



FAYETTE COUNTY PUBLIC SCHOOLS

# Purchasing Review

2021

# 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



# Types of Procurement

1. **Cooperative Purchasing**
2. **Small purchases**
3. **Competitive sealed bidding**  
(Invitation for Bids – IFB)
4. **Competitive negotiations**
  - (Request for Proposals – RFP)
5. **Noncompetitive negotiations**
  - (Sole Source/Not practical to bid)



# Cooperative Purchasing Master Agreement - “State Price Contract”

Price agreements with a particular vendor to supply specific items at a specific unit price for a specific period.

Great “first choice.” Bidding and awarding already done by the Finance Cabinet. Items/services ready for purchase.

KETS Contracts – Dell, Microsoft  
Maintenance Products – Lowes, Grainger



# Cooperative Purchasing Other Agencies

- In addition to State Master Agreements,
  - GSA
  - National Purchasing Cooperatives such as Omnia Partners, Sourcewell
  - University of Kentucky
  - LFUCG
- Bid must be for the items you are purchasing
- Check with the vendor to see if they will extend the pricing of the contract to you.
- You should have a copy of the contract on file if you are using another agency's bid.



# Monetary Thresholds

- **Purchases less than \$5,000.00** – Use best effort to obtain the lowest price from a responsible and responsive bidder for the supplies, services or construction to be purchased
- **Purchases equal to or exceed \$5,000.00 but less than \$30,000.00** – the following procedures shall be followed:
  - A minimum of three (3) vendors shall be solicited for quotes. At least one (1) potential supplier should be a certified MBE ,WBE or VBE. Small Purchase Quote Form should be used. Requisition/PO shall include the statement that the purchase is the **“lowest of three quotes”** and the vendor names and quotes must be included on requisition.
  - Between \$5,000 and \$9,999 – telephone, online or catalog quotes are acceptable.
  - Between \$10,000 and \$29,999 – A minimum of three (3) written quotes shall be solicited from potential bidders or suppliers.



# Quotes

- Use the quote form
- Advise vendors you are getting quotes
- Give a deadline to get quotes to you
- Keep it with a copy of the PO for audits
- Document everything
  - Emails
  - Phone Calls
  - Dates contacted and due dates



# Sole Source Determinations

- Number is assigned by Purchasing and is good for 1 year
- When competition isn't feasible
- Justification for why there is no competition
- Determination form is not a contract
- Number is for a specific item or service
  - Others can use the number if it is for the same item or service
  - First to order gets to fill out the form

It takes time to get the signatures. Be prepared to wait.





# Determination Form

- Date
- School/Department
- Vendor Name
- Amount of Purchase
- Description of items being purchased and why there isn't any competition
- Originator – who is requesting the number
- Signatures based on amount of purchase
  - Must get Chief of School's signature on all determination forms
  - Over \$10,000 requires Chief Financial Officer
  - Over \$30,000 requires Superintendent
  - Comes to Purchasing last



# Approved Bid Vendor List

- Approved vendors are not Munis vendors
- Sent out at the beginning of the month
- Lists FCPS bids, Determinations, State Master Agreements, cooperative vendors, certified MWVBEs
- Should be your first source for finding a vendor
- When a vendor isn't on the list use small purchase procedures under \$30,000
- Over \$30,000 contact Purchasing to send out a bid or RFP, use bid request form
- Vendors can't be added to the list. To be on the list a vendor must be awarded a bid.



# Requisitions

- \$5,000 and over – Vendor Sourcing Notes
  - Lowest of 3 quotes and list the quotes
    - Quotes must be listed
  - Lowest of 3 written quotes
    - Quotes must be listed
  - FCPS Bid # or Determination #
  - GSA contract #, LFUCG Bid #, UK Bid #, State Master Agreement #
  - If a national co-op is used, the Co-op contract #



# Requisitions

HOME

Accept Cancel Search Query Builder Add Update Delete Global+ Print PDF Excel Word Email Attach Notify Alerts Switch Form Notes Line Items GL Allocations Mass Allocate GL Summary Return

Confirm Search Actions Output Office Tools Menu

Main Information

Dept/Loc Status  
Fiscal year Current Next Needed by  
Requisition number Entered By  
General commodity PO expiration  
General description Receive by  
General Notes

Vendor Information

Vendor Committed  
Name  
PO mailing  
Delivery method Print Fax E-Mail  
Vendor/Sourcing Notes Vendor Quotes (0)

Shipping Information

Ship to  
Email  
Reference

Line	Commodity	Inv item	Inv item loc	Inv tran type	Description	Vendor	Qty	Unit price	Freight	Disc %	C
------	-----------	----------	--------------	---------------	-------------	--------	-----	------------	---------	--------	---

Total amount

Workflow

My Approvals Approve Reject Forward Hold Approvers

0 of 0



# Vendors in Munis

When searching for vendors in Munis:

- Must use all caps
- Best to search in Vendor Inquiry instead of requisition entry
- \*OFFICE\* - looks for any vendor name with office in it
- \*OFFICE – looks for any vendor name that ends with office
- OFFICE\* - looks for any vendor name that starts with office
- Can also search other fields like address
- You can only use A/P type vendor numbers
- Vendor number ranges

2XXXXX range is for Tax Office only-no requisitions

7XXXXX range is for Payroll only-no requisitions

8XXXXX range is for 1099 processing only-no requisitions

9XXXXX range is for the food service department only-no requisitions

P-card Type is for P-card processing only-no requisitions



# Vendor Request Form

- Name, address, contact information
- Federal ID # and W9
- Reason number is needed
- Employee reimbursements – Employee ID



# Questions?

- [www.fcps.net/bids](http://www.fcps.net/bids)

## **FCPS Purchasing Department**

Director of Logistical Services and Purchasing– Dan Sawyers

859-381-3876

Purchasing Technician – Matt Moore

859-381-3885

Administrative Assistant – Sarah Gaines

859-381-3877

