



BALTIMORE COUNTY PUBLIC SCHOOLS

OFFICE OF PURCHASING
SUPPLIER GUIDE
2018



Developing lifelong learners through literacy

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Supplier Guide


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This publication is designed solely to provide general summary information to those who wish to conduct business through the Office of Purchasing of Baltimore County Public Schools. As such, it is not necessarily complete, authoritative, or legally binding.

ABOUT US


Purchasing Vision and Mission

 **VISION** We will provide expertise in procurement through effective communication, the innovative management of contracts, and the development of efficient tools which will result in successful 21st Century students. We will partner with our customers to cooperatively develop solutions, education and information that add value to the school system.

 **MISSION** The Office of Purchasing educates, guides and supports customers by providing timely and efficient delivery of procurement services. We demonstrate high standards of proficiency in compliance with policies, rules and governmental regulations to guarantee the success of all stakeholders while preserving public trust.

REGISTRATION

Supplier Self Service


 **SUPPLIER REGISTRATION** Suppliers wishing to conduct business with BCPS may register through the Supplier Self Service system located at http://businessservices.bcps.org/departments/fiscal_services/purchasing/vendors/

Prior to beginning the registration process, please gather the following required information:

- ◆ Legal Name
- ◆ Tax ID or SSN
- ◆ Contact Information
- ◆ Dunn & Bradstreet Number (DUNS)
- ◆ Account Administrator
- ◆ Ordering Information
- ◆ Payment Information
- ◆ Business Type
- ◆ NIGP Commodity Codes

SOLICITATIONS

Invitations for Bid

 **INVITATIONS** BCPS invites all qualified suppliers to participate in invitations for bid. Opportunities are accessible through several sources:

- ♦ **BCPS Bid Board** http://businessservices.bcps.org/departments/fiscal_services/purchasing/invitation_to_bid/
Click on the Bid Number for additional details
- ♦ **eMaryland Marketplace** <https://emaryland.buyspeed.com/bsa/> Search for bids by Organization NIGP Class, or Commodity Code
- ♦ **Gardens Reprographics** - <http://www.cdibalt.com/viprlist.htm> All solicitations and specifications for construction projects are maintained on Gardens Reprographics site. All interested contractors must register with Gardens to obtain access to the Gardens CDI Government Plan Room. This is a short, free process requiring company identification. Once registered, select “View Plans” tab to view listing of current projects.

SOLICITATIONS

Methods of Procurement

 **COMMON METHODS** BCPS uses a variety of procurement methods including:

- ♦ **Invitation for Bid (IFB)** - BCPS may issue an IFB when the estimated value of a contract is \$25,000 or more and the department seeks to make an award to responsive, responsible bidders based on lowest price.
- ♦ **Request for Proposal (RFP)** - BCPS may issue an RFP when the estimated value of a contract is \$25,000 or more and the department seeks to make an award based on the most favorable proposal response.
- ♦ **Piggyback** - BCPS may utilize a contract that is a result of a competitive procurement by another governmental agency. The contract must offer the same goods and pricing to BCPS and meet all legal requirements.
- ♦ **Informal Bids/Routine Purchases** - BCPS may purchase directly from suppliers when the total annual value is less than \$25,000. The Office of Purchasing monitors purchases to ensure compliance with policy.

SOLICITATIONS

Bid Process

PROCESS STEPS

- ♦ **Advertisement** - All IFBs and RFPs will be advertised in accordance with BCPS policy. At a minimum, the solicitation will contain general terms and conditions, general specifications, evaluation criteria, contact information for the Purchasing Agent, the term of the contract, and the date, time and place for bid or proposal submission.
- ♦ **Requirements** - Suppliers should read the documents thoroughly to become familiar with BCPS requirements. A Pre-Bid or Pre-Proposal meeting may be held to review information contained in the solicitation documents. Information provided at these meetings is for reference only.
- ♦ **Q&A** - All questions must be provided to the Purchasing Agent in writing at least seven business days prior to the scheduled opening of the bid. The Agent will provide written responses to all Bidders through an Addenda at least five business days prior to the scheduled opening of the bid.


SOLICITATIONS

Bid Process (Continued)

- ♦ **Submission** - The supplier's proposal must be complete and received in the Office of Purchasing no later than the due date and time specified in the solicitation. A public opening may be held following receipt of solicitations, however, no indication of award will be made at the opening.
- ♦ **Evaluation** - The Office of Purchasing will conduct a review to determine whether the proposal is in compliance with specifications. Recommendations for award will only be made to suppliers who are deemed responsive and responsible by the Purchasing Agent. Responsibility may include whether the supplier is in good standing with the state of Maryland, suspension or debarment, and a reference check. In the event of an RFP, the Agent will then forward proposals to an Evaluation Committee to make a determination of most favorable proposal based on the criteria specified in the solicitation.
- ♦ **Contract** - After evaluation, suppliers will be notified of award recommendation and anticipated approval date. Once approval has been obtained from the Board of Education, Purchasing will review and execute a contract with the successful bidder.

ROUTINE PURCHASES


Less Than \$15,000

 **REQUIREMENTS** Prices are obtained from written quotes provided by the supplier. Purchasing reserves the right to obtain price quotations based upon the functional life cycle of the product. If there is no current approved contract for an item, and is greater than \$1,000, the supplier must provide BCPS with the following:

- ♦ A written quotation containing the supplier's name, item description (including manufacturer part number), item price, terms and conditions, contact name, e-mail, remittance address, ordering address, Federal ID number, signature, telephone number and date.
- ♦ Quotations should be returned via electronic e-mail from the supplier to the requesting school or office.
- ♦ A copy of the written quotation must be submitted with the requisition order document by the requesting school or office.

ROUTINE PURCHASES

\$15,000—\$25,000

 **REQUIREMENTS** Purchasing evaluates all requisitions and may determine the need for bids based on the value, function, or life cycle of the product. Purchasing has the option to issue informal bids or obtain written price quotations. This decision is based upon the value of the purchase, its function, potential term of the contract, and the need to ensure supplier performance. If there is no current approved contract for an item, the supplier must provide BCPS with the following:

- ◆ A written quotation containing the supplier's name, item description (including manufacturer part number), item price, terms and conditions, contact name, e-mail, remittance address, ordering address, Federal ID number, signature, telephone number and date.
- ◆ At least two quotations from two different suppliers must be obtained by the requesting school or office.
- ◆ Quotations should be returned via electronic e-mail from the supplier to the requesting school or office.
- ◆ A copy of the written quotations must be submitted with the requisition order document by the requesting school or office.

ENVIRONMENTAL

Purchasing Policy



REQUIREMENTS


In accordance with the “green product cleaning supplies” legislation enacted by the State of Maryland, BCPS has selected environmentally preferred cleaning chemicals and floor care products for use in all facilities. “Environmentally Preferable Cleaning Products” are defined as products that have a lesser or reduced effect on human health and the environment.

A procurement plan for environmentally preferred cleaning products and equipment has been established whereby all products will be evaluated and approved by BCPS Department of Facilities Management prior to purchase and use.

The Office of Purchasing will encourage and solicit the use of green product cleaning supplies.

S/MBE PROGRAM

Small/Minority Business Enterprises


 **MBE PARTICIPATION** The Office of Purchasing encourages minority business enterprise participation in all contracts. As a result, BCPS has established the following goals for MBE Procurements:

- ◆ **State Funded Construction Projects** - BCPS shall attempt to achieve a minimum of 29% of the total dollar value of all state funded construction contracts directly or indirectly with certified minority business enterprises.
- ◆ **County Funded Projects** - BCPS shall attempt to achieve a minimum of 14% of the total dollar value of all county funded contracts directly or indirectly with small businesses and/or certified minority business enterprises.

Additional information regarding our Small/Minority Business Enterprise goals are located on our website at http://businessservices.bcps.org/departments/fiscal_services/purchasing/information/s_b_e_m_b_e/

SUPPLIER ETHICS

Policy and Rule


 **EXPECTATIONS** BCPS relies upon open, competitive procurements to obtain goods and services while preserving the public trust. To do business with BCPS, suppliers must respect and not undermine that process. BCPS also expects suppliers to perform fully, timely, and honestly in accordance with the terms of their contracts and to demonstrate their responsibility through a history of successful performance.


All suppliers are expected to comply with any and all Board Ethics Policies that may apply to them individually or as a business entity. All suppliers should review carefully the conflict of interest policies, including Board Ethics Policy 8363 prohibiting BCPS employees from benefiting from business with the school system.

Additional information regarding Board Ethics Policies are located on our website at http://www.bcps.org/system/policies_rules/8000toc.htm

LEARN MORE

Additional Resources

 **WEBSITE** For additional information on Baltimore County Public Schools Office of Purchasing, visit our website at http://businessservices.bcps.org/departments/fiscal_services/purchasing/

 **BUSINESS HOURS** Business is conducted Monday through Friday from 8:30 A.M. to 4:30 P.M., excluding holidays.

Thank you for your interest in partnering with
BCPS Office of Purchasing





OFFICE OF PURCHASING

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