

Purchasing Overview

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Supervisor of Purchasing

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- 1. (4) Pages long Hangs on FSPS website
- 2. Establishes parameters for District
- 3. Commodity -vs- Professional Service

FSPS Policy 7.5
Purchases &
Procurement

Key Takeaways from 7.5

- Definition of a **Commodity**: All supplies, goods, material, equipment, computers, software, machinery, facilities, personal property, and services, other than personal & professional services, purchased on behalf of the District.
- Definition of **Professional Services**: Legal, financial advisory, architectural, engineering, construction management, and land surveying professional consultant services.

FORT SMITH PUBLIC SCHOOLS PURCHASING THRESHOLD FLOW CHART FEDERAL FUNDS NON FEDERAL FUNDS \$10,000 OR \$26,500 OR \$10,000 OR \$75,000 \$250,000 **LESS THAN** LESS THAN GREATER GREATER GREATER OR OR GREATER \$10,000 \$10,000 BUT LESS **BUT LESS** GREATER **BUT LESS** THAN THAN THAN \$75,000 \$250,000 \$26.500 ISSUE ISSUE OPEN INVITATION OPEN INVITATION MARKET SOLICIT AT RFP TO BID & SOLICIT AT CALL MARKET PUBLIC PURCHASE LEAST (2) **RFP TO BID &** LEAST (2) PURCHASING PURCHASE NOTICE **QUOTES IN** NO BIDS PUBLIC SUPERVISOR **OUOTES IN** NO BIDS WRITING REQUIRED NOTICE TO PREP FOR WRITING REQUIRED FROM PUBLIC APPROVAL FROM VENDORS OPENING NARRATIVE PUBLIC **VENDORS** TO BE **OPENING** ONCE BIDS FOLLOWED ONCE BIDS TO BE ARE RECIEVED BY BID ARE RECIEVED FOLLOWED EVALUATION PURCHASING PURCHASING BY BID PANEL SUPERVISOR SUPERVISOR TO COMPLETE **EVALUATION** TO COMPLETE BID PANEL AWARD BID NARRATIVE BIDS AND NARRATIVE NOTIFY AWARD PURCHASING BIDDERS BIDS AND PURCHASING CONTACTS ALL CONTACTS ALL NOTIFY VENDORS VENDORS BIDDERS CONCERNING CONCERNING THE RESULTS THE RESULTS OF THE OF THE BIDDING BIDDING COMMODITIES MAY BE PURCHASED

Other duties!

- 1. Process all PO's for the District ~ 15,000
- 2. Order, Process, & Tag all Fixed Assets
- 3. Copier/Printer Repair & Servicing
- 4. Oversight of District cell phone program
- 5. Shipping & Receiving Packages
- 6. Shred District wide
- 7. Textbook Disposal District wide
- 8. Walmart/Sam's/Harps centralized charge cards
- 9. Coordinate setting up new vendors eFinance
- 10. FSPS Post Office & Delivery Service mail & packages
- 11. Warehousing & warehouse support!

Other ways Purchasing supports

Purchasing Team



Questions

