

**Procurement Reports  
District Five Board of Trustees  
Monday, August 22, 2016**

**Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 22, 2016 meeting, we will brief and update on the following:**

- **All sole source procurements**
- **All emergency procurements**
- **Our minority business activity**
- **Results of our procurement audit**

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**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 effect 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**

- 8/13/15

PO #105125, \$19,493.40 payable to Project Lead the Way (PLTW)

Items required for our participation in Project Lead the Way. All items are classified as State Contract, Exempt, or Sole Source by the PLTW documentation.

- 8/13/15

PO #105126, \$17,405.20 payable to RE Hatley & Associates, Inc.

BFA purchase of a 24x12 40w laser cutter/engraver. Epilog (manufacturer) directed us to this vendor as the only authorized dealer and trainer for the southeastern United States.

- 8/13/15

PO #105127, \$3,164.10 payable to Advance Manufacturing Techniques, Inc.

Items required for our participation in Project Lead the Way. All items are classified as State Contract, Exempt, or Sole Source by the PLTW documentation.

- 8/18/15

PO #105210, \$4,099.39 payable to Vernier Software and Technology, Inc.

Items required for our participation in Project Lead the Way. All items are classified as State Contract, Exempt, or Sole Source by the PLTW documentation.

- 8/27/15

PO #105485, \$2,521.30 payable to School Outfitters

Purchase of a school set of headphones (Egghead 1003). School Outfitters is the exclusive vendor for this product.

- 10/12/15

PO #106403, \$3,524.30 payable to Paxton Patterson, LLC

This purchase was for a vertical panel saw with a router kit and the training package. This equipment was only available from this vendor as confirmed by the manufacturer, Safety Speed Manufacturing.

- 10/14/15

PO #106220, \$4,505.93 payable to Formal Fashions, Inc

This purchase was for additional formal wear for the Byrnes High School Orchestra. The items were sole sourced due to the need to match the existing inventory of formal wear.

- 12/1/15

PO #107102 & 107103, \$2,797.19 each payable to Simplex/Grinnell

This purchase was for annual inspection of fire alarms and systems in numerous locations. We have proprietary equipment in place that was originally installed by Simplex/Grinnell. Choosing other vendors would require replacement and alterations of hardware and software. It is in the best interest of the District to maintain this inspection relationship with Simplex/Grinnell.

- 3/10/16

PO #108456, \$2918.46 payable to Lego Education

Purchase of math manipulatives (More to Math Core Set 1-2). Lego Education is the exclusive United States distributor.

- 4/29/16

PO #109220, \$60,897.00 payable to Specops Software

This purchase was for a software and support package that enables our tech team to deploy other software and updates remotely, on up to 5000 licensed devices at a time. Specops Software is the sole vendor for this software package.

### **Emergency**

- 3/15/16

PO #108547, \$11,347.45 payable to Cannon Roofing for repairs at Byrnes Freshman Academy following a hail storm that occurred on 3/14/16.

- 3/15/16

PO #108556, \$29,472.24 payable to Summit Roofing for repairs at Duncan Elementary, Byrnes High School, and the District Office following a hail storm that occurred on 3/14/16.

*As required by the District Five Procurement Code, Superintendent, Dr. Scott Turner was provided with a semi-annual report of Sole Source and Emergency procurements. This written report was provided on January 6, 2016.*

**MINORITY BUSINESS ACTIVITY**

Total procurements as indicated by our Vendor Activity Report:	<b>\$36,259,246</b>
Reimbursements, utilities, transfers to educational entities, etc:	<b>- <u>\$32,137,935</u></b>
	<b>\$4,121,311</b>

Procurements involving Minority Owned Companies:	<b>\$448,479</b>
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**10.9%** of total eligible procurements involved minority-owned businesses.