



Doing Business with DeKalb County School District

Presented by: DeKalb County Schools Vendor
Services Department

Agenda

- ▶ DCSD Background
- ▶ Purchasing Facts
- ▶ Purchasing Goods and Services
- ▶ Becoming a Vendor
 - ▶ Vendor Self Service Portal
- ▶ Bids/Solicitation process
- ▶ Contracts
- ▶ Accounts Payable
- ▶ Capital Purchases/SPLOST
- ▶ Questions
- ▶ Contacts

DCSD Background

Third largest
Georgia
school
district

2024 DCSD
Budget:
\$1.85 Billion

Over 92,000
students
155 nations/
165 languages

Over 138
schools and
centers

Over 14,000
employees
(6,000
teachers)

Purchasing Facts

What DCSD Spent in 2023 with Vendors

- ▶ Approximate Annual Purchase Orders
 - ▶ \$281,664,798
- ▶ Approximate Annual P-Card Spend
 - ▶ \$8,394,001
- ▶ Board Policies DJE:Purchasing and DJEG: Purchase Orders & Contracts Govern the District regarding Purchasing

What You Need to Know About Purchase Orders

- "The Finance Division through the Purchasing Department shall be responsible for the day-to-day management of procurement and shall produce and issue purchase orders for both capital and non-capital projects. The Finance and Operations Divisions shall work cooperatively to facilitate the District's purchasing and procurement processes." (Board Policy DJE)
- Purchase orders constitute a contract with DeKalb County School District.
- Vendors are required to deliver goods or services in strict accordance with the purchase order
- The vendor must notify the Vendor Services Department immediately if unable to comply with the terms of the purchase order - 678-676-0110.
- **Purchases cannot be authorized for goods or services prior to the vendor's receipt of a purchase order**

Purchasing Goods and Services

- ▶ Purchase Orders
 - ▶ Used most frequently
- ▶ Procurement Card -Goods (P-Card)
- ▶ Awarded contracts through the bid process

Purchases cannot be authorized for goods or services prior to the vendor's receipt of a purchase order

Our Buyers Purchasing Limits:

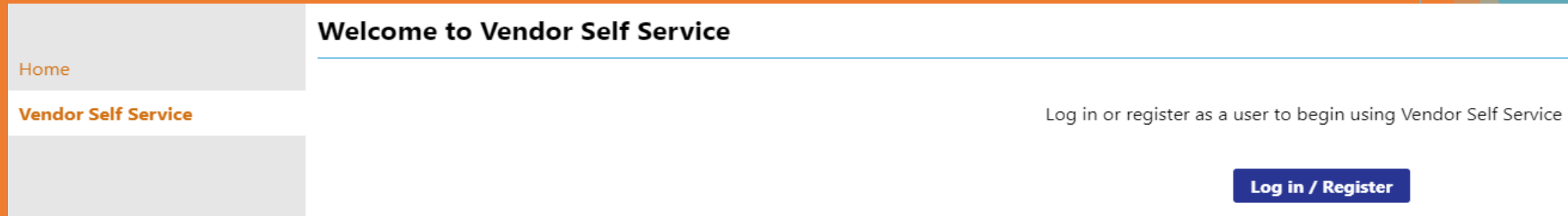
- ▶ \$5,000 or less - authorized by school or department
- ▶ \$5,000.01 to \$99,999.99 - must have 2 written quotes
- ▶ \$100,000 or more- competitive bid process (some exceptions per Board policy DJE)

Becoming a Vendor

New Vendors

1. Register online:

<https://dekalb.munisselfservice.com/Vendors/default.aspx>



2. Submit required documents

3. Once approved vendor is active in our system and vendor notified

Vendor Self-Service Portal

Website: www.dekalbschoolsga.org/vendor-services/

Click on Vendor Registration

CURRENT SOLICITATIONS

PURCHASING BOARD POLICY DJE

VENDOR REGISTRATION

PURCHASING BOARD POLICY DJEG

Vendor Self-Service Portal

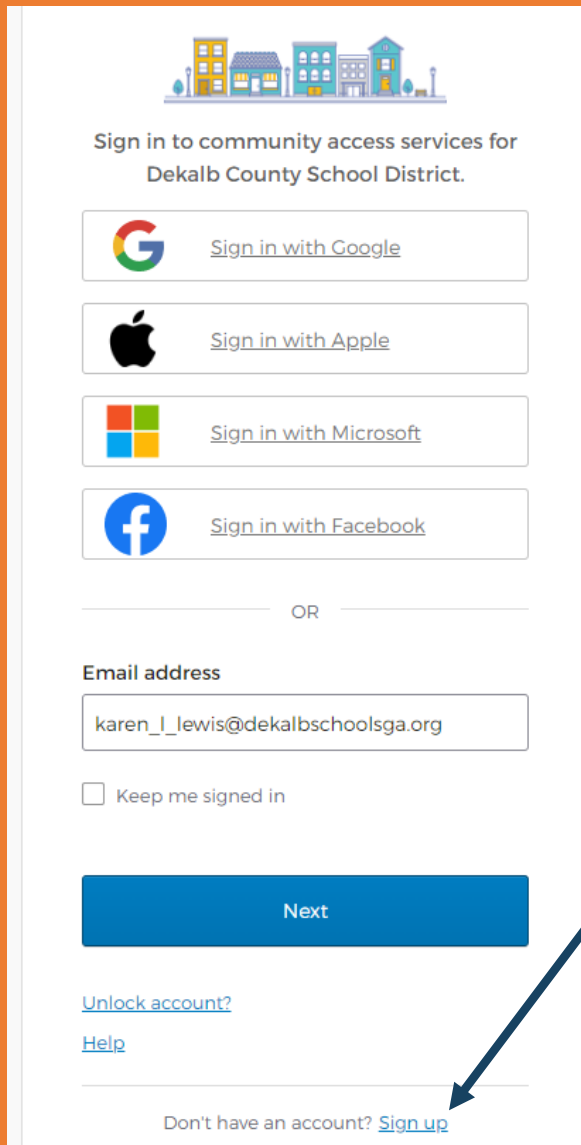
Welcome to Vendor Self Service

Log in or register as a user to begin using Vendor Self Service

[Log in / Register](#)


Welcome to DeKalb County School District Self Service Registration for Business Vendors. Please have the following information available before you begin the registration process. - FID or SSN - Completed W-9 Form - E-Verify Affidavit, if applicable


Vendor Self-Service Portal





The image shows a login page for the Vendor Self-Service Portal. At the top is a logo of a school district with the text "Sign in to community access services for Dekalb County School District." Below this are four social login buttons: "Sign in with Google", "Sign in with Apple", "Sign in with Microsoft", and "Sign in with Facebook". A horizontal line with "OR" in the center separates these from the email login section. The email section has a label "Email address" and a text input field containing "karen_l_lewis@dekalbschoolsga.org". Below the input field is a checkbox labeled "Keep me signed in". A large blue "Next" button is positioned below the checkbox. At the bottom, there are two links: "Unlock account?" and "Help". At the very bottom, a line of text reads "Don't have an account? [Sign up](#)". A blue arrow points from the text on the right to the "Sign up" link.

Sign in to community access services for
Dekalb County School District.

 [Sign in with Google](#)

 [Sign in with Apple](#)

 [Sign in with Microsoft](#)

 [Sign in with Facebook](#)

OR

Email address

☐ Keep me signed in

[Next](#)


[Unlock account?](#)

[Help](#)

Don't have an account? [Sign up](#)

For new vendors click
on "Sign up" at the
bottom of the screen:

Vendor Self-Service Portal



Sign up

Email

First name

Last name

Mobile phone Optional

Password

Password requirements:



- At least 8 characters
- A lowercase letter
- An uppercase letter
- A number
- No parts of your username
- Your password cannot be any of your last 10 passwords

Sign Up

Complete required information and make a password.

Keep your password where you can retrieve it easily.

Vendor Self-Service Portal



Verify with your email

Ⓜ e20064008@edekalbschoolsga.org

We sent an email to e20064008@edekalbschoolsga.org. Enter the verification code in the text box.

Enter Code

Verify

[Return to authenticator list](#)

[Back to sign in](#)

Enter the coder received in
your email from *Community
Access Identity*,

click Verify

Vendor Self-Service Portal

Welcome to Vendor Self Service



No vendor information is linked to your account.

In order to fully use Vendor Self Service, please either register a new vendor or link to an existing vendor.

[Create New Vendor](#)



OR

[Link to Existing](#)

Vendor Self-Service Portal

Banking
info fields
are at the
bottom -
don't need
to enter
Click
Continue

New Vendor Registration

 Your User ID and password have been successfully set. Please continue with the registration process. 

Enter Vendor Registration Information

Company Information

Company Name*

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

Doing business as (if different from above)

*Vendor Type

☐ Foreign Entity

☐ Independent contractor

☐ Send Accounts Payable checks to the above address

☐ Send Purchase Orders to the above address

*EMAIL

Website

DUNS

California Permit Number

Federal Tax ID Number or Social Security Number

*FID or SSN

☐ FID ☐ SSN

*FID/SSN

*Re-type FID/SSN

Vendor Address

*Address

Line 2 (OPTIONAL)

Line 3 (OPTIONAL)

Line 4 (OPTIONAL)

City *

State *

Zip Code *

County

Country

Geographic

Fax Number

☐ Minority Business Enterprise
Classifications
(select all that apply)

☐ General

Gender

Ethnicity

Payment Terms

Your preferred payables delivery method(s).

☒ Mail ☐ E-Mail

Your preferred purchasing delivery method(s).

☒ Mail ☐ E-Mail

Vendor Self-Service Portal

New Vendor Registration

Address information

[Help](#)

Addresses

[add](#)

Name/DBA

Address

Continue

Vendor Self-Service Portal

User Contact Information

Contact Person

* Contact Type

Select Type...



* Name

Description

* Phone

Text

☐ Opt In

* E-mail

Complete required contact information,

after clicking *Continue* you can add additional contacts if desired

Vendor Self-Service Portal

Additional Values

[Help](#)

Field

LEGACY VENDOR NUMBER

E-VERIFY NUMBER

Vendor Self-Service Portal

Select Commodities

Search for your commodities/services, then select and **"Add"**. Search again and repeat as necessary. Click **"Finished"** when done.

Keyword(s) or commodity code(first 3 or more digits)

art supplies

Search

[List all commodities/services](#)

9 Found 1-9

[Select All](#)

Code

Description



05000

ART EQUIPMENT AND SUPPLIES



05069

Recycled Art Equipment and Supplies



23235

Floral Supplies: Artificial Flowers, Floral Tape, etc.

After entering
NIGP codes
click add at the
bottom then
continue

Vendor Self-Service Portal

New Vendor Registration

Review

[Help](#)

Please check that the information below is correct. Make changes if necessary, then click on "Register."



Comprehensive Terms and Conditions are made part of each purchase order document and are available at <http://www.dekalbschools.org> uploaded with your registration.



I have read and accept the terms & conditions.

Register

Vendor Self-Service Portal

Once *Register* is clicked - wait until the data has been saved:

New Vendor Registration Registration Confirmation



Registration has been completed. You will be contacted when your information has been reviewed. 

You can now:

- [Register for commodities/services and/or update your profile.](#)
- [Upload attachment documents to your profile.](#)

Vendor Self-Service Portal

Attachments

Attachments can be added to your account. Use the following **Attach** buttons to select the documents to add. Once the documents have been selected, press the **Upload** button.

| Attachment Type | Description | Required | Attachments | |
|-----------------|--------------------------------------|----------|-------------|-------------------|
| General | Documents are not assigned to a type | | (0) | <div>Attach</div> |
| default | Vendor Attachment | | (0) | <div>Attach</div> |

Required Documents

Service Providers (no Employees):

- IRS W9 form
- Vendor Verification form
- Business license (if applicable)
- Immigration form & Affidavit of Exception (4 pages)
- Picture Id
- Food Service Permit - Food Providers

Service Providers (with Employees):

- IRS W9 form
- Vendor Verification form
- Business license (if applicable)
- Immigration form & Contractor Affidavit Agreement (4 pages)
- Food Service Permit - Food Providers

Product Only Providers:

- IRS W9 form
- Vendor Verification form
- Business license (if applicable)

Service Providers- Immigration Forms

The immigration/security documents consist of four pages:

- Two-page immigration form - same for all businesses w/ or w/out employees
- Two-page Contractor Affidavit of Agreement - vendors with employees
OR
- Two-page Affidavit of Exception and picture id - vendors with NO employees

Immigration page 1, initial:

- 2a OR 2b OR 2c
- **NOT all three!**
- #3

IMMIGRATION AND SECURITY FORM

1) Covered public entities shall comply with the Georgia Security and Immigration Compliance Act, as amended, O.C.G.A. § 13-10-90 et. seq.

2) In order to insure compliance with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act, as amended by the Illegal Immigration Reform Act of 2011, O.C.G.A. § 13-10-90 et. seq. (collectively the "Act"), the **Contractor** **MUST INITIAL** the statement applicable to Contractor below:

(a)_____ (**Initial here**): Contractor warrants that, Contractor has registered at <https://e-verify.uscis.gov/enroll/> to verify information of all new employees in order to comply with the Act; is authorized to use and uses the federal authorization program; will continue to use the authorization program throughout the contract period; Contractor further warrants and agrees Contractor shall execute and return any and all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq. [**Contractors who initial (a) must attach and return a signed, notarized Contractor Affidavit and Agreement**];

or

(b)_____ (**Initial here**): Contractor warrants that he/she does not employ any other persons, and he/she does not intend to hire any employees or to perform the Contract. [**Contractors who initial (b) must attach and return a signed, notarized Affidavit of Exception and a true and correct copy of the Contractor's state issued driver's license or state issued identification card**];

or

(c)_____ (**Initial here**) Contractor is an individual who is licensed pursuant to Title 26 or Title 43 or by the State Bar of Georgia and is in good standing when such contract is for services to be rendered by such individual and thus does not have to provide an affidavit.

3)_____ (**Initial here**) Contractor will not employ or contract with any subcontractor in connection with a covered contract unless the subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides Contractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

Immigration page 2:

- initial 4-5
- Sign,
date, name,
address
- Notarize

4) _____ *(Initial here)* Contractor agrees that, if Contractor employs or contracts with any sub-contractor in connection with the covered contract under the Act and DOL Rules 300-10-1-.01, ET. seq. that Contractor will secure from each sub-contractor at the time of the contract the sub-contractor's name and address, the employee-number applicable to the sub-contractor, the date the authorization to use the federal work authorization program was granted to sub-contractor; the subcontractor's attestation of the subcontractor's compliance with the Act and Georgia Department of Labor Rule 300-10-1-.01, et seq.; and the subcontractor's agreement not to contract with sub-subcontractors unless the sub-subcontractor is registered, authorized to use, and uses the federal work authorization program; and provides subcontractor with all affidavits required by the Act and the rules and regulations issued by the Georgia Department of Labor as set forth at Rule 300-10-1-.01 et. seq.

5) _____ *(Initial here)* Contractor agrees to provide all affidavits of compliance as required by O.C.G.A. § 13-10-90 et seq. and Georgia Department of Labor Rules 300-10-1-.01, et. seq. within five (5) business days of receipt.

Signature

Date

Firm Name: _____

Street/Mailing Address: _____

City, State, Zip Code: _____

Telephone Number: _____

Email Address: _____

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE

_____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

Contractor Affidavit:

- Vendor has employees
- Must be E-verify registered

CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned Contractor verifies its compliance with O.C.G.A. 13-10-91, and attests under oath that:

- (1) the individual, firm, or corporation ("Contractor") has registered with, is authorized to use, uses, and will continue throughout the contract term to use and participate in, a federal work authorization program [any of the electronic verification of work authorization programs operated by the United States Department of Homeland Security or any equivalent federal work authorization program operated by the United States Department of Homeland Security to verify information of newly hired employees, pursuant to the Immigration Reform and Control Act of 1986 (IRCA), P.L. 99-603], in accordance with the applicability provisions and deadlines established in O.C.G.A. 13-10-91, as amended. As of the effective date of O.C.G.A. 13-10-91, the applicable federal work authorization program is the "EEV/Basic Pilot Program" operated by the U. S. Citizenship and Immigration Services Bureau of the U.S. Department of Homeland Security, in conjunction with the Social Security Administration (SSA).
- (2) Contractor's correct user identification number and date of authorization is set forth herein below.
- (3) Contractor agrees that the Contractor will not employ or contract with any subcontractor(s) in connection with the physical performance of services on behalf of the DeKalb County School District, unless at the time of the contract said subcontractor:
 - (a) is registered with and participates in the federal work authorization program;
 - (b) provides Contractor with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and
 - (c) agrees to provide Contractor with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If Contractor hires a subcontractor to complete any of the services under Contractor's contract with the DeKalb County School District, then Contractor agrees to obtain and maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Contractor Affidavit pg 2:

- E-verify #, date
- Name, Sign
- Notarize

CONTRACTOR AFFIDAVIT AND AGREEMENT (PAGE 2)

(4) Contractor further agrees to and shall provide copies of all other affidavits or other applicable verification received by Contractor (i.e.: sub-subcontractor affidavits and all other lower tiered affidavits) within five (5) days of receipt.

EEV/Basic Pilot Program User Identification Number

Date of Authorization

If an applicable Federal work authorization program as described above is used, other than the EEV/Basic Pilot Program, please identify the program.

Company Name / Contractor Name

Date

BY: Signature of Authorized Officer or Agent

Date

Title of Authorized Officer or Agent of Contractor

Printed Name of Authorized Officer or Agent

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE

____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

AFFIDAVIT OF EXCEPTION

Affidavit of
Exception (No
Employees) pg 1 -
Nothing to
complete but must
be returned with
signature page 2

The undersigned, in connection with a proposed contract or subcontract on behalf of the DeKalb County School District for the physical performance of services under O.C.G.A. 13-10-90, et seq. (the "Contract"), hereby affirms and certifies under penalties of perjury that:

- (a) I am a sole proprietor or single member entity; and I do not employ any other persons.
- (b) I do not intend to hire any employees or to perform the Contract.
- (c) A true, correct and complete copy of my driver's license is attached hereto.

If at any time hereafter I determine that I will need to hire employees to satisfy or complete the services under the Contract then before hiring any employees, I will:

- (i) immediately notify the School District in writing at: DeKalb County Schools Purchasing Department, 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083
- (ii) register with, participate in and use, a federal work authorization program operated by the United States of Homeland Security or any equivalent federal work authorization program operated by the United States of Homeland Security to verify information of new hired employees, pursuant to the Immigration Reform Control Act of 1986 (IRCA), P.L. 99-603] in accordance with the applicability provisions and deadlines established in O.C.G.A § 13-10-9, as amended; and.
- (iii) Provide the School District with all affidavits required by O.C.G.A. § 13-10-90 *et seq.* and Georgia Department of Labor Rules 300-10-1- 01, seq.

I agree that I will not employ or contract with any subcontractor(s) to provide services on behalf of the DeKalb County School District, school, or DeKalb County Board of Education, unless at the time of the contract said subcontractor:

- (i) is registered with and participates in the federal work authorization program;
- (ii) provides me with a duly executed, notarized affidavit with the same affirmations, agreements, and information as contained herein and in such form as required under applicable law; and

Affidavit of Exception pg 2:

- Sign, date
- Notarize
- Send picture ID

(iii) agrees to provide me with notice of receipt and a copy of every sub-subcontractor Affidavit or other applicable verification procured by subcontractor at the time of contract with the sub-subcontractor(s) within five (5) business days after receiving the said Affidavit or verification.

If I do contract with such subcontractors, I agree to maintain records of such compliance and to provide notice of receipt and a copy of each such subcontractor Affidavit or other permissible verification (i.e.: subsubcontractor affidavits and all other lower tiered affidavits) at the time the subcontractor(s) is retained to perform such service or within five (5) days after receiving the said Affidavit or verification, whichever first occurs.

Attached hereto is a true and correct copy of my state issued driver's license or state issued identification card. I understand that a driver's license or identification card shall only be accepted if it is issued by a state within the United States and such state verifies lawful immigration status prior to issuing a driver's license or identification card. I understand that the Georgia Attorney General/State Law Department's website posts an annually updated list of the states that verify immigration status prior to the issuance of a driver's license or identification card and that only issue licenses or identification cards to persons lawfully present in the United States.

BY: Printed Name

Signature

SUBSCRIBED AND SWORN

_____ DAY OF _____, 20____

Notary Public

My Commission Expires: _____

Documentation Checklist

Product Providers:

1. IRS W9 -1st page
2. Vendor Verification form
3. Business license -if applicable

Service Providers:

1. IRS W9 -1st page
2. Vendor Verification form
3. Immigration/security documents
 1. 2-page immigration form AND
 2. 2-page affidavit (either w/employees or w/out employees)
4. Business license -if applicable
5. Food Providers -all of above & Food Service Permit (not Food Safe Certif)

How to Get Approved Quickly- No Fuss No Muss

Make sure online registration is complete BEFORE sending documents

- Review all required documents for accuracy and completeness **incomplete, incorrect documents delays approval.**
- Send required documents at the same time rather than piecemeal
-
Vendors are not approved until all required documents are received.
- Let school or department contact know that you have registered
- Once reviewed for completeness, vendor is approved, made active in our system and available for purchases.
Incomplete submissions are not approved until corrected.

You Are an Active Vendor, What Does That Mean?

- ▶ Schools and departments may purchase your products or services
- ▶ As a vendor you must seek business opportunities by contacting departments, schools, or other administrators
- ▶ Purchasing Department does not promote or advertise your business
- ▶ Schools or departments **are not** obligated to use your products or services
- ▶ Schools or departments may not know you are available to use in our system


Bids and Solicitations

Competitive Selection for Non-Capital Projects:

- "Purchases or contracts with a total estimated cost of \$100,000.00 or more shall be awarded through a written competitive sealed bid process to the lowest responsible, responsive bidder, or through a competitive request for proposal process where the offer deemed to be the most advantageous to the District may be selected.
- The decision whether to use a competitive sealed bid or a competitive request for proposal shall be made by the Superintendent or the Superintendent's authorized designee, based on sound business judgment and the best interest of the District.
- Purchases shall not be divided into smaller units or lesser amounts in order to circumvent the competitive selection requirements."
- Source: Board Policy DJE:Purchasing III.C.3

Solicitation Registration and Finding Current, Closed and Awarded Bids, Active Contracts

<https://dekalbschoolsga.ionwave.net/Login.aspx>




Login

User Name


Password

Login


Trouble Logging In?




Supplier Registration




Current Bids




Closed Bids




Awarded Bids



Non Awarded Bids



Active Contracts



DeKalb County School District

CONTRACTS

Daniel Denton, Contract Administrator

Daniel_denton@dekalbschoolsga.org

No Contract, No Business

- ▶ Every service transaction must be governed by a contract.
- ▶ Must have:
 - ▶ Clear Term Date (no more than 1 year)
 - ▶ Clear Deliverables
 - ▶ Clear Payment Terms
 - ▶ Total Contracted Value
- ▶ Use DCSD forms, its faster.

Long ICA - \$5,000 - \$100,000

- ▶ 10 - Page
- ▶ Fast-ish Turnaround
- ▶ Certificate of Insurance naming DCSD Required
- ▶ Current W-9 on file
- ▶ Current Immigration Forms on file
- ▶ At least one other competitive quote.
- ▶ Approval & Signature Requirements:
 - Over \$50,000 must be approved by Board at monthly meeting and prepared two months ahead.
 - Signed by Superintendent

INDEPENDENT CONTRACTOR AGREEMENT

(Contract Amount over \$5,000)

THIS AGREEMENT (hereinafter "Agreement") is between the undersigned Independent Contractor (hereinafter "INDEPENDENT CONTRACTOR"), with a principal place of business at _____ and the DeKalb County School District (hereinafter "DCSD"), with its principal place of business at 1701 Mountain Industrial Blvd, Stone Mountain, GA 30083. The INDEPENDENT CONTRACTOR and DCSD are referred to herein jointly as the "Parties" and individually as a "Party." In consideration of the mutual agreements and covenants set forth and for other good and valuable consideration, the receipt, adequacy and sufficiency of which are hereby acknowledged, the Parties to this Agreement do hereby covenant and agree as follows:

A. ENGAGEMENT: Subject to the terms and conditions of this Agreement, DCSD hereby retains INDEPENDENT CONTRACTOR, as an independent contractor, to provide the "Services" described herein, and INDEPENDENT CONTRACTOR hereby accepts such engagement. INDEPENDENT CONTRACTOR shall furnish the Services to the DCSD from time to time on request throughout the term of this Agreement and INDEPENDENT CONTRACTOR shall use his/her/its best efforts to furnish the Services to the satisfaction of the DCSD and shall provide the Services at times and places as are necessary and appropriate.

B. SERVICES: INDEPENDENT CONTRACTOR agrees to render the following services (hereinafter "Services") (include name, scope of work and dates for contracted services):

1. Performance of Services: INDEPENDENT CONTRACTOR will supply all tools and instrumentalities required to perform the Services under this Agreement, and shall perform the Services in a workmanlike and professional manner and shall provide such warranties as are consistent with industry customs and standards. INDEPENDENT CONTRACTOR agrees to act with prudence and diligence and in a timely manner in the performance of his duties and responsibilities hereunder and in good faith and in the best interests of the DCSD. During the term of this Agreement, INDEPENDENT CONTRACTOR shall devote as much of his/her/its productive time, energy and abilities to the performance of his duties for DCSD as is necessary to perform the required duties in a timely and productive manner. Subject to any other written agreement between INDEPENDENT CONTRACTOR and DCSD, INDEPENDENT CONTRACTOR is free to engage in other independent contracting activities, provided that INDEPENDENT CONTRACTOR does not engage in any such activities which are inconsistent with or in conflict with INDEPENDENT CONTRACTOR's Services for DCSD, or that so occupy INDEPENDENT CONTRACTOR's attention as to interfere with the proper and efficient performance of INDEPENDENT CONTRACTOR's Services for the DCSD.

2. Supervision of INDEPENDENT CONTRACTOR: Independent Contractor warrants and represents that INDEPENDENT CONTRACTOR has the training, skills and acumen required to perform the Services. With respect to the duties and obligations of INDEPENDENT CONTRACTOR under this Agreement, INDEPENDENT CONTRACTOR hereby acknowledges and agrees that DCSD shall retain the right to require certain results in conformity with the Agreement. INDEPENDENT CONTRACTOR will determine the method, details, and means of performing the Services. INDEPENDENT CONTRACTOR agrees and acknowledges that DCSD has no right to and shall exercise no control over the time, manner, methods or means of INDEPENDENT CONTRACTOR's performance of the Services.

Full Solicitation Process - \$100,000+

- ▶ Long solicitation process including competitive bidding
- ▶ Results in a much more detailed contract with a 1-year term plus up to 4 annual renewals.
- ▶ Must be approved by the Board

Accounts Payable - Eric Cannady

- After goods are delivered or services rendered, vendors should email invoices to apinvoices@dekalbschoolsga.org.
- Emailing invoices is the preferred method, but in the case where mailing is necessary, invoices can be mailed to 1701 Mountain Industrial Blvd., Stone Mountain, GA 30083, attention: Accounts Payable.
- DeKalb County School District operates on a 30-day net payment policy. Invoices should be paid within 30 days of receipt of invoice.
- Accounts Payable processes invoices that are three-way match compliant. Items ordered through the purchase order must match the items that we receive on the invoice and these items must be electronically received in our ERP system.
- Vendors are not prepaid for goods or services.

Accounts Payable

- Payments are made to the vendor of record, not to a factoring company or collection agency.
- The Accounts Payable department processes payments on a weekly basis.
- Payments are made via check or ACH. ACH payments are made through Paymode-X. Paymode-X is an electronic payment network utilized by the district.
- Vendors who would prefer to be paid via ACH must sign up for the program using the following link: <https://www.paymode.com/DeKalbCountyBoardofEducation>.
- Paymode-X will handle the entire onboarding process and inform the district once a vendor has completed set up.
- Payments made by check are mailed to the vendor.

Capital Project/SPLOST - Angela Arlene-Myrick

On November 22, 2021, the DeKalb County voters approved the DCSD's sixth E-SPLOST program. It is anticipated that approximately \$700 million will be available to fund the District's 2022-2027 Capital Improvement Program through the utilization of the approved SPLOST funds, in conjunction with the State of Georgia's Capital Outlay Program. Future projects will include the following:

- New Builds & Large Additions
- Major Renovations
- Building System Replacements
- Small Capital Projects

Additional details will be provided at the Contractor's Forum on November 3, 2023.

Capital Project/SPLOST - Angela Arlene-Myrick



CONTRACTOR'S FORUM

November 3, 2023
10:00 am - 11:30 am

Administrative & Instructional Complex (AIC)
1701 Mountain Industrial Blvd.
Stone Mountain, GA 30083
Location: Board Room

RSVP Required: Please RSVP to
dcsd-op-solicitation@dekalbschoolsga.org

Inspire our community of learners to
achieve educational excellence



Vendor Services

DeKalb County School District website: www.dekalbschoolsga.org

Vendor Registration

www.dekalbschoolsga.org/vendor-services/

View awarded bids, upcoming solicitations, and register as for updates

<https://dekalbschoolsga.ionwave.net/Login.aspx>

Contacts

Executive Director Vendor Services - Carla L. Smith

Non-Capital Procurement Manager - Fred Christopher

Capital Procurement Manager - Belinda Quillet

Accounts Payable Manager - Eric Cannady

Vendor Registration Specialist - Karen Lewis