

COMPETITION THRESHOLDS

If the items you are ordering are **not** on the Bid List and TOTAL amount of purchase is:

\$0 - \$999.99: may be made using your best judgment.

\$1,000.00 - \$9,999.99: may be made at the local school level. If necessary, contact Procurement Services for assistance in obtaining the best value. You **must** obtain two (2) price quotes for these purchases and keep on file for audit purposes.

\$10,000 - \$49,999.99: require a solicitation by Procurement Services. Please use the **Request for Quote Form** available on our website and submit to Procurement Services.

\$50,000.00 – over: must be made through the Bid or RFP process. Board approval is required for purchases \$200,000 and more.

PROCUREMENT SERVICES ADMINISTRATIVE LEAD TIME

Priorities are established for use in processing purchasing actions with time frames that customers may use for planning purposes.

Routine: purchase requirements are received by the department and assigned chronologically upon receipt.

Urgent: these purchases supersede routine requirements. “Same day” or “next day” action by the will not circumvent other purchasing procedures.

Emergency: these purchases will be acted upon over any routine or urgent requirement and will include, but are not restricted to, purchase of items necessary to the health, well being, or safety of students/staff and/or situations. Will receive “same day” action if possible and may circumvent other purchasing procedures.

VENDOR PERFORMANCE EVALUATION

Every effort should be made to resolve conflicts and complaints directly with the vendor. If this is not successful, Procurement Services will assist you in reaching a satisfactory resolution on behalf of the District. You are urged to complete a **Vendor Performance Rating Form**, which can be downloaded at the Procurement Services web site:

<http://support.cobb.k12.ga.us/~purchasing/> (Under “Forms”) This form can be used to document problem(s) with a vendor as well as a means for reporting good service.

PROCUREMENT SERVICES WEB SITE

To access Procurement Services via the Intranet, go to:

➔ <http://support.cobb.k12.ga.us/>

➔ Click on Purchasing (Under CCSD Departments)

To access Procurement Services via the Internet, go to:

➔ www.cobbk12.org

➔ Click on Procurement Services (Under “Vendor Resources” at the bottom)

This site contains information on bids, purchasing limits, vendor performance, purchasing procedure manual, procurement card manual and other topics.

PURCHASE ORDER FREQUENTLY ASKED QUESTIONS

➤ Who do I contact for questions on the e-Cobb Purchase Order Entry System?

Email Michelle O’Farrill at

Michelle.O’farrill.cobbk12.org

➤ Who manages the Vendor Database?

Contact Debra Reed via email,

debra.reed@cobbk12.org or phone at 770-426-

3333 to add new vendors or to correct existing vendor information.

➤ Who answers questions regarding charge codes & funds?

•Kerry O’Malley	County Funds/Allotments	770.426.3319
•Martha Marler	County Funds/Allotments	770.426.3470
•Mary Jo Lipson	County Funds/Allotments	770.426.3308
•Karen Pritchard	Local School Accounting	770.426.3307
•Sue Donahoo	Local School Accounting	770.426.3481
•Linda (Rhoades) Trussell	Local School Accounting	770.426.3305
•Sheila Little	SPLOST/Capital Outlay	770.426.3512

➤ What if I have a problem or question regarding invoices or payments?

Contact Accounts Payable, Janet Childress – 770.426.3312

➤ Why is my purchase order rejected?

The system only allows the originator of the PO to edit & correct any errors. Click on “edit” to see why it was rejected & to make correction(s).

➤ Who will assist with Mods & Cancellations?

Only the originator of the PO can do a Mod/Can to the PO. Refer to Mod/Can Manual on eCobb.



POCKET PURCHASING GUIDE

Cobb County School District
Procurement Services
6975 Cobb International Blvd.
Kennesaw, GA 30152

Phone: 770.590.4524

Fax: 770.426.3371

PURPOSE AND GOAL

The intent and purpose of this pocket purchasing guide is to establish and define guidelines for the purchase of goods and services at your local school or department. Necessary approval and authorization levels are included to expedite your purchases and to assure that you have adhered to the proper competition thresholds. Exceptions to full and open competition, such as sole source purchases, are also addressed with an explanation of the proper documentation that must be submitted. The members of the Procurement Services Department can assist you in acquiring equipment, materials, goods, supplies and services at optimum competitive prices in the most cost efficient, timely manner.

This guide will also serve as a quick reference to be used for accessing the Procurement Services web site where more detailed guidelines are located. Please keep this guide with you during your workday for easy reference. Feel free to call Procurement Services with any additional questions you may have.

Alisa Morningstar
Director of Procurement Services

Mike Addison
Chief Financial Officer

Brad Johnson
Deputy CFO & Financial Reporting

**EXCEPTIONS TO FULL AND OPEN
COMPETITION**

Sole/Single Source: Any order exceeding \$10,000.00 requesting “sole source” approval must be supported by a **Sole Source Form** found on our website, and faxed (770-426-3371) to Procurement Services, for approval. The following points must be addressed. An explanation of:

1. Why this is the only product or service that can meet the needs of the purchasing agency.
2. Why this vendor is the only practical available source from which to obtain this product or service.
3. Obtain a signed letter on company letterhead from the vendor stating that they are the sole source for the good/services described.
4. Efforts you made to conduct a non-competitive negotiation to get the best price, delivery, warranty and payment terms for the CCSD.

Emergency Requirement: when the need for supplies or services is of such unusual and compelling urgency that the school or school system would be seriously injured unless it is permitted to limit the number of sources from which to solicit bids or proposals.

Academic Prerogative: When contract services or academic materials are needed for compatibility/continuity with existing curriculum or to meet state/federal requirements. Academic materials can be selected from a source at the discretion of a teacher in the performance of teaching duties. Staff development/professional learning services including training and consultation can be selected from a source identified as providing the expertise and availability on the particular topic at the discretion of the Director of Professional Learning, Chief School Leadership Officer or Superintendent to provide training to certified staff members. Services for guest performers to provide performances, workshops or other instructional services for the Performing Arts Magnet School(s) can be selected from a source identified as providing the expertise and availability on the particular topic at the discretion of the Performing Arts Magnet School(s) principal(s). No special authority is necessary, unless the Director of Procurement Services challenges a purchasing action as an abuse of this exception.

PROCUREMENT CARD PROCEDURES

- For specific Procurement Card account questions concerning **allowable purchases or reconciliation of statements**, contact Dawn Vastola in Financial Services 770.426.3517.
- For Procurement Card **application**, print out the form on the Purchasing web page. Send the completed and approved form to Barbara Bates in Purchasing. You will receive your card and a Procedure Manual within a week to ten days.
- For a **lost/stolen card**, notify Bank of America immediately at 1.888.449.2273. Inform Barbara Bates, Purchasing of the cancelled card in writing or by email and a replacement card will be sent to you.
- For **canceling or change in location**, notify Barbara Bates, 770.590.4592, in writing or by email so your monthly statements can be adjusted.

QUOTE “CHEAT SHEET”

Listed below are a few tips and things to consider when obtaining your own quotes.
(For non-bid purchases between \$1,000 and \$9,999)

- Be specific (ask for the product and/or service exactly as it is needed)
 - Example: #16 Widget, Blue, Metal
- Detail CCSD Terms and Conditions such as:
 - Lead time requirements
 - All freight must be included
 - Delivery considerations (Inside delivery? Installation? Debris Removal?)
 - Warranty terms
 - Training
 - Purchases by the CCSD are not subject to Federal Excise Tax or State and Local Sales Tax.
 - CCSD reserves the right to award by line or the entire quote whichever is in the best interest of the District.
- Provide all pertinent information the vendor needs to both quote and provide the product if awarded. For example:
 - Location, address
 - Contact Name and Number
 - Hours available for delivery

**PROCUREMENT SERVICES
PERSONNEL**

If you’re not sure who can assist you, call the main Procurement Services number and we will be happy to direct you to the Procurement staff member best qualified to assist you.

Damaris Whyte, Procurement Clerk- 770.590.4524

NAME	TITLE & AREA OF RESPONSIBILITY
Alisa Morningstar 770.590.4524	Director of Procurement Services
Jill Vestal 770.590.4569	Assistant Director of Procurement Services
Elaine Bynum 770.590.4522	Purchasing Agent I
Chris McSpadden 770.426.3524	Purchasing Agent I
Lisa Auzenne 770.426.3369	Purchasing Agent II
Ginny Martin 770.429.5870	Purchasing Agent I
Lisa Waters 770.426.3415	Buyer
Barbara Bates 770.590.4592	Procurement Technician II
Debra Reed 770.426.3333	Procurement Technician II
Malcolm Granville 770.426.3490	Supervisor, Print Shop Fax. 770.590.4597
Trisha Robider 770.426.3490	Print Shop
Howard Siggelko 770.426.3508	Warehouse, Assistant Director