

**Procurement Reports  
District Five Board of Trustees  
Monday, September 27, 2021**

**Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the September 27, 2021 meeting, we will brief and update on the following:**

- **Sole source procurements**
  - **Emergency procurements**
  - **Minority business activity**
  - **Procurement audit**
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**PROCUREMENT CODE DEFINITIONS**

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

The South Carolina Consolidated Procurement Code requires a Minority Business Enterprise Utilization Plan. This plan is designed to ensure that minority businesses are offered equal opportunity to fully participate in the overall procurement process of the District.

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 730 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 keeps track of 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 qualified\* procurements with minority-owned firms.**

\*Qualified procurements are purchases that the District has discretion in the selection of the vendor. Examples of non-qualified are: Utilities, Debt Services, Payments to government/school districts, employee benefits/insurance, etc.

**SOLE SOURCE & EMERGENCY PROCUREMENT REPORT**

**2020-2021**

<b>SOLE SOURCE</b>				
<u>Date</u>	<u>PO Number</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>
8/25/2020	128726	Vex Robotics	\$4,755.36	Robotics Kit Materials
11/10/2020	129480	Vex Robotics	\$5,987.36	Robotics Kit Materials
12/9/2020	129652	Project Lead the Way	\$2,981.02	Classroom Kit Materials
12/9/2020	129639	Lego Education	\$34,059.06	Education Kits for Stem programs
1/4/2021	129726	Project Lead the Way	\$3,032.38	Classroom Kit Materials
1/12/2021	129798	Oticon	\$2,801.26	Wireless Remote Mic System for Hearing aid
4/14/2021	130791	Navigate 360	\$70,740.48	Emergency Management Software
5/24/2021	130898	Ridell	\$3,033.40	Helmet Reconditioning
6/16/2021	131163	Mobile Communications America	\$142,457.60	Bus Cameras

<b>EMERGENCY</b>				
<u>Date</u>	<u>PO Number</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>
7/22/2020	128329	Carolina Campus Supply	\$12,059.33	Gaiter Masks
8/5/2020	128428	Allegra Printing	\$4,851.62	Printing of student materials for hybrid/virtual learning
8/24/2020	128703	MenuWorks	\$2,815.98	Individual desk shields
9/15/2020	Multiple	Piedmont Plastics	\$590,254.76	Plexiglas Dividers
10/26/2020	129335	United Chemical	\$13,645.25	Electrostatic Sprayers
11/19/2020	129544	Polymer Shapes	\$4,841.64	Plexiglas Dividers
1/22/2021	129906	ADW	\$5,000.00	Water Line Repair at Byrnes
1/22/2021	129907	Johnson Controls	\$3,000.00	Sprinkler Repair at Abner Creek
2/1/2021	129954	Impulse Souvenirs	\$16,050.00	D5 Masks with Adjustable Straps
3/22/2021	130363	All About Wildlife	\$15,607.90	Bat Eviction at BHS

## MINORITY BUSINESS REPORT

### 2020-2021

Total District Five Voucher and P-card Expenses:	\$24,944,826.45
Reimbursements, utilities, transfers to educational entities, etc.:	- \$16,433,328.87
<b><i>Qualified Controllable Dollars</i></b>	<b><i>\$ 8,511,497.58</i></b>

Procurements involving all known Minority Owned Companies: **\$ 519,641.80**

Procurements involving OSMBA Certified Companies: **\$ 2,010.00**

**6.1%** of total eligible procurements involved minority-owned businesses

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### *HISTORY*

<u>YEAR</u>	<u>SPENDING</u>	<u>PERCENTAGE</u>
2019-2020	\$676,343	4.5%
2018-2019	\$558,223	2.5%
2017-2018	\$357,907	9.5%
2016-2017:	\$542,387	12.7%
2015-2016:	\$448,479	10.9%
2014-2015:	\$253,618	7.6%
2013-2014:	\$220,627	6.6%
2012-2013:	\$226,943	5.2%