

**Procurement Reports
District Five Board of Trustees
Monday, September 25, 2017**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the September 25, 2017 meeting, we will brief and update on the following:

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

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 & EMERGENCY PROCUREMENTS

2016-2017

Sole Source

- 7/5/16

PO #109831, \$17,321.57 payable to Varitronics

Poster, cutouts, and awards maker purchased by Wellford Academy. Varitronics provided documentation that they are the sole provider of this equipment for buyers in North and South Carolina.

- 7/14/16

PO #110091, \$3,644.66 payable to Creedmoor Sports

Portable Air Gun Range purchased by Byrnes HS AFJROTC. Creedmoor provided documentation indicating that they are the designer, patent holder, and sole source for the product.

- 8/2/16

PO #110293, \$15,029.78 payable to Project Lead the Way

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.

- 8/29/16

PO #110933, \$11,827.48 payable to Project Lead the Way

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.

- 10/3/16

PO #111604, \$3,066.60 payable to Formal Fashions, Inc

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.

- 11/22/16

PO #112334, \$3,010.47 payable to Varitronics

Packages of laminate for poster, cutout, award maker. Varitronics provided documentation that they are the sole provider of this equipment for buyers in North and South Carolina.

- 01/10/17

PO #112845, \$7,953.71 payable to Riddell

Reconditioning and certification of Riddell football helmets and shoulder pads. Riddell will only certify condition and safety of equipment that is reconditioned by their own certified technicians.

- 06/08/17

PO #114936, \$12,000.00 payable to Securly, Inc

Cloud-based web content filtering and student safety solution for K-12. Securly provided documentation stating that their product included four technology patents and that the product was not distributed via resellers.

Emergency

- 8/24/16

PO #110840, \$4,905.02 payable to Crossroads Environmental

Crossroads was brought in to provide air quality samples at Byrnes High School following heavy rains that caused roof damage, sheetrock damage, and flooding. They continued to provide air quality samples during the removal of debris and subsequent cleanup of the area.

- 10/14/16

PO #111926, \$5,116.00 payable to A. D. W.

An underground gas leak was discovered at Reidville Elementary School. A. D. W. was hired to locate and repair the leak. We were unable to prepare and serve food at Reidville until this leak was repaired, thus creating a danger to the health and welfare of our students and staff.

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 11, 2017.

MINORITY BUSINESS ACTIVITY

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| Total procurements as indicated by our Vendor Activity Report: | \$26,645,730 |
| Reimbursements, utilities, transfers to educational entities, etc: | - <u>\$22,386,967</u> |
| | \$4,258,763 |

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| Procurements involving Minority Owned Companies: | \$542,387 |
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12.7% of total eligible procurements involved minority-owned businesses.