

**Procurement Reports
District Five Board of Trustees
Monday, August 27, 2012**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 27, 2012 meeting, I will brief and update on three areas:

- **All Sole Source Procurements**
- **All Emergency Procurements**
- **Our Minority Business Enterprise Plan**

EXPLANATIONS

(This information is from our procurement code.)

SOLE SOURCE PROCUREMENTS *(Greater than \$2,500.00)*

A purchase order may be issued for a supply, service, equipment or construction item without competition if/when the Superintendent, Assistant Superintendent for Operations, or Director of Finance determines in writing that there is only one source for the required item or service.

CONDITIONS THAT COULD NECESSITATE A SOLE SOURCE PROCUREMENT:

where the compatibility of equipment, accessories, or replacement parts is of paramount consideration;

a unique item is needed for trial use, or testing;

where the item is one of a kind.

EMERGENCY PROCUREMENTS *(Greater than \$2,500.00)*

EMERGENCY PROCUREMENTS EXIST WHEN THERE IS:

an immediate threat to public health or welfare;

an immediate threat to the safety of people or property;

an adverse affect on normal day-to-day operations.

MINORITY BUSINESS ENTERPRISE UTILIZATION PLAN

The South Carolina Consolidated Procurement Code requires that all State agencies that have adopted a procurement code that is substantially similar to the State code formulate a Minority Business Enterprise Utilization Plan. The MBE Plan is designed to ensure that minority businesses are offered equal opportunity to fully participate in the overall procurement process of the District.

DEFINITIONS

The term "minority business" is defined as a business holding a Certificate of Eligibility issued by the South Carolina Office of Small and Minority Business Assistance (OSMBA). This certification can be issued to a business that is at least 51% owned by one or more citizens who are determined to be socially and economically disadvantaged. Such groups include, but are not limited to Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans, Asians, and Women, regardless of race or origin.

The Office of Small and Minority Business Assistance maintains a list of vendors (approximately 450) who are certified as Minority-Owned. In addition, we flag business in our accounting software if we are aware that they are minority-owned.

GOALS

Our Minority Business Enterprise Plan states that we will strive to spend at least 10% of our total procurements with minority-owned firms.

SOLE SOURCE PROCUREMENTS

7/12/11 PO# 82327 payable to Wattstopper for \$2700.00

This was for network cards to be used in the school lighting system at D. R. Hill Middle School. This equipment is required to operate the system and can only be obtained from this vendor.

7/27/11 PO#82613 payable to School Check-In for \$4330.98

This was for a school check-in system to be used for all visitors and staff to Byrnes High School. This equipment and supporting software was not available from any other vendor.

8/3/11 PO#82696 payable to BGN/Conlin Sports for \$4159.44

This was for 1/2 sleeve attachments for football jerseys. Sleeves needed to match existing uniforms and could not be purchased from another vendor and be guaranteed to match.

10/3/11 PO#84275 payable to Shoot-A-Way for \$6306.00

This was for an electronic basketball unit designed to return the ball to the shooter. It is a unique item that is not available for any other source.

11/11/11 PO#84866 payable to Amazon.com for \$4950.00

This was for 50 Kindle Touches which were not available from any vendor other than Amazon at that particular time.

11/15/11 PO# 85088 payable to Daktronics for \$5860.00

This was for a three-year service plan to service the Jumbotron scoreboard and equipment. This service is only available from Daktronics since they are the sole provider of parts and service for this unit.

12/15/11 PO#85302 payable to Voice Products for \$4048.34

This was for equipment to detect tobacco smoke in restrooms. Not available from any other source.

5/23/11 PO#87660 payable to Lightspeed for \$7063.84

This was for the Redcat, All-in-one classroom audio system used to aid the instruction of hearing impaired children. Lightspeed Technologies is the sole provider of this system.

EMERGENCY PROCUREMENTS

3/5/12 PO#86674 payable to Wildlife and Animal Control for \$3780.00

This was for removal and eradication of bats from the Schofield Gymnasium, and the identification and closure of entry points. The administration felt strongly that this situation warranted quick action and did not allow for the necessary period of time to compete this procurement.

MINORITY BUSINESS ACTIVITY

Total procurements as indicated by our Vendor Activity Report:	\$14,906,154
Reimbursements, utilities, payments to educational entities, etc:	- \$6,934,677
	<u>\$7,971,477</u>

Procurements involving Minority Owned Companies:	\$507,699
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6.4% of total procurements involved minority-owned businesses.