

**Procurement Reports
District Five Board of Trustees
Monday, January 28, 2019**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the January 28, 2019 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.

SOLE SOURCE & EMERGENCY PROCUREMENTS

2017-2018

Sole Source

- 7/24/17

PO #115474, \$2628.24 payable to Angeltrax

Remove security cameras from old buses and replace them in new buses. Parts, equipment, and labor were required to come from the manufacturer of the cameras.

- 8/8/17

PO #115561, \$9964.55 payable to Kajeet

Education broadband devices and services. The manufacturer provided documentation indicating that they are the designer, patent holder, and sole source for the product.

- 8/17/17

PO #115793, \$3771.48 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.

- 4/13/18

PO #119001, \$4686.93 payable to Pegg's Recreation

Replacement slide for the playground at Lyman Elementary School. The item needed to match the original equipment in order to provide proper fit and finish.

- 4/16/18

PO #116060, \$7044.72 payable to Seon/Mobile Communications of Dekalb

Bus camera system, including cameras, hardware, and DVR. Manufacturer provided documentation that they were the sole supplier of the equipment.

Emergency

- 8/25/17

PO #115954, \$4,905.02 payable to United Refrigeration

Rental of three portable cooling units to provide temporary cooling for Florence Chapel Middle School. Issues with geothermal system, coupled with very high temperatures created an uncomfortable environment in the school.

Enhancements to the geothermal system required extensive research and could not be completed in a timely manner.

- 1/9/18

PO #117767, \$2831.87 payable to United Refrigeration

A replacement compressor for the walk-in cooler at Abner Creek Academy. Not replacing this compressor immediately would have led to a large loss of food and created an unsafe environment for ACA students.

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.

MINORITY BUSINESS ACTIVITY

Total procurements as indicated by our Vendor Activity Report:	\$23,478,115
Reimbursements, utilities, transfers to educational entities, etc:	- \$19,712,326
	\$3,765,789

Procurements involving Minority Owned Companies:	\$357,907
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9.5% of total eligible procurements involved minority-owned businesses.