

**Procurement Reports
District Five Board of Trustees
Monday August 26, 2024**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 26, 2024 meeting, we will brief and update on the following:

- **Sole source procurements**
 - **Emergency procurements**
 - **Minority business activity**
-

PROCUREMENT CODE DEFINITIONS

MINORITY BUSINESS

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.

*Only 734 businesses are certified across the State. The certification process is time intensive and many businesses that would qualify simply choose not to go through the application process. For those businesses that are successful in certification, most are only able to provide goods/services to their local area. Due to the difficulty of achieving certification, the District also tracks all businesses who are minority businesses, not just certified through the SC OSMBA.

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

*Controllable procurements are purchases that the District has discretion in the selection of the vendor. Examples of non-controllable procurements are: Utilities, Debt Services, Payments to government/school districts, employee benefits/insurance, vendors under contract for the year, sole source acquisitions, etc.

SOLE SOURCE PROCUREMENTS (Greater than \$5,000) ARE ALLOWABLE WHEN:

- 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 \$5,000) ARE ALLOWABLE WHEN:

- there is an immediate threat to public health or welfare;
- there is an immediate threat to the safety of people or property;
- there could be an adverse effect on normal day-to-day operations.

MINORITY BUSINESS REPORT - 2023-2024

Total District Five Expenses:	\$110,765,973.79
Contracts*, Sole Source, Reimbursements, Payments to Other Agencies.:	\$54,713,558.19
Total Controllable Dollars	\$56,052,415.60
Procurements involving all known Minority Owned Companies:	\$18,967,824.45
Procurements involving OSMBBA Certified Companies:	\$ 112,965.42
33.8% of total eligible procurements involved minority-owned businesses	

Bid Data

Solicitations Issued: 16
 Solicitations Cancelled: 2
 Total Solicitations: 14

Total Bid Responses Received: 65
 Bid Responses from Minority Companies: 5

SOLE SOURCE & EMERGENCY PROCUREMENT REPORT - 2023-2024

SOLE SOURCE				
<u>Date</u>	<u>PO Number</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>
7/1/2023	137175	Honeywell	\$132,665.04	Automation Controls
7/1/2023	137185	Tree Tech Communications	\$6,720.00	Security Alarm Monitoring
7/6/2023	137361	Ecoroq/Anamac	\$7,216.00	Freezer Humidity Filter System
8/14/2023	137754	Clarinets By Copeland	\$8,750.00	Custom Made Instruments
8/30/2023	138032	Shar Music	\$5,250.28	Hoffman Instruments
11/27/2023	138774	Riddell	\$10,364.63	Helmet Reconditioning
2/15/2024	139356	Scholastic	\$38,721.20	RISE Curriculum
2/28/2024	139484	Lego Education	\$10,270.40	Class Kits
2/28/2024	139486	Sphero	\$10,976.82	Robot Class Kits
5/28/2024	Multiple	Teacher Created Materials	\$35,775.52	Copyrighted Educational Kits

EMERGENCY				
<u>Date</u>	<u>PO Number</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>
1/5/2024	139012	Lefler Electronics	\$108,800.00	Fire Panel Failure