

# Gallup-McKinley County School District No. 1



**GALLUP-McKINLEY**  
**COUNTY SCHOOLS**

## **PROCUREMENT USER GUIDE**

AUGUST 2021 UPDATE

**Gallup-McKinley County Schools**  
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# EMPLOYEE PROCUREMENT HANDBOOK

AUGUST 2021 UPDATE

## I. Introduction

This handbook is to provide Gallup-McKinley County School employees information on how to purchase supplies, materials, equipment and services. By using this handbook as a reference guide, end users may eliminate unnecessary delays in acquiring goods and services. If you require additional information that is not referenced in this handbook, please contact the Procurement Staff for assistance.

### A. Goal of the Procurement Office

The Goal of the Procurement Office is to maximize the value of public funds through fair, open and equitable competition, and to provide a procurement system of quality and integrity.

### B. Responsibilities of the Procurement Office

The primary purpose of the Procurement Office is to provide timely and responsive service support to its customers (school sites, departments, and end users). Functions for which the Procurement Office is responsible include:

1. Making purchases of supplies, materials, equipment and services as requested by end users in accordance with the State of New Mexico Procurement Code and Procurement Regulations;
2. Formulating policy regarding procurement procedures;
3. Providing guidance and training to its customers on the Gallup-McKinley County Schools and State of New Mexico purchasing policies and procedures;
4. Disposition of obsolete, salvage, and scrap materials; and
5. Operating a Central Receiving Warehouse which stocks Basic School/Office Supplies, Custodial Supplies, and Commodity Food.

## II. Monetary Guidelines

The New Mexico Procurement Regulations (1.4.1, NMAC 08-30-13) reference the following dollar value categories for services, construction and goods. Purchases should not be artificially divided so as to constitute a small purchase, or avoid the competitive solicitation process (§13-1-125, D, NMSA 1978).

### A. Micro-Purchase (\$0.01 -- \$10,000)

1. A direct Purchase Order may be issued to a vendor based on the **best obtainable price**. A Purchase Requisition shall be submitted detailing the items/services requested (see Appendix A).

2. Tangible Good(s): a Written QUOTE from the vendor is recommended to be provided. This is to help ensure the best obtainable price, and provide documentation in the event of a discrepancy when the invoice is presented for payment.
3. Service(s): a Written QUOTE from the vendor is REQUIRED.
4. Construction and Professional Services will be handled through the Procurement Office.

B. Small Purchase/Quotations (\$10,000 -- \$60,000)

1. A MINIMUM of three (3), written, facsimile or electronically transmitted quotes are to be secured for all purchases in this category. A Purchase Requisition shall be submitted detailing the items/services requested.
  - a) Assigned Bookkeepers or Clients may obtain quotations. The Procurement Office will evaluate and validate the quotations.
  - b) When requesting quotes from vendors, individuals are cautioned to provide the same information to the vendors and not disclose competitors' quotes to obtain a "better deal".
  - c) When requesting quotes from vendors, be sure to identify your school as a part of Gallup-McKinley County Schools to ensure proper pricing to be provided. In addition, if requested for a shipping address please use the following:

Gallup-McKinley County Schools  
Receiving & Delivery Warehouse  
700 S. Boardman Drive  
Gallup, New Mexico 87301
  - d) Quotes shall be obtained from vendors who provide the good or service through their normal course of business.
2. A Purchase Order will be issued by the Procurement Office.
3. Exemptions for this procedure see Section III – Utilizing Existing Contracts.

C. Invitation To Bid (ITB) (\$60,000 or more)

1. A Formal Bid (ITB) is used to purchase goods, services and construction. Requestor is to submit a completed Request for Competitive Solicitation Form, including specification(s) or scope of work, to the Director of Procurement.
  - a) The processing time required for the competitive bid (ITB) process is a minimum of thirty (30) calendar days, and can be longer depending on the

complexity of the procurement, the Board of Education Meeting dates/deadlines, and other unforeseeable factors.

- b) The Procurement Code requires a minimum of ten (10) days advertising time for the competitive bid (ITB) process.
2. Clients are to develop an initial Technical Specification or Scope of Work which clearly describes the item(s) or service(s) desired.
    - a) The Procurement Office will schedule a meeting with the Client to review the technical specification or scope of work to assure maximum practical competition.

**NOTE: This may take multiple meetings in order to fully encompass the Client's need and ensure maximum competition.**

- b) An Invitation To Bid (ITB) will be issued following review, revision and final approval of the technical specifications or scope of work.
3. After the Bid Opening, the Procurement Office will confer with the using department as to recommendation for award. Award shall be based on the lowest price meeting all terms, conditions, and technical specifications of the Invitation To Bid.
  4. The Procurement Office will prepare and present the recommendation for award to the Board of Education and notify the awarded vendor (issue Purchase Order, Letter of Award, etc.)
  5. Exemptions for this procedure see **Section III – Utilizing Existing Contracts.**

D. Request For Proposal (RFP)

1. A Request For Proposal (RFP) is used to solicit professional services in excess of \$60,000. In addition, a RFP may be utilized for tangible goods, non-professional services, and construction which the cost is expected to exceed \$60,000 when it is determined that the use of competitive sealed bids (ITB) are either not practical or advantageous.
2. Clients are to submit a completed Request for Competitive Solicitation Form, including a Scope of Work or Technical Specifications, to the Director of Procurement.
  - a) The processing time required for the RFP process is a minimum of sixty (60) calendar days, and can be longer depending on the complexity of the procurement, the Board of Education Meeting dates/deadlines, and other unforeseeable factors.

- b) The Procurement Code requires a minimum of ten (10) days advertising time for the RFP.
3. Clients are to develop an initial Technical Specification or Scope of Work which clearly describes the item(s) or service(s) desired.
- a) The Procurement Office will schedule a meeting with the Client to review the technical specification or scope of work to assure maximum practical competition.

**NOTE: This may take multiple meetings in order to fully encompass the Client's need and ensure maximum competition.**

- b) A Request For Proposal will be issued following review, revision and final approval of the technical specifications or scope of work.
4. Clients are to develop the Evaluation Criteria with the Procurement Office which will be used in the ranking of the offers received.
- a) Cost may be used as a factor to evaluate offers, but shall not be the sole criteria.
5. End users are to provide a list of proposed individuals (minimum of 3) that will serve on the Evaluation Committee for the RFP. This information is to be submitted to the Procurement Office for final review and approval.
- a) A member of the Procurement Office shall serve on the evaluation committee and may either be a voting or non-voting member. The primary role of the Procurement staff member on the committee is to guide the committee to comply with the Procurement Code, and ensure the integrity of the procurement process.
6. Evaluation Committee members shall sign a Confidentiality and Conflict of Interest Statement.
7. The Procurement Office shall have the sole responsibility to communicate with Offerors and negotiate the final contract.
8. The Evaluation Committee will provide a written recommendation for award. The Procurement Office will prepare and present the recommendation for award to the Board of Education and notify all interested parties (Offerors) of the award.
9. Exemptions for this procedure see **Section III – Utilizing Existing Contracts.**

E. Professional Services

Means the services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers, construction managers and other persons or businesses providing similar professional services, which may be designated as such by a determination issued by the central purchasing office (§13-1-76, NMSA 1978).

1. A Request For Proposal (RFP) will be required for all professional service contract in excess of sixty thousand dollars (\$60,000).
2. Professional Service contracts that do not exceed \$60,000 are considered a Small Purchase and a Direct Purchase Order may be issued.
3. For all Professional Services, a Purchase Requisition shall be submitted detailing the professional service (include contract if available).

**NOTE: Procurement is charged with the responsibility for fair and open competition, and reserves the right to determine the method of source selection (quotes, bids, RFP, use of Existing Contracts, etc.)**

III. Utilizing Existing Contracts

A. Existing contracts may be used in lieu of written quotations, Invitation To Bid (ITB), or Request For Proposal (RFP). This can significantly reduce the processing time. Provided the following:

1. A complete copy of the contract is obtained for the procurement file.
2. Terms, conditions, specifications or scope of work of the existing contract will satisfy the requirement(s) of the client.
3. A Purchase Requisition is input and a copy of the applicable contract is attached or forwarded to the Procurement Office for review and approval.
4. Existing contracts may still require three (3) quotes to ensure the Best Value is obtained.

B. Federal Contracts (GSA/FSS Schedules):

1. Purchases may be made from current contracts issued by the General Services Administration (GSA) of the Federal Government. However, the GSA contract holder will need to provide in writing, willingness to extend the contract's pricing, terms and conditions to the District.



C. Statewide Price Agreements:

1. The State of New Mexico Purchasing Division establishes a variety of Statewide Price Agreements (SPA) for use by state agencies and local public bodies (school districts). A copy is to be provided for the procurement file.

D. Gallup-McKinley County School Contracts

1. The District solicits and establishes a variety of contracts which are commonly used for all school sites and/or departments.
2. The Price Agreements/Contracts are located on the GMCS Procurement webpage for convenience, and updated periodically.

IV. Sole Source and Emergency Procurements

A. Sole Source Procurements

1. A sole source purchase may be authorized where, after a good faith review of available sources, and no challenges from other vendors, there is only one qualified source for the required good(s), service(s) or construction.
2. The Client shall complete the Sole Source Form and submit to the Procurement Office for consideration.
3. The Procurement Office shall post the Sole Source request on the GMCS Procurement webpage and on the State of New Mexico Sunshine Portal for a minimum of thirty (30) calendar days, open for potential vendors to challenge the Intent to award a sole source contract.
4. The Chief Procurement Officer or designee will conduct negotiations to obtain the most advantageous terms for the District.

B. Emergency Procurements

1. An Emergency is a situation that creates an immediate threat to the public health, safety or welfare of the District. The emergency must create an immediate and serious need for materials, services, or construction that cannot be met through normal procurement methods. **Emergency procurements are to be made with as much competition as practical under the circumstances.**
2. The Central Purchasing Office may authorize an emergency procurement when an emergency exists.
3. A written determination of the basis of the emergency is required. All correspondence and documentation shall be submitted to the Procurement Office and made a part of the Procurement File.

4. The Procurement Office shall post on the Procurement webpage and transmit the notice to the state purchasing agent for posting on the NM Sunshine Portal, the Emergency Procurement determination of the basis for the procurement and selection of the contractor.
  - a) The Central Purchasing Office shall account for the money spent in making the procurement and report on that accounting to the legislative finance committee and the department of finance and administration within sixty days after the end of the fiscal year in which the procurement was made.
5. For Emergency Procurements which may involve a construction contract, it is noted that a Wage Rate Determination, Performance Labor and Material Bonds may be required if the threshold(s) meet or exceed the statutory limit.

**NOTE: POOR PLANNING IS NOT AN ACCEPTABLE JUSTIFICATION FOR AN EMERGENCY PROCUREMENT**

V. Purchase Orders

- A. Requirement. Procurement of Goods and Services, requires a signed Purchase Order to be issued which specifically states the Vendor, Quantity, Unit Price, Terms and Conditions; otherwise to be the only legal binding contract between the District and vendor to furnish goods or provide services.
  1. Purchase Orders are the result of a Purchase Requisition input by the Client or Bookkeepers.

**NOTE: REQUISITIONS TO BE CONSIDERED TIMELY FOR PROCESSING MUST BE “AT PROCUREMENT” (AP next approver in iVisions), A MINIMUM OF 48 HOURS PRIOR TO NEED.**

2. The vendor shall, upon acceptance of the Purchase Order:
  - a) Deliver the quantity of goods as stated on the PO to the R&D Warehouse;  
or
  - b) Provide the services stated on the Purchase Order
3. The delivery of goods or providing of services shall NOT EXCEED the Purchase Order. If a discrepancy in the signed Purchase Order is discovered please contact the Procurement Office for a potential REVISION of the PO.

B. Handling of Purchase Orders

1. The Procurement Office shall issue the Purchase Orders and will send directly to the vendor (U.S. Mail, fax, electronic mail, etc.) EXCEPT the following:

- a) Local Vendors. Purchase Orders may be emailed to the designated individual at the school site or department. The individual shall print the Purchase Order and proceed to the vendor's place of business in order to "pick-up" needed items. The individual is to sign the invoice (indicating receipt of goods) and submit to Accounts Payable for payment processing.
  - b) Procurement reserves the right to make exceptions based on the individual situation or circumstance. However, this individual exception shall NOT be interpreted as a permanent replacement.
  - c) Misuse or Misrepresentation of Purchase Orders by District staff may result in POs no longer being emailed to school or department or other means in order to correct the misuse/misrepresentation.
2. School Sites or Departments are not authorized to provide vendors "copies" of Purchase Orders. If a vendor states they have not received a Purchase Order, please refer them to the Procurement Office so that the vendor's information may be updated in the Vendor File.

C. Revision of Purchase Order(s)

- 1. Written requests to Revise a Purchase Order shall be submitted to the Procurement Office stating:
  - a) Reason for Revision. This must fully explain and justify the reason for the request.
  - b) Amount of Revision. This must fully explain the amounts in price, quantity, shipping, taxes, etc. which is the basis of the request.
  - c) Change of item(s). At times it is necessary to substitute items as the original item may no longer be available.
  - d) Approvals from those having budget authority over transaction. For example, if utilizing Title I funds, the request to revise a PO must include Title I Coordinator's approval.
- 2. If the Revision is approved the revised PO will be sent to the vendor.

**NOTE: The REVISION must be approved and completed prior to authorizing the vendor to make such change(s).**

VI. Receiving and Inspection

A. Central Receiving.

- 1. The majority of tangible goods are to be received through the Receiving & Delivery (R&D) Warehouse.

2. The Receiving & Delivery Warehouse shall receive goods and provide a preliminary inspection as to the condition of the goods received. The R&D staff may contact the client for assistance in receiving technical items.
3. The R&D staff shall “check-in” the goods, according to the Purchase Order issued, and prepare for delivery to school sites/departments based upon the established delivery schedule.
  - a) Clients may request to pick-up the order(s) at the R&D Warehouse. Upon approval from the Chief Procurement Officer, the R&D Warehouse Staff will only release items to existing District employees and will be required to furnish a current GMCS ID Badge and be able to take the whole order.

B. School Site/Site/Department Receiving

1. The R&D staff will deliver goods to school site(s)/sites/departments on a regularly scheduled, weekly basis.
2. **Upon delivery, the school site/site/department shall inspect and verify the delivery and sign the appropriate documents provided by the R&D staff. The end-user or receiver at the school site shall immediately note any discrepancies in the documentation and actual delivery.**
3. The end-user shall immediately notify the R&D Supervisor should an item be damaged, incorrect, etc. The R&D Supervisor will investigate and reasonably work to resolve the problem with an order.

**NOTE: The R&D Warehouse shall not be responsible for items which have been signed for at the end user’s site and cannot be located. It is the responsibility of the end user site to ensure the items being signed for are present.**

VII. Payments for Purchases

- A. Payments to Vendors are governed by the New Mexico Statutes (§13-1-158, NMSA 1978 as amended).
  1. In general payments to vendors may only be made when:
    - a) Tangible Goods, have been received and meet specifications; or
    - b) Services, have been rendered; or
    - c) Prepayment has been authorized by the Procurement Code Exceptions §13-1-98, NMSA 1978 as amended.
  2. In general, payments are due to vendors within thirty (30) days of the date of certification, goods have been received or services rendered.

B. Accounts Payable utilizes a Three-Way Match system in order to provide payment. Payment will be made to the vendor should all three items “match”.

1. Tangible Goods

- a) Purchase Order to include but not limited to: vendor name, description, catalog number, quantity, and unit price, etc.
- b) Original Invoice to be addressed to “Gallup-McKinley County Schools”, to include the valid Purchase Order Number, description, quantity and unit price.
- c) Receiving Report, to include description and quantity of item(s) received

(1) For “Local” Vendor Purchases, an Invoice signed by a District employee may be substituted. Please note the signature on the invoice indicates the tangible goods have been received by the individual signing the document.

**NOTE: Backorders/Partial Payments are authorized, provided the invoice is for the quantity actually received. Vendors may not invoice for items which are on backorder.**

2. Services. The payment for services shall be the same as Tangible Goods EXCEPT the Signed Invoice by an authorized individual will be substituted for the Receiving Document. Signature on the Invoice indicates the services have been rendered.

- a) Additional documents may be required for payment to be processed, i.e., Agenda, Sign-In sheets, etc. depending on the fund manager.

3. Construction. Progress will be made in accordance with the statute and construction contract.

VIII. Contracts

A. Signature Authority

1. Annually the Board of Education adopts a resolution which indicates the individuals authorized to sign contracts (legally bind) on behalf of the District. This resolution includes the following individuals:

- a) President of the Board of Education, when acting with the approval of the Board of Education;
- b) Superintendent;
- c) Deputy Superintendent;
- d) Procurement Director or designee

2. **No District employee or representative has the authority to sign contracts on behalf of the District, other than those stated above.**

B. All contracts must be sent to the Procurement Office for review and approval in order to be a valid contract.

1. A fully executed contract shall be on file in the Business Office and attached to the Purchase Requisition/Purchase Order.

#### IX. How to Add a Vendor

A. Clients will, at times, encounter that the vendor they wish to utilize is not in the Vendor File (iVisions). The client should refer the potential vendor to the Procurement Office for guidance in being added as a vendor.

1. Clients are advised to utilize established current vendors in the District's Vendor File. Not only to help streamline the procurement process, but many current vendors have established contracts or are familiar with the District's practices including Payment Terms.

a) Vendors/Contractors who have responded to the District's competitive solicitation to establish a price agreement/contract, under normal circumstances, will be provided the first opportunity to provide goods or services to the District.

B. Caution is expressed when proposing addition of vendors who are current or former employees, or related to current or former employees. See Section XI, Ethical Conduct for further information.

**NOTE: The Chief Procurement Officer shall be the final authority to add/delete vendors.**

#### X. Vendor Performance

A. **Clients need to report any occurrence of poor vendor performance to the Procurement Office.** All vendor reporting should be in writing and properly document the incident. The written documentation will form the basis for any corrective action(s) taken with respect to the contract.

1. **Noncompliance with vendor reporting may preclude the Procurement Office from taking corrective action with a vendor.**

B. End users are also encouraged to report occurrences of exceptional or good vendor performance.

## XI. How to Return Items/Material to the Vendor

- A. Occasionally, the District may need to return items or materials to the vendor for repair, credit or other reasons. The following procedure is used to initiate a return of material to the vendor:
1. Notify the Procurement Office of the requirement to return material to a vendor. The information required will include the number of items, serial or model number, a description of the item(s), the reason for return (repair, credit, etc.), and original Purchase Order, if applicable. The vendor's name and the address where the material is to be returned. Many vendors require that a Return Material Authorization (RMA) be obtained before shipping the material.
  2. Material to be returned shall be securely packaged and sealed in a suitable shipping carton by the school site/department and taken to either the Procurement Office or Receiving & Delivery Warehouse as directed by the Procurement Office.
  3. The end-user will complete the shipping form to include account code (to bill shipping charges), and Ship To information.
    - a) The individual completing the form shall state if special handling is required for the shipment (overnight, next day air, etc.).
  4. R&D Warehouse will ship the material UPS or best way.

## XII. Vendor Relationships

- A. Vendors are an important and helpful source of information concerning product information and applicability to the District's needs. All employees should strive to maintain open, friendly and courteous relationships with all vendors. The reputation and goodwill of the District can be promoted by observing strict truthfulness in all vendor contacts, keeping specifications clear and accurate and without bias for a specific product or service, and giving all vendors a full, fair and prompt hearing.
- B. The District will not accept any bid from a person who directly or indirectly participated in the preparation of the specification on which competitive bidding is based. It is acceptable for a vendor or supplier to provide free technical assistance in order to aid the District in preparing specifications.
- C. Vendors may at times provide items or gifts for employees. Employees and Vendors are cautioned the Procurement Code imposes civil and criminal penalties for its violation. In addition, the New Mexico Criminal Statutes impose felony penalties for illegal bribes, gratuities, and kick-backs.
1. Employees are encouraged to refrain from acceptance of gifts, lunches, or other items a vendor may offer, to avoid the appearance of impropriety.

## XIII. Ethical Conduct

- A. Employee Participation. No employee of the District can participate directly or indirectly in a procurement when the employee or any member of the employee's immediate family has a financial interest in the business seeking or obtaining a contract.
  - 1. Contact Procurement should a vendor and relationship to an employee be in question. Procurement may provide guidance to try and utilize the vendor in accordance with the Procurement Code, Government Conduct Act and other applicable laws.
- B. Former Employees. Pursuant to the Government Conduct Act, NMSA 1978, Chapter 10, Article 16, former employees must have separated employment from the District for a minimum of one (1) year before contracting with the District for goods or services.

#### XIV. Definitions (Purchasing Terminology)

**AFTER THE FACT:** The tangible goods have been delivered or services have been rendered without a Valid Purchase Order being issued.

**CATALOG PRICE:** The price of materials in the most current catalog, price list, schedule or other form that is regularly maintained by the manufacturer or vendor of an item; and is either published or otherwise available for inspection by a customer.

**CLIENT:** Typically an end-user who is seeking to procure goods or services to fulfill a need.

**CONSTRUCTION:** The process of building, altering, improving or demolishing any public structure or building or public improvements of any kind to public real property. Construction shall not include the routine maintenance or repair of existing facilities.

**CONTRACT MODIFICATION:** Any written alteration in the provisions of a contract accomplished by mutual action of the parties to the contract.

**COOPERATIVE PROCUREMENT:** A procurement conducted by or on behalf of more than one state agency or local public body, or by a state agency or local public body with an external procurement unit.

**DETERMINATION:** A written documentation of a decision of the Chief Procurement Officer, based on data submitted by the end user, which must include findings of fact that are necessary to support a decision. This requires that the Chief Procurement Officer comply with the basic mandates of due process of law in that the decision must be in writing and must include findings of fact which are required to support the decision reached. In any litigation, the determination will form a major portion of the record upon which the court will base its decision. The determination will become a part of the procurement file.

**INVITATION FOR BIDS (ITB):** All documents, including those attached or incorporated by reference, utilized for soliciting bids.

**LOCAL VENDOR:** A vendor with a "storefront" and goods available for purchase by the general public within McKinley County or Window Rock, Arizona or other locations as approved by the Chief Procurement Officer.



**MULTIPLE SOURCE AWARD:** An award of a definite or indefinite quantity contract for one or more similar services, materials, or construction to more than one bidder or offeror.

**PROCUREMENT:** Purchasing, renting, leasing, lease purchasing or otherwise acquiring materials, services or construction. It includes all procurement functions, including but not limited to preparation of specifications, selection and solicitation of sources, preparation and award of contracts and contract administration.

**PROFESSIONAL SERVICES:** The services of architects, archaeologists, engineers, surveyors, landscape architects, medical arts practitioners, scientists, management and systems analysts, certified public accountants, registered public accountants, lawyers, psychologists, planners, researchers and persons or businesses providing similar services which may be designated as such by a determination issued by the Chief Procurement Officer or the Central Purchasing Office.

**PURCHASE REQUISITION:** The document (electronic) submitted by a using agency to request that the Central Purchasing Office obtain a specified service, construction or materials.

**PURCHASE ORDER:** The document (electronic or hardcopy) issued by the Gallup-McKinley County Schools Central Purchasing Office which directs a contractor to deliver materials, services or construction. A legal binding contract between the District and a Vendor.

**QUOTE:** A statement of price, terms of sale, and description of goods or services offered by a supplier to a prospective purchaser; may be non-binding if solicited to obtain market information for planning purposes.

**REQUEST FOR PROPOSALS (RFP):** All documents, including those attached or incorporated by reference, used for soliciting proposals.

**RESPONSIBLE VENDOR:** A vendor who conforms to the laws, policies and practices of the District or any other jurisdiction having authority over a particular procurement.

**SCOPE OF WORK:** A description of the work desired to be provided/performed to include desired deliverables or milestones.

**SERVICES:** The furnishing of labor, time or effort by a contractor not involving the delivery of a specific end product other than reports and other materials which are merely incidental to the required performance.

**SPECIFICATION:** A description of the physical or functional characteristics of the nature of the materials, services or construction. Specification may include a description of any requirement for inspecting or testing, or for preparing materials, services or construction for delivery.

**TANGIBLE GOODS:** Tangible property other than real property having a physical existence, including but not limited to supplies, equipment, materials, printed materials.

**APPENDIX A**  
**Request for Competitive Solicitation Form (Sample)**



GALLUP-McKINLEY  
COUNTY SCHOOLS

## Gallup-McKinley County Schools Procurement Department

### Request for Competitive Solicitation

Date: \_\_\_\_\_

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

Department/Site: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone/Contact Number: \_\_\_\_\_

Description of Goods/Services Needed:

Need By Date: \_\_\_\_\_

Budget: \_\_\_\_\_

Anticipated Cost: \_\_\_\_\_

Account Code: \_\_\_\_\_

Term Length:      1 time purchase      Multiple Term      Annual Contract      Other

Date(s) Available for Initial Meeting: \_\_\_\_\_

Detailed Specifications/Scope of Work (attach documents if available/necessary):

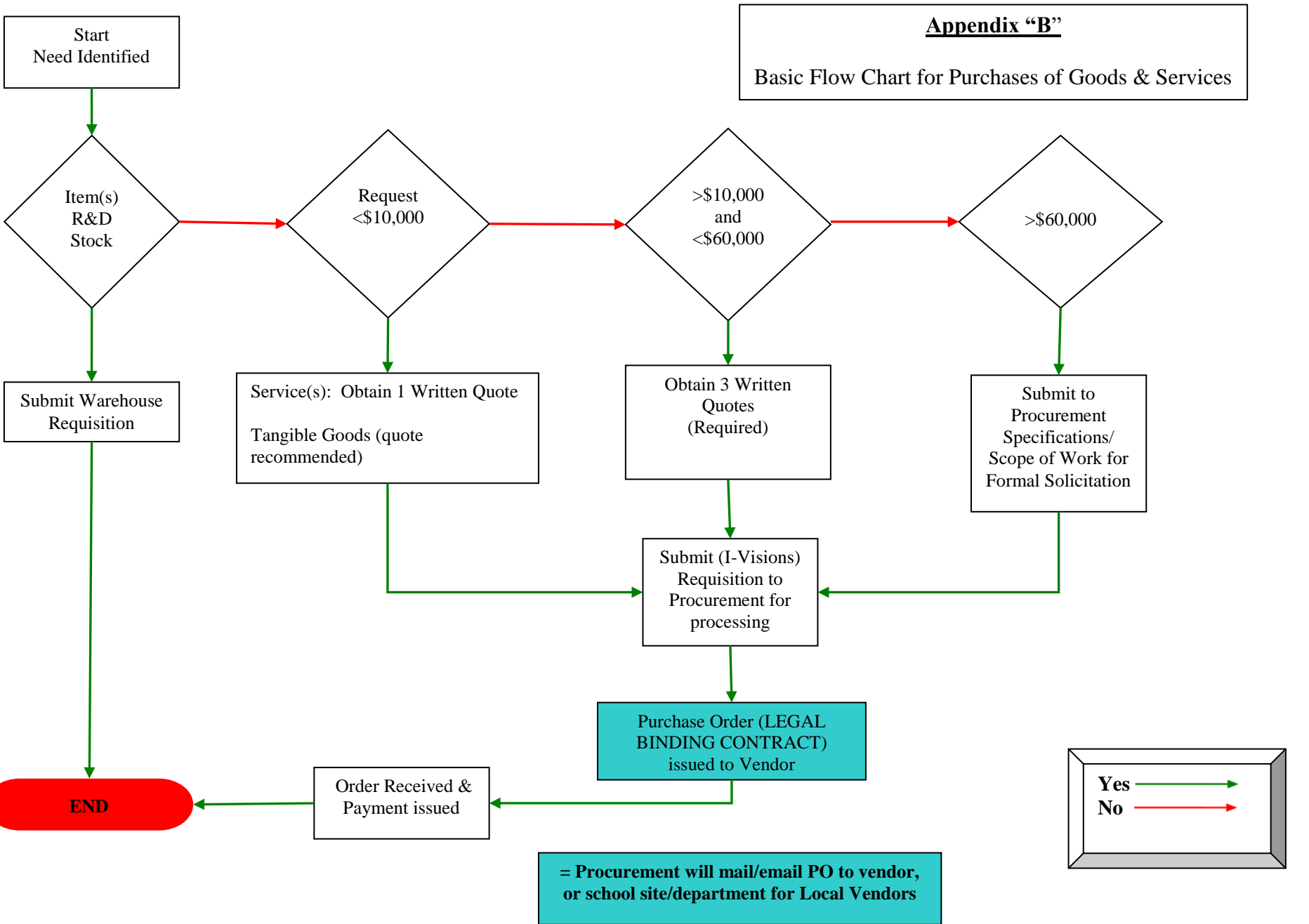
Potential Vendors:

District Contact Person/Subject Matter Expert: \_\_\_\_\_

I acknowledge and understand that by submitting this document this initiates the competitive procurement process, which may take up to a minimum of sixty days to solicit. The pace at which the competitive solicitation process occurs depends on the level of response that I provide to Procurement. Further, I understand that by submitting this document does not guarantee a solicitation will be issued or results returned, but rather a public procurement professional will guide and provide advice to procure the goods or services needed.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature



**Note: Procurement may request additional documents to assure compliance with applicable laws, regardless of the amount of the request**