Appropriate Action)	
<input type="checkbox"/> Add <input type="checkbox"/> Delete	<b>eProcurement, Budget Inquiry and Reporting</b> - this functionality enables the user to create and manage purchase requisitions, look up budget information and run reports for the specified organization.  <input type="checkbox"/> Check here if this user is a temporary replacement for another user. User name being replaced _____ (temporarily).
<input type="checkbox"/> Add <input type="checkbox"/> Delete	<b>Budget Inquiry and Reporting</b> – this functionality enables the user <u>to look up budget information and run reports</u> only for the specified organization. Does not include eProcurement Access.
<input type="checkbox"/> Add	<b>Give access to Previous Secretary's POs</b> – this functionality enables user to receive on previous secretary's POs. (Provide name and ID)  Name: _____ Employee ID: _____
<input type="checkbox"/> Remove	<b>Remove access from previous Organization code(s)</b> – if the user is moving from another department, please list the previous organization code(s). _____

**Terms of Use**

All information, content and material contained in the Oracle (PeopleSoft) Financials system is the property of the Rochester City School District. No information, content or material from the system may be copied, reproduced, republished, uploaded, posted, transmitted or distributed in any way, except as required to fulfill your official job responsibilities/duties.

By signing below, I agree to these Terms of Use of the Oracle (PeopleSoft) Financials system.

Employee signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Manager/Principal signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Please send completed forms to Arun Tuladhar (CO – LL).**  
Expedited requests may be scanned and sent via e-mail.

**EDUCATIONAL FIELD TRIPS**

Rochester City School District			Rochester, New York
School		Teacher	
Address		Phone No.	Extension
Requested by:		No. of Passengers	Grade(s)
E-Mail:		No. of Buses	

Date Requested		TRIP DESTINATION(S) (also use for any additional comments)	Check Transport being used	Pick Up time at school	Departure time from destination
1st Choice	2nd Choice				
			Bus _____ Coach _____ RTS _____ Other _____ (explain) _____		

Billing Authorization Signature/ Authorization Letter	Principal Authorized Signature
Billing Address	Method of Payment (P-Card/ P.O.#)
Billing Phone No. _____ Extension _____	Name of Cardholder/P.O. # _____
Date _____ Fax Number _____	

Date Sent to Contractor _____	Contractor _____
Confirmation No. _____	Estimated Price _____

revised 7/11