

**Procurement Reports
District Five Board of Trustees
Monday, August 25, 2014**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 25, 2014 meeting, we 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 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 PROCUREMENTS – 2013-2014

- 7/9/13 PO# 93757-93761, \$46,285.47 payable to Dell Marketing, Edvotek, and Project Lead the Way

These purchase orders were to fill the requirements of Project Lead the Way at Byrnes High School. All of the items were either sole source, state contract, or previously competed.

- 7/15/13 PO# 93855, \$15,000.00 payable to Frontline Technologies

Purchase of an online substitute teacher management and placement system. Compatibility with existing software systems (particularly CSI for payroll purposes) was of paramount importance to the operations of the District.

- 9/24/13 PO# 95419, \$3,569.07 payable to POC Ventures, LLC

Purchase of Guardian protective football helmet covers. POC Ventures is the only provider of this item.

- 10/15/13 PO# 95752, \$3,335.70 payable to Carolina Training Associates

Purchase of GEARS Curriculum and catapults bundled as a class pack. Carolina Training Associates is the local dealer for these class packs as designated by Depco, the sole source provider.

- 12/4/13 PO# 96465, \$2981.00 payable to Glendale

Purchase of ceremonial supplies and equipment, as well as uniform components for Byrnes High School AFJROTC. Colonel Farr confirmed that it was crucial for this equipment to match existing inventory.

- 1/27/14 PO# 97379, \$7,095.00 payable to Lecroy Educational Technology

Purchase of one 70" Qomo Interactive LED Touch Monitor and supporting equipment and supplies. Qomo Hitevision, LLC provided documentation that Lecroy was the only authorized dealer for our area.

- 3/12/14 PO# 97730 & 97731 \$12,480.00 payable to Virco

Purchase of student desks at BHS and BFA. Principals stated that the new desks must match existing inventory.

- 6/4/14 PO# 98974, \$9,095.44 payable to Virco

Purchase of student desks at FCMS. Principal stated that the new desks must match existing inventory.

EMERGENCY PROCUREMENTS – 2013-2014

- 8/1/13 PO# 94310, 94311, 94726, \$24,809.36 payable to MSI South

For purchase and installation of digital video recording equipment for the security camera systems at Byrnes High School and Florence Chapel Middle School. In order to have all equipment operating properly in time for the start of school on August 19, immediate ordering was required.

- 12/11/13 PO# 96592, \$2,968.00 payable to C. C. Dickson

Emergency procurement for the replacement of a compressor on a walk-in cooler in the BHS Cafeteria. Failure to replace this item immediately would have resulted in the loss of food that was being stored in this cooler.

- 2/3/14 PO# 96878, \$7000.00 payable to Realtech

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

- 6/4/14 PO# 98892, \$9000.00 payable to Summit Roofing

Emergency roof and drain flashing repairs at Reidville Elementary School following a hail storm. Failure to repair immediately could have resulted in water damage to the interior of building.

As required by the 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 13, 2014.

MINORITY BUSINESS ACTIVITY

Total procurements as indicated by our Vendor Activity Report:	\$14,586,742
Reimbursements, utilities, transfers to educational entities, etc:	- \$11,220,816
	\$3,365,926

Procurements involving Minority Owned Companies:	\$220,627
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6.6% of total procurements involved minority-owned businesses.