



FAYETTE COUNTY PUBLIC SCHOOLS

Fayette County Public Schools

How to Do Business

What rules do we follow?

- **KRS 45A Model Procurement Code**

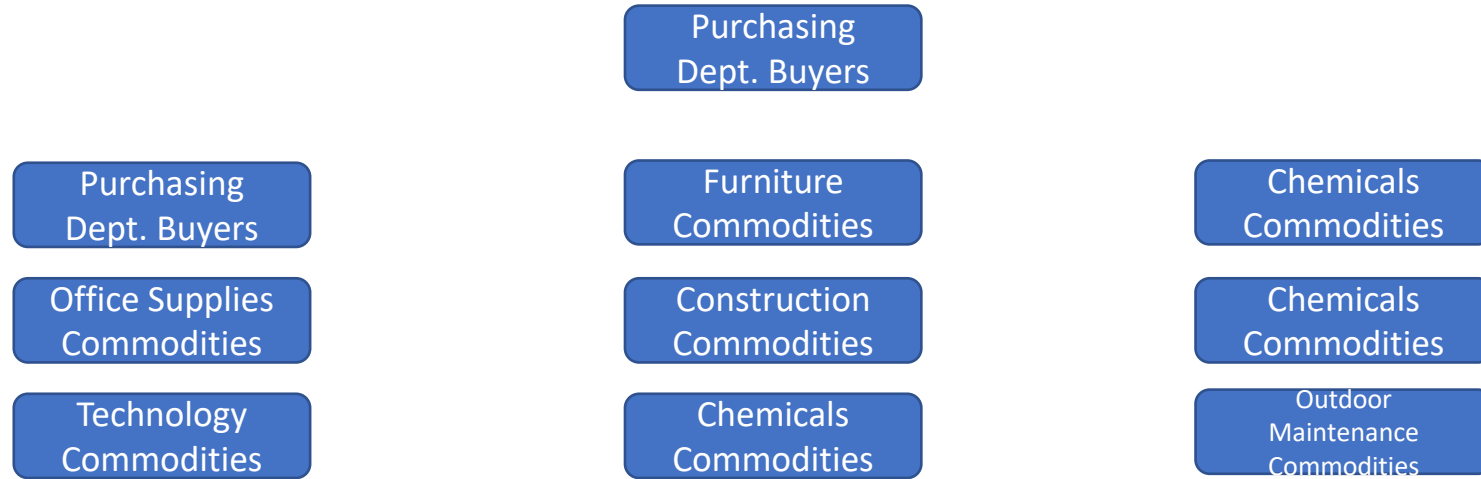
- Expenditures of public funds by local public entities (e.g. cities, counties, school districts), which have adopted the KMPC pursuant to KRS 45A.343 to 45A.460



- There are 5 general methods of procurement:
 1. **Cooperative Purchasing**
 2. **Small Purchase Process**
 3. **Competitive Sealed Bidding**
(Invitation for Bids – IFB)
 4. **Competitive Negotiations**
 - (Request for Proposals – RFP)
 5. **Noncompetitive Negotiations**
(Sole Source/Not Practical to Bid)



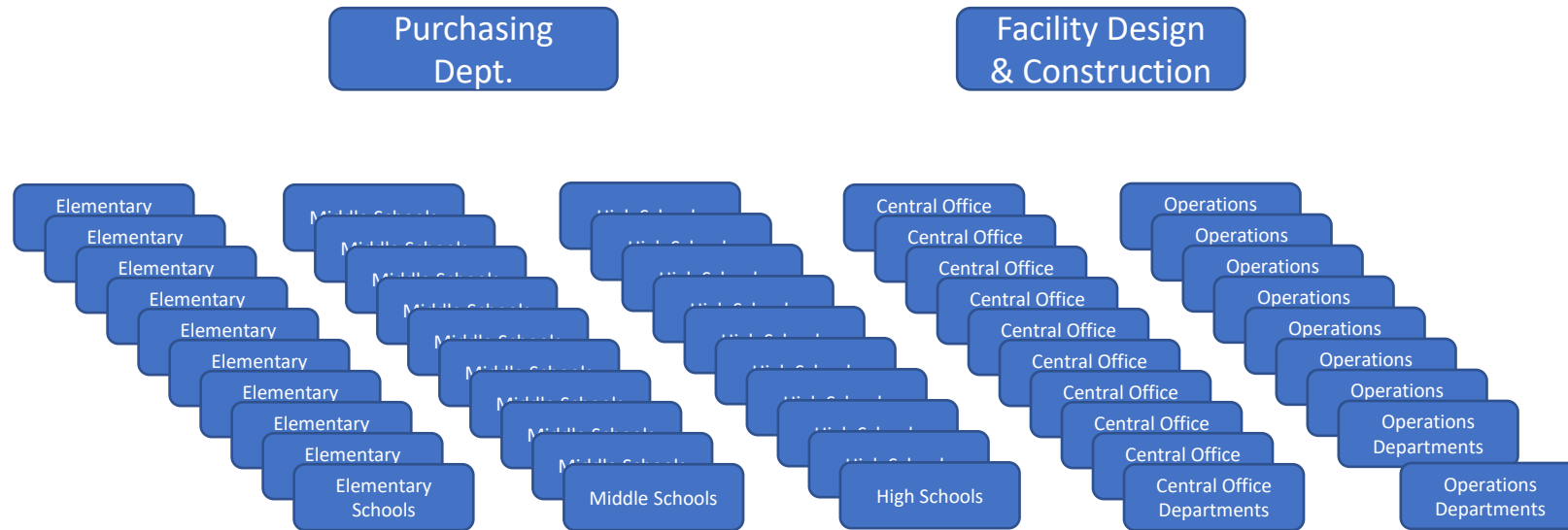
- Typical government purchasing set-up is centralized.



- Buyers in Purchasing handle solicitations and purchases.



- FCPS Purchasing is not centralized.



- Purchasing/FD&C large solicitations and schools and departments are buyers.



FCPS Purchasing Procedures

- No centralized procurement
 - Purchasing done by each school/department
 - Over 100 “buyers”
- 2 departments handle bids for the district.
 - Purchasing Dept. – smaller bids, non-construction
 - Facility Design & Construction – renovations, large-scale construction, plan rooms, architects
- Monetary thresholds to be followed:
 - Under \$30,000 – Small Purchase
 - Over \$30,000 – Bid/Existing Contracts



Ways to Become an Approved Vendor with FCPS

1). FCPS Bids

- Be awarded a district bid or RFP
 - Register as a vendor at [HTTP://WWW.FCPS.NET/BIDS](http://www.fcps.net/bids)
 - All Bids are advertised through the website.
 - Commodity Codes – make sure to select codes that apply to you



1). Bids continued...

Bids for several items and services such as

HVAC Services and Parts

Plumbing

Concrete

Pest Control

Electrical Services and Parts

Office and Janitorial Supplies

Engine Oil, Fleet Parts

Bids are 1-year contracts with optional annual renewal for a total of 5 years possible.



2). Purchasing Cooperatives and Other Agency Bids

- Be awarded a bid from another agency or co-op that allows FCPS to use their bids such as: Commonwealth of Kentucky Master Agreements
- LFUCG, University of Kentucky, or other public agency contracts and Purchasing Cooperatives
- Items generally purchased include:
- Gas, Computers and Technology-Related Items, Furniture



3). Small Purchases/Sole Source

- Less than \$2,500 purchase – items/services are cheaper than approved vendors
- Less than \$5,000 purchase – items/services are not available from approved vendors
- \$5,000 - \$29,999 – items are not available from an approved vendor; then lowest of 3 quotes
 - \$5,000 - \$9,999 – informal quotes
 - \$10,000 - \$29,999 – formal quotes
- Any amount - Sole Source – There is a single source within a reasonable geographical area of the product or service to be procured or competition is not feasible.



Vendor Registry

What is it? - FCPS Vendor Website, go to www.fcps.net/bids and follow the link to register.

What is it used for?

- Bid and Bid Advertisement Posting
- Bid Notifications Sent Out
- **Online Bid Submittal**

Register as a Vendor

- Keep an Up-to-Date Profile
- Contact Information
- Commodity Codes



Purchasing Department

www.fcps.net/bids

www.fcps.net/business

<https://fcps.diversitycompliance.com>

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