

**Procurement Reports  
District Five Board of Trustees  
Monday, August 26, 2013**

**Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 26, 2013 meeting, we will brief and update on three areas:**

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

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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 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 – 2012-2013**

- 8/9/12 PO# 88494, \$4036.48 payable to Lightspeed Technologies

This was to purchase four (4) Redcat All-in-One Sound Systems that are used in some of our Special Needs Classrooms where sound and voice amplification is required. These systems were added to our current inventory. The system is portable, does not require any installation, and is the preferred system of our staff. Lightspeed Technologies is the only provider for this equipment. A Sole Source Letter is included in the file with this purchase order.

- 10/12/12 PO# 90219, \$3364.20 payable to Formal Fashions

This was a purchase of formal attire for female members of our Byrnes High School Chorus. The leadership desired a long-sleeved gown and was not able to locate another vendor who could provide one that met our specifications.

- 5/15/13 PO# 93155, \$11,253.00 payable to Mosaic Corporation

This was a purchase of document storage/retrieval software necessary to ensure compatibility with our existing system to provide document continuity and to enable access to previously stored documents. Compatibility was of paramount importance.

- 5/28/13 PO# 93305, \$11,882 payable to Varsity Spirit Fashions

This was a purchase of additional uniforms and uniform pieces to add to existing inventory for Byrnes High School Varsity and Junior Varsity Cheerleading squads. Matching and compatibility to existing inventory was of paramount importance and we were not willing to take a chance on another vendor being able to match items that we already owned which were provided by this vendor.

## **EMERGENCY PROCUREMENTS – 2012-2013**

- 1/9/13 PO# 91098, \$15,900.00 payable to ADW

This was for the emergency replacement of the water heating system at Beech Springs Intermediate School. This system failed on January 8, 2013. It is the sole source of hot water for the kitchen and restrooms at Beech Springs. In order to maintain the health and safety of the staff and students at Beech Springs, it was necessary to replace this unit immediately. There was not adequate time to go through a formal procurement process. Bill Chumley (Director of Maintenance) and Dr. Greg Wood (Assistant Superintendent for Operations & Administration) authorized this Emergency Procurement.

- 3/14/13 PO# 92262, \$28,233.10 payable to Encore Technology

Emergency procurement of an appliance required to handle our 100MB Internet service. Smarter Balance testing was scheduled to begin in a few days and without this appliance it was determined that we would not have the necessary online service to provide this vital service to our students.

- 3/31/13 PO# 92508, \$5420.00 payable to Trutech

Emergency procurement for the removal and eradication of bats at Reidville Elementary School. Failure to complete this task as quickly as possible would have likely resulted in a major disruption to the operations of the school.

### **MINORITY BUSINESS ACTIVITY**

Total procurements as indicated by our Vendor Activity Report:	<b>\$13,583,081</b>
Reimbursements, utilities, transfers to educational entities, etc:	<b><u>- \$9,176,269</u></b>
	<b>\$4,406,812</b>

Procurements involving Minority Owned Companies:	<b>\$226,943</b>
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**5.15%** of total procurements involved minority-owned businesses.