

**Procurement Reports
District Five Board of Trustees
Monday, August 24, 2015**

Our Procurement Code requires the District to provide the Board of Trustees with certain reports annually. At the August 24, 2015 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**

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 – 2014-2015

- 7/16/14 PO #99451, \$20,000.00 payable to Public Consulting Group (PCG)

This purchase was for a comprehensive Medicaid fee-for-service documentation system. The system is the only one of its kind and is only available from the above listed vendor.

- 8/4/14

PO #99874, \$2,963.44 payable to Makerbot
PO #100102, \$2,952.42 payable to Makerbot

This was a purchase of two 3D Replicator printers needed for the Byrnes High School and Byrnes Freshman Academy Technology Departments. Makerbot provided sole source documentation that was verified by Kevin McCurry and Dr. Scott Smith.

- 8/4/14 PO #99890, \$4,594.76 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.

- 9/3/14 PO #100356, \$6,408.72 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.

- 12/15/14 PO #102054, \$17,500.00 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.

- 5/20/15 PO #104098, \$6,600 payable to Pegg's Recreation

This purchase was for removal, storage, and re-installation of smaller portion of the playground at Lyman Elementary School. In order to maintain the original manufacturer's warranty, we contracted with the original installers to disassemble and store the unit.

- 5/29/15 PO #104334, \$4770.00 payable to Blackboard, Inc

This purchase was for a new parent notification system/service that incorporated a smart phone app that was not available from any other supplier.

EMERGENCY PROCUREMENTS – 2014-2015

- 9/16/14 PO #100580, \$21,300.00 payable to Carolina Bus Sales

Due to a large number of buses being out of service, the District was experiencing difficulty completing routes and getting children to/from school in a safe and timely manner. Following consultation with the Director of Transportation and the Superintendent, an emergency acquisition for a used 72 passenger bus was authorized by Dr. Greg Wood, Assistant Superintendent for Operations.

- 6/15/15 PO #104320, \$3726.71 payable to S & S CommCo

This transaction was to re-connect the life safety alarm equipment at Byrnes High School during the early stages of the construction project. Competing this purchase would have placed the school and its occupants at risk for an extended period of time.

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 February 5, 2015.

MINORITY BUSINESS ACTIVITY

Total procurements as indicated by our Vendor Activity Report:	\$15,963,541
Reimbursements, utilities, transfers to educational entities, etc:	- \$12,638,315
	\$3,325,226

Procurements involving Minority Owned Companies:	\$253,618
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7.6% of total eligible procurements involved minority-owned businesses.